THIS PART IS A CONTINUATION

OF

VOLUME 1

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# CIVIL SERVICE

## INTRODUCTION

1. Volume 2 Part 1, being a continuation of the Volume 1 of the 2026 PRB Report, covers the different Ministries/Departments/Divisions/Units in the Civil Service. This Volume reports upon the pay, grading structures and specific Conditions of Service for civil service organisations.

2. Being the administrative arm of Government, the Civil Service ensures that public policy is carried out efficiently and effectively, and provides quality service to the public. In general, the Civil Service has a hierarchical structure with well-defined reporting lines and level of responsibilities. Public officers have a major role in the smooth running of the Civil Service machinery.

3. The orientation of the Report is for a future-fit Civil Service with more responsive organisation structures, better career prospect for the workforce, trained public officers to keep pace with emerging technologies, and indomitable spirit of public officers for a result-oriented culture.

4. In line with its consultative approach, the Bureau held meetings with staff associations of almost all grades. We also gave a hearing to individuals who wanted to depone. Thereafter, consultations were held with Management of different Ministries/Departments. During the meetings, we also provided clarifications on certain implementation issues.

### Structure of the Report

5. In this Volume, Ministries and Departments are presented in line with Budget Estimates 2025-2026. Recommendations pertaining to organisation and pay structures, and specific conditions are made under the respective Ministry/Department. The different grades appear in descending order in the salary schedule, to the extent possible hierarchy-wise. Chapter 42 includes specific provisions on the Workmen's Group whereas the related pay recommendations are made under the relevant Ministries/Departments.

### Coding System

6. The Coding System adopted for this Report is presented as follows:

| **Set of Digits** | **Refer to:** |
|---|---|
| 1st set of two digits | Occupational Group |
| 2nd set of three digits | Initial salary point * |
| 3rd set of three digits | Top salary point * |

** as per the Master Salary Conversion Table*

For flat salaries, "000" is used in the 2nd set of three digits.

# OBSERVATIONS AND GENERAL PROVISIONS

This Chapter provides certain observations on some pertinent issues as well as a few general recommendations which are applicable in the Civil Service. Common main requests made by our stakeholders have equally been highlighted.

## Results-Oriented Performance Management System and Performance-Related Incentive Scheme

7. Following its introduction in the Public Service in 2006, the Performance Management System (PMS) has been rolled out in the Public Sector, instilling to some extent a performance culture. However, the Performance-Related Incentive Scheme (PRIS) could not be implemented due to the absence of sufficient safeguards. Further to Government's renewed focus on improving productivity and performance in the Public Service, the Performance-Based Budgeting (PBB) has been re-introduced, as a strategic tool to assist in resource management and public sector accountability. Same would be extended in the Parastatal Bodies, Local Authorities and Rodrigues Regional Assembly and in this context, relevant legislations have been amended.

8. However, to improve the effectiveness and accountability in the management, operations and implementation of policies, there is need to shift the focus from the traditional approach, that is, from activities/outputs to one based on results, which strengthens the linkages between funding and results. In this perspective, the Bureau has provided in **Chapter Results-Oriented Performance Management System and Performance-Related Incentive Scheme in Volume 1 of this Report**, for, among others, the development of an Integrated Performance Management Framework for the implementation of a Results-Oriented Performance Management System (ROPMS) in the Public Sector, through an integrated approach by synergising the PBB and PMS. We consider that along with the ROPMS, a PRIS should be established and implemented as a means to recognise and appreciate the achievements of high performers.

## Training and Development

9. Training and development rank high on the Government's agenda, with its commitment to transform public sector organisations so that they are future-ready, performance-driven and citizen-focused. During consultations, the Bureau has been apprised that in many quarters, difficulties are being encountered in providing training opportunities to employees. The main challenges faced comprise a limited available budget; shortage of resource persons to act as trainers in the Public Sector; reluctance from Management to release their officers due to exigencies of service; measuring the effectiveness and value of training; and tracking the impact of training. Federations have also pointed out that employees of the Workmen's Group were not being provided with the relevant training or the training provided were inadequate, not attuned to the work performed and, in some instances, quasi-inexistant.

10. Since training is fundamental in enhancing employee's productivity and improving their performance, the Bureau is anew urging Management to provide appropriate and adequate training to employees, including those of the Workmen's Group. We have also provided for the Ministry of Public Service and Administrative Reforms (MPSAR), in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation, to dispense resilience training, among others, to public sector employees. **Recommendations related thereto have been made in Chapter Training and Development in Volume 1 of this Report.**

**Upgrading of Qualifications Requirement**

11. Both Unions and Management from several quarters across the Public Sector have proposed for an upgrading of the qualifications requirement of grades at different levels owing to: an evolution in duties performed by officers; changes in work processes; and higher qualifications possessed by officers, among others.

12. In principle, qualifications are set based on the nature and level of duties/responsibilities, rather than on those possessed by incumbents. Furthermore, as qualification is only one of the compensable factors in job evaluation, an upgrading in same may not necessarily fetch a higher salary, particularly if the level and nature of duties have remained unchanged. **In such circumstance, prior to considering reviewing upward the qualifications requirement, we hold that it would be more appropriate for Management to properly assess the need for any amendment to same. To this end, general recommendations and relevant observations have been made in the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

**Human Resource Planning**

13. Various representations were made by Unions for the recruitment of additional staff and filling of vacant positions. It has been reported that in some cases, an acute shortage of staff in certain grades is adversely impacting on the efficiency, timeliness and overall quality of service delivery. In response to these concerns, we have provided in the **Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, for public sector organisations to undertake a Human Resource Planning exercise, with a view to addressing their HR requirements, among others, and ensuring that all vacant positions are filled within a reasonable timeframe.**

**Digitalisation and Artificial Intelligence Readiness**

14. Further to Government laying much emphasis on the use of digital technologies and Artificial Intelligence (AI) in the Public Sector, Federations have expressed concern on the impact thereof on jobs, in general. Since we are still in an early phase in the application of AI, a proper assessment may not be possible at this stage. Nonetheless, AI should be considered as a tool to help Government to achieve its objectives, and that a sustainable approach to its adoption in the Public Sector should be favoured, based on three key pillars, namely: People, Processes and Technology.

15. Provisions have been made in the **Chapter Digitalisation and Artificial Intelligence Readiness in Volume 1 of this Report,** regarding the fostering of AI initiatives in the Public Sector and the need for capacity building so as to, *inter alia,* equip the technical staff of the Ministry of Information Technology, Communication and Innovation (MITCI) with the necessary skills and knowledge needed to work effectively with AI-related technologies. We have also provided for the proper training of public sector employees to ensure a smooth transition towards AI.

**Performance Criteria**

16. As per existing provisions, eligible officers in various grades are allowed to benefit from incremental movement beyond their top salary, subject to satisfying certain conditions. We have revisited same as hereunder:

**(i) they should have drawn the top salary for at least 12 months;**

**(ii) where officers are eligible to move by more than one increment beyond their top salary, they should have drawn the first increment for at least 12 months;**

**(iii) they should have been efficient and effective in their performance during the preceding year; and**

**(iv) they should not be under report.**

The above conditions are termed as **"Performance Criteria".**

**Mental Wellbeing**

17. Both the Federations and MPSAR highlighted that mental wellbeing is essential for improved performance and productivity. The Bureau also recognises same as a strategic catalyst for enhancing workforce productivity, as it focuses on prevention, resilience and support. Despite the growing global and local awareness on the issue, persistent workplace stressors and stigma continue to erode employee engagement and output. Concerns over the sedentary lifestyle of public officers have also been underscored, with caution on ***"sitting as the new smoking."*** To address these challenges, the Bureau has made a few provisions in the **Chapter Risk, Insurance and Compensation in Volume 1 of this Report,** to embed both mental and physical wellbeing into organisational frameworks, through targeted interventions that foster resilience, reduce absenteeism, optimise performance and improve productivity.

**Special Professional Retention Allowance**

18. The Special Professional Retention Allowance (SPRA), introduced in the 2008 PRB Report to address skills shortages in the fields of Engineering, Architecture, and Quantity Surveying, was maintained in subsequent PRB Reports.

19. However, based on the findings of surveys carried out in the context of the 2016 PRB Report, the payment of SPRA was maintained up to 31 December 2016. Consequently, it was recommended that officers who have availed of this

allowance and who leave or retire from the service should no longer be required to refund same. **We are reiterating this provision.**

**Recommendation 1**

**20. We recommend that officers who benefitted from the Special Professional Retention Allowance (SPRA) up to 31 December 2016 and are now leaving or retiring from the service, should no longer be required to refund the amount received under this scheme.**

**Grades abolished in Civil Establishment Order**

21. The Bureau has noted that certain grades in the Civil Service and Rodrigues Regional Assembly which appeared in the 2021 PRB Report, have been subsequently abolished in the last four Civil Establishment Orders. **The grades concerned have been consequently deleted from the salary schedule of the Ministry/Department or Commission concerned in this Report.**

**Main Proposals of Individuals/Unions/Federations/Management**

22. For this Report, the Bureau received a total of around 15400 representations. Listing all of these would have undoubtedly rendered the Report unnecessarily more voluminous. Among these representations, certain are common to all the Individuals/Unions/Federations/Management.

23. Further, the Unions/Federations have requested for a concise Report, written in a simpler language to ease understanding and avoid any misinterpretation of our recommendations, thereby ensuring consistency in their implementation. In this perspective, only the main representations for Individuals/Unions/Federations/ Management have been mentioned. As for the common representations, since the same approach has been used during their examination by the Bureau, we are providing adequate explanations in respect thereof in the ensuing paragraphs.

*Risk Allowance*

24. With regard to the request for the grant of Risk Allowance, the Bureau has provided an appropriate mechanism, namely the Departmental Safety and Health Committee, to determine the eligibility thereof, as set out in the Chapter Risk, Insurance and Compensation in Volume 1 of this Report.

*Filling of Posts/Establishment Size*

25. Numerous representations were received regarding the filling of vacant posts and increase in establishment size. To this end, the Bureau has, in the Chapter on Recruitment, Promotion and Retention, highlighted the need for Management/ Departments/Organisations to undertake a mandatory Human Resource Planning exercise with a view to, among others, determining the right number of staff required in each grade for effective delivery of their mandate.

*Conditions of Service*

26. Proposals regarding general Conditions of Service have been studied in a holistic manner and discussed with Federations of Unions and the MPSAR. Appropriate recommendations have subsequently been made in the relevant Chapters in Volume 1 of this Report.

*Creation/Merging of Grades*

27. In principle, grades are created on the basis of functional requirements, which in most cases have not been met. Further, we have not provided another level merely for the sake of ensuring a promotional path to officers while the impact would be on the organisation's capacity of service delivery or in terms of cost effectiveness. Merging of grades has been recommended where it was found to be consistent with the needs of the organisation or where there was major overlapping of duties, rendering supervision from the higher level superfluous.

*Upgrading of Salary*

28. All requests for salary upgrading were examined in the light of the job evaluation exercise conducted, taking into consideration, *inter alia*, all duties and responsibilities devolving on the grade, the evolution since the last Report, change in/additional qualifications required, a re-orientation of the sector as per Government decision. However, in some cases, the Bureau was unable to re-assess the grades in the absence of job-related information resulting from the non-submission of the Job Description Questionnaires, among others.

*Restyling of Grades*

29. Concerning restyling of grades, requests were favourably considered where the current job titles have become outdated; or do not portray a clear description of the duties performed. In some cases, grades have been retitled owing to legal requirements or where there was need for harmonisation. In quite a few instances, the demands for restyling were mainly to align on grades which carry a higher salary, implying a request for salary upgrading. The Bureau did not accede to such proposals.

*Upgrading of Qualifications Requirement*

30. Qualifications requirement is normally amended when there is a change in the essential/core duties and responsibilities of a grade and the existing qualifications are no longer adequate for the effective performance of the job. Where the current qualifications are deemed appropriate for the level of duties performed, they have been maintained. In many cases, the requests were simply made with the intention that the higher qualifications would fetch higher salaries and, therefore, lacked solid basis.

*Duty Remission/Payment of Mileage Allowance*

31. Many proposals were received for the grant of 70% duty remission and payment of mileage allowance. These proposals have been examined against a set of criteria together with the findings of the survey on Travelling and Car Benefits to determine eligibility. With regard to mileage allowance, appropriate provisions already exist concerning the rate payable per km whereas the authority to approve claims in respect of official travelling rests on Management.

*Training*

32. Demands, particularly from the staff side, have been made for the provision of training facilities to officers. The Bureau has underscored the importance of training and has made appropriate recommendations thereon.

# 1. OFFICE OF THE PRESIDENT

1.1 The Office of the President, established under Section 28 of the Constitution of Mauritius, assists the President of the Republic in carrying out his constitutional/official obligations and ensures the maintenance and upkeep of the State House. Its functions are, among others, to: issue writ of Elections; organise the protocol to put in place a Government of the day and the Leader of the Opposition after General Elections; receive dignitaries at the level of Head of State, Ministers and Ambassadors; and appoint Commissions of Inquiries.

1.2 A Permanent Secretary is assigned the duties of the Secretary to the President and is responsible for the day-to-day running of the Office. She is assisted in her duties by officers of the Administrative Cadre and other supporting staff**.**

1.3 The Bureau did not receive any representation from the staff/union. Management's main proposals consisted of the creation/restyling of grades; and grant of clothing allowance to all officers working for events at the Office. During consultation, Management was apprised of our stand in most of its proposals and those deemed relevant have been entertained.

1.4 The Bureau equally took cognisance that the scheme of service of a few grades do not reflect the reporting line and actual requirements of the job. **Management was, therefore, advised to address same by amending the schemes of service of the grades concerned, to which it concurred**.

1.5 After examining all the proposals, we consider that there is need to consolidate the structure with the creation of a grade of Senior Maintenance Officer. However, we are abolishing the grades of Driver (on roster – day and night) and Assistant Maintenance Officer since there is no need for such levels. With regard to existing provisions, same are being retained. We are recommending along these lines.

**Secretary to the President**

1.6 As per present provision, a Permanent Secretary is assigned the duties of Secretary to the President to, *inter alia*, advise the President of the Republic in carrying out his constitutional/official obligations; and be responsible for the overall day-to-day administration of the Office. Since this arrangement is still valid, **we are maintaining it.**

## MAINTENANCE UNIT

1.7 The Maintenance Unit of the Office of the President is responsible for the upkeep of buildings and floor areas within the premises of the State House. It undertakes and supervises all maintenance-related projects, ensures the preservation of existing infrastructure, monitors the performance of employees outposted to the Office and oversees the smooth running of official events held at the State House. The Unit is headed by a Maintenance Officer who is generally supported by an Assistant Maintenance Officer.

1.8 A common representation was submitted by Management and Union for the revision of salaries pertaining to the Maintenance Officer Cadre. Union further advocated for the introduction of targeted training programmes and the grant of duty exemption on a car for the Maintenance Officer, in view of the exigencies of duty. Management, on its part, proposed the creation of a senior level to strengthen the structure of the Maintenance Officer Cadre. Additionally, concern was raised regarding persistent recruitment difficulties for the post of Assistant Maintenance Officer. It was reported that the post has remained vacant since November 2021, despite successive advertisements issued by the Public Service Commission, all of which proved unsuccessful.

1.9 Having taken into account the specific operational requirements of the Office of the President and following an assessment of the function devolving upon officers of the Maintenance Officer Cadre, we are reviewing the structure.

**Maintenance Officer (Office of the President)**
***formerly Maintenance Officer***

**Recommendation 1**

**1.10 We recommend that the grade of Maintenance Officer be restyled Maintenance Officer (Office of the President).**

**1.11 We also recommend that:**

**(i) incumbents in the grade of Maintenance Officer (Office of the President) *formerly Maintenance Officer*, in post as at 31 December 2025, should be granted one additional increment on conversion at the salary point reached, subject to the top salary of the grade; and**

**(ii) the grade of Assistant Maintenance Officer be abolished.**

**Senior Maintenance Officer (Office of the President) (New Grade)**

**Recommendation 2**

**1.12 We recommend the creation of a grade of Senior Maintenance Officer (Office of the President). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Maintenance Officer (Office of the President) *formerly Maintenance***

***Officer*** **who reckon at least five years' service in a substantive capacity in the grade.**

1.13 Incumbent would be responsible to the Secretary to the President or any other designated officer for the proper upkeep, preventive and corrective maintenance and smooth running of facilities at the Office of the President and would be required to, among others: be in charge of all projects at the Office of the President including projects at the President's residence; assist in feasibility studies and preparation of tender documents; and supervise the organisation of the necessary accommodation required during functions held at the State House.

**Abolition/Reinstatement of Grade**

1.14 Management has submitted that the grade of Driver (on roster – day and night) which was created in the PRB Report 2021 be abolished. We are recommending accordingly.

**Recommendation 3**

**1.15 We recommend that the grade of Driver (on roster – day and night) on the establishment of the Office of the President be abolished.**

**1.16 We further recommend that the grade of Driver (Personal) be reinstated.**

**Pattern of Work**

1.17 Officers in the grade of Maintenance Officer (Office of the President) *formerly Maintenance Officer* are required to work at staggered hours. This element has been taken into consideration in arriving at the salary recommended for the grade.

## OFFICE OF THE PRESIDENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Secretary to the President |
| 08 067 084 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Personal Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Maintenance Officer (Office of the President) (New Grade) |
| 26 050 082 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 – 62350**<br>Maintenance Officer (Office of the President)<br>*formerly Maintenance Officer* |
| 11 055 080 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Household Supervisor |
| 11 041 068 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Housekeeper |
| 11 028 062 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Housekeeper's Assistant |
| 24 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Chef |
| 24 038 074 | **Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Assistant Chef (on roster) |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Butler, Office of the President |
| 24 035 062 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Senior Assistant Butler |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 025 057 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 – 34160 QB 34720 x 560 - 35280**<br>Assistant Butler (on roster) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy Vehicles above 5 tonnes) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 041 061 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Head Gardener/Nursery Attendant<br>Personal Attendant |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Senior Gardener/Nursery Attendant |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Laundry Attendant<br>Sanitary/Cleaning Attendant<br>Sanitary Attendant (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 2. OFFICE OF THE VICE-PRESIDENT

2.1 The Office of the Vice-President is established under the Constitution of Mauritius to provide continuous support to the Vice-President of the Republic to enable him to discharge his constitutional duties. The Secretary to Cabinet and Head of the Civil Service is the Accounting Officer. An Office Management Executive has been assigned duties of Officer-in-Charge and is responsible for the day-to-day administration of the Office. The latter is supported by employees in the General Services grades as well as the Workmen's group and household staff in the execution of his functions.

2.2 For this Report, the Bureau received no representation from the staff side. Management, during consultation, submitted that the present structure is appropriate in effectively supporting the needs of the Office.

2.3 The Bureau was also apprised that the construction of an official residence for the Vice-President of the Republic is not being envisaged for the time being due to budgetary constraints and, therefore, present work arrangements would not be impacted.

2.4 In the above circumstance, we are maintaining the existing structure.

## OFFICE OF THE VICE-PRESIDENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 067 084 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Personal Secretary |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Butler |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 029 059 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565**<br>Cook (on roster) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 025 055 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160**<br>Household Attendant (on roster) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 3. NATIONAL ASSEMBLY

3.1 Established under the Constitution, the National Assembly, along with the President of the Republic of Mauritius, forms the Parliament of Mauritius. Its main functions comprise the enactment of laws, controlling of the finances of the State, debate on Government policy and scrutiny of the actions of Government and the Ministries. In so doing, it ensures that the best interests of the nation are served.

3.2 The Secretariat of the Assembly is headed by the Clerk of the National Assembly who is the Chief Administrative Officer. The latter operates under the authority of the Speaker and is assisted in her functions by the Deputy Clerk, Clerk Assistants and officers in other grades in the Hansard, Parliamentary Library, Parliamentary Digital Services and Broadcast Units as well as officers from the General Services.

3.3 For this review exercise, the main proposals from the Union and Management were, among others, to: create additional levels; increase establishment size of certain positions; and restyle some grades. All the submissions were examined and discussed with the stakeholders during the consultative meetings.

3.4 The restructuring of the Parliamentary Digital Services and Broadcast Units including the restyling of the grades thereat could not be acceded to in view of technical implications. The Bureau has also taken note that Management would be undertaking a review of the scheme of service of the grade of Pre-Press Operator at a later stage.

3.5 Overall, the present structure is considered to be appropriate and is being maintained.

### Secretary to the Speaker

3.6 The grade of Secretary to the Speaker is filled on assignment basis from among serving officers not below the level of an Assistant Permanent Secretary, now restyled Assistant Secretary. **The present arrangement should continue.**

### Robing Allowance

3.7 A yearly Robing Allowance of Rs 5100 is currently being paid to the Clerk of the National Assembly, Deputy Clerks, and Clerk Assistants. We are revising this quantum.

### Recommendation 1

**3.8 We recommend that the yearly Robing Allowance for the Clerk of the National Assembly, Deputy Clerks, and Clerk Assistants be revised to Rs 5640.**

**Extra hours worked beyond normal working hours**

3.9 Officers of the Clerk Assistant Cadre as well as Parliamentary Librarian and Information Officer Cadre, who are not eligible for overtime, have represented that they are called upon to put in extra hours of work beyond normal working hours without any compensation. **The Bureau considers that in view of the nature of work of the National Assembly, these officers should be granted time-off during the off-peak parliamentary season, for extra hours put in, subject to exigencies of service.**

**Time-Off/Overtime Allowance to officers in the grades of the Hansard Unit**

3.10 Presently, officers in the Hansard Reporter and Sub Editor Cadre and in the grades of Hansard Editor and Assistant Hansard Editor posted at the Hansard Unit are eligible for time-off, subject to the exigencies of service, or paid overtime for work performed outside normal working hours. We view the present arrangement to be appropriate and are, therefore, maintaining the existing provision.

**Recommendation 2**

**3.11 We recommend that officers posted in the Hansard Unit, who during parliamentary sittings, are required to work outside normal working hours should continue to be granted time-off, subject to the exigencies of service or paid overtime.**

**Staggered Hours**

3.12 Officers in the grades of Assistant Hansard Editor, Hansard Editor, Assistant Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, and Chief Hansard Reporter and Sub Editor are required to work at staggered hours. **This element has been considered while determining the recommended salaries of these grades.**

**Specific Condition of Service**

**Health Surveillance**

**Officers of the Parliamentary Digital Services Unit and Hansard Reporter and Sub Editor Cadre**

3.13 Due to the nature of their job, officers of the Parliamentary Digital Services Unit and Hansard Unit are required to focus extensively on screens and they claim this often results in eye fatigue and other health-related issues. Additionally, officers in the Hansard Reporter and Sub Editor Cadre are required to continuously wear earphones. As such the officers may be at risk of conditions such as computer vision syndrome, strain injuries, and other painful disorders affecting muscles. Consequently, we are reiterating the recommendation for Health Surveillance for these officers.

**Recommendation 3**

**3.14 We recommend that the National Assembly should:**

**(i) liaise with the Occupational Safety and Health Unit of the MPSAR to arrange for frequent occupational safety and health audits in order to identify any threat to safety and health for the officers of the Hansard Unit and to provide remedial measures thereby; and**

**(ii) make arrangement with the Health Authorities for a Health Surveillance, including regular health check ups, free of charge for officers of the Parliamentary Digital Services Unit and Hansard Unit.**

## NATIONAL ASSEMBLY

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Clerk of the National Assembly |
| 02 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Clerk, National Assembly<br>Secretary to the Speaker |
| 02 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Clerk Assistant, National Assembly |
| 10 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Broadcast |
| 04 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Parliamentary Digital Services |
| 04 063 090 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Deputy Manager, Parliamentary Digital Services |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 050 082 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Parliamentary ICT Officer |
| 08 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Hansard Editor |
| 08 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Hansard Editor |
| 08 070 086 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Chief Hansard Reporter and Sub Editor |
| 08 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Hansard Reporter and Sub Editor |
| 08 056 079 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Hansard Reporter and Sub Editor |
| 08 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Hansard Reporter and Sub Editor |
| 08 047 078 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Committee Clerk/Senior Committee Clerk |
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Operations Officer, Broadcast |

| Salary Code | Salary Scale and Grade |
|---|---|
| 10 035 073 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Assistant Operations Officer, Broadcast |
| 04 033 071 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Parliamentary ICT Support Officer |
| 10 028 067 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Audio Visual Operator |
| 05 074 098 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Parliamentary Librarian and Information Officer |
| 05 063 090 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Parliamentary Librarian and Information Officer |
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Library Officer |
| 16 045 073 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Senior Pre-Press Officer |
| 16 042 070 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Pre-Press Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 024 057 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**<br>Library Auxiliary/Senior Library Auxiliary |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

# 4. ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION

4.1 The Electoral Supervisory Commission (ESC) and Electoral Boundaries Commission (EBC) are independent bodies established under the Constitution of the Republic of Mauritius, working in close collaboration with the Office of the Electoral Commissioner to assist in the conduct of free and fair elections in Mauritius and Rodrigues.

4.2 While the ESC is responsible for, as well as, supervises the registration of electors and the conduct of elections, the EBC is mandated to review the boundaries of the constituencies.

4.3 Each Commission consists of a Chairman and not less than two nor more than seven other members appointed by the President of the Republic. Officers from the Office of the Electoral Commissioner are currently providing administrative support to the Commissions, as and when required.

4.4 Both the ESC and EBC have no proposals for this review. They informed that the assistance provided by the staff of the Office of the Electoral Commissioner is adequate.

## ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 5. OFFICE OF THE ELECTORAL COMMISSIONER

5.1 The Office of the Electoral Commissioner (OEC) is responsible for the registration of electors of the Republic of Mauritius and the organisation and conduct of elections which are governed by, *inter alia*, the Representation of the People Act, Rodrigues Regional Assembly Act, Local Government Act and regulations governing the National Assembly, Rodrigues Regional Assembly and Local Government Council Elections.

5.2 At the helm of the OEC, there is the Electoral Commissioner who is the accounting, administrative and technical head of the Office. He is assisted by officers of the Electoral Officer Cadre and supported by staff in General Services grades as well as employees of the Workmen's Group.

5.3 Both Management and the staff side requested for a review of the allowances payable to the Electoral Officers and Senior Electoral Officers for registration of electors and compilation of electoral registers. In addition, officers of the Electoral Officer Cadre made proposal for the payment of overtime while Management averred that there are retention issues in the Cadre. However, these are administrative issues to be dealt with at Management level.

5.4 Given that the existing structure is appropriate, no changes are being brought thereto.

**Electoral Commissioner**

5.5 A pensionable allowance is paid, on a personal basis, to the current Electoral Commissioner until his retirement. This provision should continue to prevail while the quantum of the allowance is being revised.

**Recommendation 1**

**5.6 We recommend that the monthly pensionable allowance being paid, on a personal basis, to the Electoral Commissioner in post as at 31 December 2025, be revised to Rs 16000.**

**5.7 We also recommend that the provision of the pensionable allowance for the Electoral Commissioner in post as at 31 December 2025, should lapse upon his retirement.**

**Allowance for registration of electors and compilation of Electoral Registers**

5.8 An *adhoc* allowance is payable to officers in the grades of Electoral Officer and Senior Electoral Officer for working strenuously up to a maximum of 200 extra hours beyond their normal working hours for duties related to the registration of electors and compilation of Electoral Registers during the whole house-to-house enquiry exercise. This provision is being maintained with a reviewed quantum of allowance.

**Recommendation 2**

**5.9 We recommend that the *adhoc* allowance paid to Electoral Officers and Senior Electoral Officers for putting in a maximum of 200 extra hours beyond their normal working hours during the whole house-to-house enquiry exercise for duties related to the registration of electors and the compilation of the Electoral Registers be revised to Rs 13200.**

**Hours of work**

5.10 The Electoral Commissioner and officers in the grades of Chief Electoral Officer, Deputy Chief Electoral Officer, Principal Electoral Officer, Senior Electoral Officer and Electoral Officer are called upon to work at staggered hours. **This pattern of work should continue**.

## OFFICE OF THE ELECTORAL COMMISSIONER

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 000 122 | **Rs 206000**<br>Electoral Commissioner (Personal) |
| 18 000 116 | **Rs 166000**<br>Electoral Commissioner |
| 18 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Chief Electoral Officer |
| 18 087 098 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Chief Electoral Officer |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Principal Electoral Officer |
| 18 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Senior Electoral Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Electoral Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 6. THE JUDICIARY

6.1 The Judiciary is responsible for the administration of justice and ensuring an impartial and efficient judicial system that upholds the Rule of Law. It operates independently from the executive and legislative branches, ensuring a separation of powers as mandated by the Constitution of Mauritius. The single-structured judicial system consists of the Supreme Court as the highest-ranking Court in Mauritius and subordinate Courts.

6.2 The structure of the Supreme Court consists of the Chief Justice, the Senior Puisne Judge and Puisne Judges. The Judge in Bankruptcy and Master and Registrar is the supervising and accounting officer of the Judiciary and is assisted by a Deputy Master and Registrar and Judge in Bankruptcy. The professional structure of the Magistracy at the Intermediate Court level consists of the President, the Vice-President and Magistrates, and at the Industrial Court level of President and Vice-President. In District Courts, the set up comprises Senior District Magistrates and District Magistrates. The Secretary to the Chief Justice assumes administrative and technical functions while officers of the Court Officer and Court Usher Cadres and in other grades provide technical support to the professionals.

6.3 Submissions of staff side and Management comprise, *inter alia*, an upgrading in salary; maintaining payment of the Special Judicial Service Allowance at an enhanced rate; granting of new allowances; reviewing existing allowances; and upgrading qualifications requirement. During consultations, Management highlighted the issue of high rate of staff turnover at the Judiciary due to a perceived unattractive pay package and equally emphasised on the need to provide training to staff to keep abreast of new developments. The parties were apprised of requests that could be retained and those that required further study. Based on statistics submitted and working arrangements, certain requests could not be entertained.

6.4 At the request of Union, a site visit was conducted at the New Court House to enable the Bureau to take cognisance of the various impediments being encountered by staff and certain inherent aspects of the work of officers of the Court Officer Cadre. During the visit, we were informed of the various responsibilities devolving upon incumbents at the different postings/units. We also noted that the working conditions and environment within which the officers are called upon to operate, need much improvement. Union members highlighted a problem of acute shortage of staff, which according to them, is worsening with the growing workload. They also pointed out that new recruits are not being provided the necessary training to perform effectively.

6.5 We consider that the hurdles faced by the officers can be resolved through appropriate HR strategies. In addition, certain employees may be required to undergo health surveillance owing to the nature of their duties. **We consider**

**that it is the responsibility of Management to ensure that workers have a decent workplace that is safe, healthy and risk-free.**

6.6 Against this backdrop, we are, among others, recommending for the continued payment of the Special Judicial Service Allowance; maintaining payment of existing allowances; and urging Management to carry out a Human Resource Planning exercise as well as provide competency-based training to Court Officers.

**Recruitment and Retention Issues**

6.7 The Bureau has been apprised during consultations that the Judiciary is facing recruitment and retention problems, particularly at the level of Court Officer. Whereas regarding Puisne Judge, it has been reported that the problem is rather related to attracting suitable candidates, as many senior law officers who are offered the position of Puisne Judge, prefer to stay in their present grade at the Attorney-General's Office or Office of the Director of Public Prosecutions, on the ground that their total reward package is more attractive. In such circumstance, the judicial officers averred that entering the Judiciary has resulted in a substantial reduction in their income, the moreso sitting Judges are no longer allowed to conduct private arbitrations for reward.

6.8 In the same breath, judicial officers drew the attention of the Bureau on the fact that their counterparts in foreign jurisdictions, namely commonwealth countries, enjoy higher salaries and an array of benefits, including post-retirement. They also pointed out that the Bureau has not reflected the constitutional and democratic status of the Chief Justice and Judges of the Supreme Court in line with the constitutional principles of separation of powers and independence of the Judiciary. On this basis, they made strong representations for their salaries and Conditions of Service to be determined and subsequently revised by an independent body, as highlighted in the 1997 Lord MacKay Report.

6.9 Though we acknowledge that in other countries, judicial officers may be drawing higher salaries but the compensation is not always straight forward. We should also take into account the specificity of each country. Facts such as standard of living, tax regime and labour market conditions, among others, should not be overlooked. Moreover, the existing relativities in each country vary such that they mirror different pay relationships between grades. Therefore, for a more meaningful comparison, judicial career should be viewed from a total reward angle, considering the significantly enhanced judicial pension and non-financial advantages such as job security, thereby constituting in partial compensation.

6.10 Moreover, considering the chorus of concern over adequate pay for Judges and its relationship to the quality of judicial candidates, we are enhancing the pay supplement of members of the Judiciary. As regards demands for their salaries and Conditions of Service to be determined by another independent

body and post-retirement benefits, these should be addressed by Government, as they do not fall under the Bureau's purview.

**Special Judicial Service Allowance for Members of the Judiciary**

6.11 The Chief Justice, Senior Puisne Judge, and Puisne Judges are presently paid a monthly Special Judicial Service Allowance. With a view to enhancing their total remuneration package as members of the Judiciary, we are reviewing the current rates payable.

**Recommendation 1**

**6.12 We recommend that with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, Members of the Judiciary should be paid a monthly Special Judicial Service Allowance as per the table below:**

| Grade | Special Judicial Service Allowance (% of monthly salary) |
|---|---|
| **Puisne Judge and Senior Puisne Judge, reckoning less than 10 years' service in the respective grade** | **20** |
| **Puisne Judge, Senior Puisne Judge and Chief Justice reckoning more than 10 years' service in the respective grade but less than 30 years' service** | **25** |
| **Puisne Judge, Senior Puisne Judge and Chief Justice reckoning more than 30 years' service** | **35** |

**Housing Allowance**

6.13 A pensionable Housing Allowance is presently paid to the Chief Justice, Senior Puisne Judge, and Puisne Judges as an assistance to cover expenses incurred for housing facilities and security measures. We are reiterating this provision, while revising the quanta.

**Recommendation 2**

**6.14 We recommend that the Chief Justice, Senior Puisne Judge and Puisne Judges of the Supreme Court should be paid a monthly Housing Allowance as per the table below:**

| Grade | Quantum (Rs) |
|---|---|
| **Chief Justice** | **25300** |
| **Senior Puisne Judge**<br>**Puisne Judge** | **12650** |

**6.15 We further recommend that the above allowance should be wholly reckoned for pension purposes, notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance".**

**Special Judicial Service Allowance**

6.16 In the 2021 Report, the payment of a monthly Special Judicial Service Allowance was maintained on a personal basis to officers in certain positions at the Judiciary and on their promotion within their respective cadre.

6.17 For this Report, a fresh survey on Recruitment and Retention problems in the Public Sector was carried out. Taking into consideration that payment of the Special Judicial Service Allowance in terms of judicial remuneration was to attract and retain talents in the Judiciary, we are recommending the continued payment of the allowance until the next overall review exercise for this category of officers.

**Recommendation 3**

**6.18 We recommend that with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, officers in grades mentioned in the table below should be paid a monthly Special Judicial Service Allowance:**

| Grade | Special Judicial Service Allowance (% of monthly salary) |
|---|---|
| **District Magistrates reckoning at least 5 years' service in the grade and Senior District Magistrates** | **7** |
| **Magistrate, Intermediate Court; Vice-President, Industrial Court; Vice-President, Intermediate Court; President, Industrial Court; President, Intermediate Court; President, Children's Court and Deputy Master and Registrar and Judge in Bankruptcy** | **10** |
| **Judge in Bankruptcy and Master and Registrar:**<br>**(i) reckoning less than 10 years' service in the respective grade;** | **15** |
| **(ii) reckoning more than 10 years' service in the respective grade but less than 30 years' service;** | **20** |
| **(iii) reckoning more than 30 years' service.** | **30** |

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

### Judicial and Legal Allowance

6.20 Currently, officers in certain positions at the Judiciary are paid a yearly Judicial and Legal Allowance to cover certain items of expenditure related to the exercise of the profession. We are maintaining payment of the allowance whilst revising its quantum.

### Recommendation 4

**6.21 We recommend that officers in grades mentioned in the table below, should be paid a yearly Judicial and Legal Allowance:**

| Grade | Quantum (Rs) |
|---|---|
| **Chief Justice; Senior Puisne Judge; Puisne Judge; Judge in Bankruptcy and Master and Registrar; and Deputy Master and Registrar and Judge in Bankruptcy** | **42560** |
| **President, Industrial Court; President, Intermediate Court; President, Children's Court; Vice-President, Industrial Court; Vice-President, Intermediate Court; Magistrate, Intermediate Court; Senior District Magistrate; and District Magistrate** | **26680** |

### Bail and Remand Court and Weekend Court

**6.22** Officers in certain grades are paid a monthly allowance for working additional hours for the grant of release on bail to persons arrested during Weekends and Public Holidays. We consider this arrangement to be appropriate and should continue.

### Recommendation 5

**6.23 We recommend that officers of the Judiciary who are required to work beyond normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during Weekends and Public Holidays, should be paid a monthly allowance as follows:**

| Eligible Officers | Quantum (Rs) |
|---|---|
| **Senior District Magistrate (Team Leader)** | **27500** |
| **District Magistrate** | **25300** |
| **Officers of the Court Officer Cadre and Court Usher Cadre** | **10670** |

**Black Jacket Allowance**

6.24 Presently, officers of the Court Officer and Court Usher Cadres are entitled to the payment of a yearly Black Jacket Allowance. As these officers are required by the rules of the Court to appear in black jacket with tie, we are maintaining the allowance whilst reviewing its quantum.

**Recommendation 6**

**6.25 We recommend that officers of the Court Officer and Court Usher Cadres, who are required by the rules of the Court to appear in black jacket with tie, should be paid a yearly Black Jacket Allowance of Rs 5640.**

**Witness Attendance Allowance**

6.26 Public Officers who attend Court as witnesses on behalf of their Ministries/ Departments and professionals who attend Court as expert witnesses are paid an Attendance Allowance. Management requested for a review of the rate and informed that same would be reflected in the Witnesses' Attendance Allowances Act.

**Recommendation 7**

**6.27 We recommend that:**

**(i) public officers who attend Court as witnesses on behalf of their Ministries/Departments be paid an Attendance Allowance of Rs 120; and**

**(ii) professionals such as Architects, Attorneys-at-Law, Engineers, Forensic Scientists, Medical Practitioners, Land Surveyors, among others, who attend Court as expert witnesses be paid an Attendance Allowance of Rs 240.**

**Allowance to officers of the Court Usher Cadre - Assizes Cases**

6.28 Further to representations from the staff side, provision was made in the last Report for the payment of an *adhoc* allowance to officers of the Court Usher Cadre who are required to perform additional duties with regard to cases of Assizes. We are maintaining payment of the allowance whilst revising its quantum.

**Recommendation 8**

**6.29 We recommend that officers of the Court Usher Cadre should be paid a daily *adhoc* allowance for additional duties performed beyond normal working hours in connection with Assizes cases, as per the table below:**

| Grade | Quantum (Rs) |
|---|---|
| **Chief Court Usher** | **1705** |

| Grade | Quantum (Rs) |
|---|---|
| **Principal Court Usher** | **1505** |
| **Senior Court Usher** | **1300** |
| **Court Usher** | **1000** |

**Additional Compensation to officers of the Court Usher Cadre**

6.30 Officers of the Court Usher Cadre are additionally remunerated for using their cars to perform official travelling, serving court papers and executing court orders beyond normal working hours. We are reiterating payment of the allowances and revising their quanta.

**Recommendation 9**

**6.31 We recommend that officers of the Court Usher Cadre:**

**(i) should be paid a monthly allowance of Rs 965 for using their cars to perform official travelling; and**

**(ii) who are required to put in extra hours in connection with the serving of court papers and execution of court orders beyond normal working hours should be paid a monthly allowance as follows:**

| Grade | Quantum (Rs) |
|---|---|
| **Head Court Usher** | **6820** |
| **Chief Court Usher** | **6050** |
| **Principal Court Usher** | **5500** |
| **Senior Court Usher** | **4950** |
| **Court Usher** | **3300** |

**Travelling Allowance to officers of the Court Usher Cadre**

6.32 A monthly commuted travelling allowance is presently paid to officers of the Court Usher Cadre for performing official travelling. The present arrangement is appropriate and should be maintained at a revised rate.

**Recommendation 10**

**6.33 We recommend that officers of the Court Usher Cadre should be paid a monthly commuted travelling allowance as per the following table:**

| Category | Quantum (Rs) |
|---|---|
| **Court Ushers posted at the Supreme Court, Industrial Court and Intermediate Court** | **24540** |
| **Court Ushers posted at the District Courts** | **18125** |

**Posting of Court Officers, Court Ushers, Judicial Research Assistant/Senior Judicial Research Assistants and Court Transcribers**

6.34 In the last Report, provision was made for the secondment of officers of the Judiciary in specific grades in Tribunals/Commissions where there is need, so as to limit the creation of dead-end positions thereat. Since we consider this arrangement appropriate, we are maintaining same.

**Recommendation 11**

**6.35 We recommend that Management of the Judiciary should consider the advisability of posting officers in the grades of Court Officer, Court Usher, Judicial Research Assistant/Senior Judicial Research Assistant and Court Transcriber on a rotational basis, at the Environment and Land Use Appeal Tribunal, Employment Relations Tribunal, Public Bodies Appeal Tribunal and any other Tribunal/Commission, wherever the need arises.**

**Human Resource Planning**

6.36 Union strongly requested for an increase in the number of posts of the different grades to cope with the increasing workload at the Judiciary. During consultation, Management apprised that officers, especially those in the grade of Court Officer, are being constantly called upon to work in challenging and strenuous conditions, owing to an acute shortage of staff and high workload. We are making an appropriate recommendation to address this issue.

**Recommendation 12**

**6.37 We recommend that Management should promptly carry out a Human Resource Planning exercise, as provided in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to considering increasing the establishment size of existing grades, for a better functioning of the activities at the Judiciary.**

**Health Surveillance**

6.38 Officers in the grades of Court Transcriber and Senior Court Transcriber are provided health surveillance as they are required to continuously wear earphones in the performance of their duties. Representations were made by Union to extend this provision to Court Officers performing duties of Registrar in courtrooms whereby they are also required to wear earphones for long

periods of time. This fact has also been noted during the site visit conducted at the New Court House. We consider that based on the nature of duties performed, Management should identify officers who need to undergo health surveillance. We are recommending in that direction.

**Recommendation 13**

**6.39 We recommend that the Judiciary should:**

**(i) make arrangement with the Health Authorities for a health surveillance exercise for officers in the grades of Court Transcriber and Senior Court Transcriber; and**

**(ii) consider extending this arrangement to officers of the Court Officer Cadre based on duties performed in the Courtroom.**

**Competency-Based Training for Court Officers**

6.40 At present, the grade of Court Officer is filled by selection from among candidates possessing a Cambridge Higher School Certificate. Union requested for an upgrading in the qualifications requirement to a Diploma in Law or Legal Studies which is presently a requirement for promotion to the grade of Principal Court Officer. According to Union, possession of the said Diploma would enable Court Officers to perform more efficiently and effectively.

6.41 After analysing the request, we consider that it would be more appropriate for the Court Officers to be offered competency-based training in relation to the nature and level of duties.

**Recommendation 14**

**6.42 We recommend that Management should make necessary arrangements with the Institute of Judicial and Legal Studies for mounting competency-based training courses for Court Officers.**

## THE JUDICIARY

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 131 | **Rs 278000**<br>Chief Justice |
| 12 000 126 | **Rs 238000**<br>Senior Puisne Judge |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 124 | **Rs 222000**<br>Puisne Judge |
| 12 000 120 | **Rs 190000**<br>Judge in Bankruptcy and Master and Registrar |
| 12 000 116 | **Rs 166000**<br>Deputy Master and Registrar and Judge in Bankruptcy |
| 12 000 115 | **Rs 162000**<br>President, Children's Court<br>President, Industrial Court<br>President, Intermediate Court |
| 12 000 112 | **Rs 150000**<br>Vice-President, Industrial Court<br>Vice-President, Intermediate Court |
| 12 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Magistrate, Intermediate Court |
| 12 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Senior District Magistrate |
| 12 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>District Magistrate |
| 12 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Judicial Research Assistant/ Senior Judicial Research Assistant |
| 12 090 104 | **Rs 77750 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Secretary to the Chief Justice |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Registrar |
| 12 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Deputy Chief Registrar |
| 12 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Registrar/Regional Court Administrator |
| 12 069 088 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Chief Court Officer/Court Manager |
| 12 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Court Officer |
| 12 055 079 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Senior Court Officer |
| 12 041 075 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Court Officer |
| 12 074 091 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Head, Court Usher |
| 12 069 088 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Chief Court Usher |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Court Usher |
| 12 055 079 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Senior Court Usher |
| 12 041 075 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Court Usher |
| 08 062 083 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Court Transcriber (Personal) |
| 08 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Court Transcriber (Personal) |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Court Transcriber (Future Holder) |
| 08 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Court Transcriber (Future Holder) |
| 05 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Law Librarian/Senior Law Librarian |
| 05 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Law Library Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Law Library Officer |
| 05 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Law Library Assistant |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Senior Maintenance Assistant |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Maintenance Assistant<br>Plumber and Pipe Fitter |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

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# 7. OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

7.1 The Office of the Director of Public Prosecutions (ODPP) is a public and independent office, responsible to prosecute criminal cases. It is committed to deliver a public service of high quality and ensure that a positive impact is made on people's lives by making their communities safer. All prosecution duties are made independently of the Police and the Government.

7.2 At the apex of the Office, the Director of Public Prosecutions is conferred independent powers in respect of criminal prosecutions. He is supported in his duties by the Deputy Director of Public Prosecutions and a complement of staff in professional and technical grades, as well as officers in General Services.

7.3 Management requested, among others, to: maintain payment of existing allowances but at a higher rate; and grant new allowances and enhanced benefits to Law Officers. As informed during consultation, the Bureau has examined certain requests after taking into consideration the findings of the survey on Recruitment and Retention Problems at the ODPP. Existing allowances that are still valid have been maintained.

7.4 Proposals were additionally made for a meaningful uplift in salaries coupled with a consolidation of the structure including a promotional level for the Legal Research Officer/Senior Legal Research Officer.

7.5 In this Report, we are, among others, enhancing the benefits of the Director of Public Prosecutions subject to certain conditions; providing for the continued payment of the Special Legal Service Allowance; providing for the conduct of a Human Resource Planning exercise; and maintaining the payment of existing allowances.

**Director of Public Prosecutions**

7.6 The Bureau has been apprised that the present Director of Public Prosecutions was offered appointment as Puisne Judge but was not released by the ODPP as he was assigned important responsibilities thereat. As a result, he continued to serve the Office and following approval of the High Powered Committee (HPC), he was granted the retirement benefits accruing to a Puisne Judge. Given the exceptional circumstance of the case, we consider that the present Director of Public Prosecutions in post as at 31 December 2025 may be granted retirement benefits accruing to a Puisne Judge on a personal basis, subject to the approval of the HPC.

**Recommendation 1**

**7.7 We recommend that, subject to the approval of the High Powered Committee:**

**(a) the Director of Public Prosecutions in post as at 31 December 2025 may, on a personal basis, be:**

**(i) accorded the retirement benefits accruing to those of a Puisne Judge; and**

**(ii) paid a monthly pensionable Housing Allowance of Rs 12650 notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance";**

**(b) on availing of the above post-retirement benefits, the same restriction on private practice applicable to members of the Judiciary should equally apply to the incumbent; and**

**(c) necessary amendments to the relevant existing legislations should be brought to give effect to the recommendations at (a) and (b) above.**

**Senior Officers of the ODPP**

7.8 Requests from officers who have been offered appointment as Puisne Judge but who could not be released or elected to continue to serve the ODPP were examined by the High Powered Committee and consequently turned down as there were no valid reasons for retaining these officers at the ODPP, the moreso it was only a matter of their career choice.

7.9 In the last Report, we provided for Management to consider HR strategies to tackle retention issues and to refer exceptional cases to the High Powered Committee for examination. We are revisiting this provision.

**Recommendation 2**

**7.10 We recommend that only in exceptional cases where the high qualifications, unique competencies, distinctive experience and needs of the service, among others, so warrant that an officer of the ODPP who on being offered appointment as a Puisne Judge could not be released, the High Powered Committee may consider the payment of a pensionable allowance to the officer on such terms and conditions as it may decide.**

**Special Legal Service Allowance**

7.11 In the last Report, payment of a monthly Special Legal Service Allowance was maintained on a personal basis to Judicial and Legal Officers and on their promotion within their respective Cadre.

7.12 To address the problem of attrition at the ODPP, Management requested to maintain payment of the Special Legal Service Allowance and review upward

the rate payable. The Bureau was apprised that it is imperative to retain the brightest talents within the legal system and safeguard the prospective interests of experienced Legal Officers. Comparison was equally made with the pay package offered in the private practice which is manifestly higher, so that consequently, it becomes difficult to recruit entrants at the Office.

7.13 For this Report, further to the findings of the survey on Recruitment and Retention Problems in the Public Sector, we are recommending for the continued payment of the Special Legal Service Allowance to the Judicial and Legal Officers at the ODPP until the next overall review exercise.

**Recommendation 3**

**7.14 We recommend that with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, Judicial and Legal Officers should be paid a monthly Special Legal Service Allowance as per the table below:**

| Grade | Special Legal Service Allowance (% of monthly salary) |
|---|---|
| **State Counsels and State Attorneys reckoning at least 10 years' service in their respective grade.**<br>**Senior State Counsels and Senior State Attorneys.** | **7** |
| **Principal State Counsels, Principal State Attorneys, Assistant Director of Public Prosecutions, Deputy Chief State Attorney, Chief State Attorney and Senior Assistant Director of Public Prosecutions.** | **10** |
| **Deputy Director of Public Prosecutions and Director of Public Prosecutions reckoning less than 10 years' service in the respective grade.** | **15** |
| **Director of Public Prosecutions reckoning more than 10 years' service in the grade but less than 30 years' service.** | **20** |
| **Director of Public Prosecutions reckoning more than 30 years' service.** | **30** |

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

### Judicial and Legal Allowance

7.16 Judicial and Legal Officers are currently paid a yearly Judicial and Legal Allowance as an assistance towards meeting the cost of certain items related to the exercise of their profession. Management requested to review the quantum of the allowance owing to an increase in prices of clothing. We are maintaining payment of the allowance whilst revising its amount.

### Recommendation 4

**7.17 We recommend that Judicial and Legal Officers of the ODPP should be paid a yearly Judicial and Legal Allowance as per table below:**

| Grade | Quantum (Rs) |
|---|---|
| **Director of Public Prosecutions**<br>**Deputy Director of Public Prosecutions** | **42560** |
| **Chief State Attorney**<br>**Senior Assistant Director of Public Prosecutions**<br>**Assistant Director of Public Prosecutions**<br>**Deputy Chief State Attorney**<br>**Principal State Counsel**<br>**Principal State Attorney**<br>**Senior State Counsel**<br>**Senior State Attorney**<br>**State Counsel**<br>**State Attorney** | **26680** |

### Black Jacket Allowance

7.18 Payment of the yearly Black Jacket Allowance to officers of the Legal Support Officer Cadre is being maintained whilst the quantum revised.

### Recommendation 5

**7.19 We recommend that officers of the Legal Support Officer Cadre at the ODPP, who are required by the rules of the Court to appear in black jacket with tie, should be paid a yearly Black Jacket Allowance of Rs 5640.**

### Allowance for work performed outside normal working hours

7.20 A monthly allowance is currently paid to officers of the ODPP for working over and above their normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during such days. We are revisiting this provision to ease implementation.

**Recommendation 6**

**7.21 We recommend that the officers of the ODPP should be paid a monthly allowance, as hereunder, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, for working over and above their normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during such days:**

| Eligible Officers | Quantum (Rs) |
|---|---|
| **Supervising Officer/Team Leader designated by the DPP** | **27500** |
| **Designated officers in the grade of State Counsel and above** | **25300** |
| **Officers of the Legal Support Officer Cadre** | **10670** |

**Allowance in connection with work performed in Specialised Units**

7.22 Officers posted in Specialised Units of the ODPP namely Drug/Asset Recovery; Maritime Law and Human Trafficking; Gender-Based Violence, Victims, Witnesses and Juvenile Offenders Support; Serious Fraud, Tax Evasion and Anti-Money Laundering/Combating Financing of Terrorism; Cybercrime; and International Cooperation and Mutual Legal Assistance and Extradition and who have undergone specialised training and acquired specialist skills that are essential to conduct cases in specific areas, are paid a monthly allowance. Management requested to revise the quantum of the allowance while extending it to new units.

7.23 After examining the request, we consider that a proliferation of specialised units would ultimately bring rigidity in the organisation. The Office should, therefore, refrain from the practice of creating such units. We, however, hold that for an optimal use of its human capital, Management should contemplate providing appropriate training to officers of the ODPP so that they may be posted in the different units on a rotational basis to encourage polyvalence among them and for greater flexibility and adaptability. We are meanwhile maintaining the continued payment of the allowance.

**Recommendation 7**

**7.24 We recommend that the Officer-in-Charge and designated officers of the ODPP posted in the Specialised Units namely Drug/Asset Recovery; Maritime Law and Human Trafficking; Gender-Based Violence, Victims, Witnesses and Juvenile Offenders Support; Serious Fraud, Tax Evasion and Anti-Money Laundering/Combating Financing of Terrorism; Cybercrime; and International Cooperation and Mutual Legal Assistance and Extradition, should be paid a monthly allowance of Rs 11000 and Rs 5500 respectively.**

### Special Provision for Chief Legal Support Officer

7.25 Currently, the Chief Legal Support Officer is allowed incremental movement beyond top salary up to a salary point, subject to satisfying certain conditions. We are reiterating this provision whilst revising the salary point.

### Recommendation 8

**7.26 We recommend that the Chief Legal Support Officer possessing a Degree in Law or Law and Management or a Degree the major part of which should be Law or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided he satisfies the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Pupil Barristers and Pupil Attorneys

7.27 Pupil Barristers and Pupil Attorneys are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice. Those undergoing such training at the ODPP are currently paid a monthly stipend of Rs 25525. In line with what obtains for graduate trainees in other quarters, we are revising the quantum.

### Recommendation 9

**7.28 We recommend that the monthly stipend payable to Pupil Barristers and Pupil Attorneys who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, be revised to Rs 35840.**

### Human Resource Planning

7.29 Management apprised that officers of the ODPP are being regularly called upon to work under high work pressure and in strenuous conditions, owing to a significant increase in workload. Request has, therefore, been made for an increase in the number of posts of the different grades. We are making an appropriate recommendation to address this issue.

### Recommendation 10

**7.30 We recommend that Management should carry out a Human Resource Planning exercise, as provided in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to considering increasing the establishment size of existing grades.**

# OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 124 | **Rs 222000**<br>Director of Public Prosecutions |
| 12 000 120 | **Rs 190000**<br>Deputy Director of Public Prosecutions |
| 12 000 115 | **Rs 162000**<br>Chief State Attorney<br>Senior Assistant Director of Public Prosecutions |
| 12 000 112 | **Rs 150000**<br>Assistant Director of Public Prosecutions<br>Deputy Chief State Attorney |
| 12 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Legal Administrator<br>Principal State Attorney<br>Principal State Counsel |
| 12 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Senior State Attorney<br>Senior State Counsel |
| 12 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Legal Research Officer (Personal)<br>State Attorney<br>State Counsel |
| 12 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Legal Research Officer/Senior Legal Research Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Disclosure Officer |
| 12 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Chief Legal Support Officer |
| 12 055 085 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Legal Support Officer |
| 12 041 081 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Legal Support Officer/Senior Legal Support Officer |
| | **OTHER GRADES** |
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Law Library Officer (ODPP) |
| 10 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Communication/Liaison Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

# 8. PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION

8.1 The Public Service Commission (PSC) and Disciplined Forces Service Commission (DFSC), established by the Constitution of Mauritius, are vested with the powers to: appoint persons to hold or act in any office in the public service and disciplined forces; exercise disciplinary control over persons holding or acting in such offices; and remove such persons from office.

8.2 PSC conducts its functions in respect of the Civil Service, while the DFSC caters for officers of the Mauritius Police Force, the Mauritius Fire and Rescue Service and Mauritius Prisons Department. Both Commissions function under the authority of the Chairperson.

8.3 The Secretary, Public Service Commission and Disciplined Forces Service Commission is the Accounting and Responsible Officer of both Commissions. He is assisted in his functions by officers in the Administrative Cadre, General Services and supported by employees in the Workmen's Group.

8.4 In the context of this review exercise, the proposals of Management were, among others, the review of the fees payable in connection with written examinations and conduct of Physical Measurement Test/Physical Aptitude test; enhancement of certain general Conditions of Service; and payment of an allowance to officers of the Human Resource Cadre for performing certain duties specific to Public Bodies Appeal Tribunal (PBAT) cases. Concerning the duties being performed by the officers of Human Resource cadre in respect to PBAT cases, these are in line with duties prescribed in their respective schemes of service.

8.5 The Bureau holds that the existing structure is appropriate to enable the Commissions to meet their set objectives and should be maintained. Additionally, the appellation of a few grades has been reviewed as per the Civil Establishment Order and duly reflected in the salary schedule.

**Secretary, Public Service Commission and Disciplined Forces Service Commission**

8.6 As per existing provision, a Permanent Secretary should be assigned the duties of the Secretary, Public Service Commission and Disciplined Forces Service Commission. **This provision is being maintained.**

# PUBLIC SERVICE COMMISSION AND DISCIPLINED FORCES SERVICE COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Secretary, Public Service Commission and Disciplined Forces Service Commission |
| 02 099 105 | **Rs 99750 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**<br>Deputy Secretary, Public Service Commission and Disciplined Forces Service Commission |
| 12 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Legal Officer |
| 04 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, ICT |
| 08 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Secretary, Public Service Commission and Disciplined Forces Service Commission |
| 08 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Registrar, Public Service Commission and Disciplined Forces Service Commission |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Senior Gardener/Nursery Attendant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Gatekeeper |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 9. PUBLIC BODIES APPEAL TRIBUNAL

9.1 Established under Section 91A of the Constitution, the Public Bodies Appeal Tribunal (PBAT) has as objective to hear and determine any appeal made by a Public Officer, or any Local Government Officer, against any decision of the Public Service Commission (PSC) or the Local Government Service Commission (LGSC), pertaining to an appointment exercise or a disciplinary action taken. It operates as a quasi-judicial body.

9.2 The Tribunal consists of a Chairperson and two Members. At present, an Assistant Permanent Secretary has been assigned the duties of Secretary, PBAT. Incumbent is responsible for the overall administration of the Tribunal and is supported in his duties by officers in the General Services as well as Financial Operations, Procurement and Supply, and Office Auxiliary Cadres, all seconded for duty from other Ministries/Departments.

9.3 We did not receive any representation from the staff side. Management on its part, proposed for: officers in the grade of Court Usher on the establishment of the Judiciary to be posted on secondment at the Tribunal; the ushering allowance payable to the seniormost Management Support Officer to be reviewed; and payment of a Black Jacket Allowance to the latter.

9.4 During consultation, Management was advised that it was more appropriate to refer the request for a review of the ushering allowance to the MPSAR on an *adhoc* basis. In addition, we are making an appropriate recommendation for the secondment of Court Ushers from the Judiciary to the PBAT on a rotational basis, to cater for ushering duties, among others. As regards payment of a Black Jacket Allowance to the Management Support Officer performing ushering duties, we consider that same would not be in order for technical reasons.

**Posting of Court Ushers**

**Recommendation 1**

**9.5 We recommend that Management should make necessary arrangements with the Judiciary for the secondment of officers in the grade of Court Usher to the Public Bodies Appeal Tribunal on a rotational basis. In this context, an appropriate provision has also been made at paragraph 6.35 of this Volume.**

# 10. OFFICE OF THE OMBUDSMAN

10.1 The Office of the Ombudsman was set up in 1970 to investigate the administrative action of Government officials/departments, other public bodies and local authorities, and the Rodrigues Regional Assembly. It is known as the watchdog against maladministration which causes harm, prejudice, injustice or loss to aggrieved citizens.

10.2 Its activities are organised under different sections *viz* Investigations; Administration; Procurement; and Finance. A Senior Investigations Officer directly assists the Ombudsman in his daily functions. The former is also responsible, in his capacity of accounting officer, to oversee technical and other administrative issues, under the supervision and instructions of the Ombudsman. While investigations are carried out by Investigations Officers, dedicated staff in the fields of administration, procurement and finance provide support services.

10.3 The staff side did not make any representation for this review. Management on its part requested for a restyling and upgrading of the grade of Senior Investigations Officer along with an enrichment in duties; creation of an intermediate level between that of Senior Investigations Officer and Investigations Officer, in view of an increase in work complexity and load of work, as well as a grade of Investigations Assistant to assist the Investigations Officers; payment of an allowance to officers of the General Services posted at the Investigations Section; and provision of duty remission facilities to staff involved in investigations.

10.4 During consultations, the Bureau has been apprised that there was a dire need for additional technical staff to meet the growing workload. After examining the various proposals and reassessing the duties/responsibilities of the Senior Investigations Officer and the evolution thereat, we consider that there is need for a strengthening of the Cadre to enhance operational effectiveness, which also calls for a review of the appellation of Senior Investigations Officer.

10.5 However, since Section 96(4) of the Constitution provides for the grade of Senior Investigations Officer, its restyling would entail a constitutional amendment. The Bureau therefore could not accede to the proposals made owing to this legal impediment. In the given circumstance, we are maintaining the present set-up. Nevertheless, Management may contemplate bringing the necessary amendment to the Constitution following which appropriate measures may be taken to strengthen the organisation structure.

# OFFICE OF THE OMBUDSMAN

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 072 096 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Senior Investigations Officer, Ombudsman's Office |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigations Officer, Ombudsman's Office |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 11. NATIONAL AUDIT OFFICE

11.1 Established under the Constitution, the National Audit Office (NAO) serves as the Supreme Audit Institution of Mauritius. It is empowered to examine and report on the Annual Statements of the Republic of Mauritius, the underlying records of all Ministries and Government Departments as well as the accounts of a large number of other public sector bodies. In so doing, the NAO helps to improve the effective administration of public finances and plays an important role in promoting accountability and transparency in the use of public funds.

11.2 The NAO is led by the Director of Audit, who oversees both the administrative and technical activities of the Institution. In carrying out these responsibilities, he is assisted by the Deputy Director of Audit, Assistant Directors of Audit, and officers from the Auditor and Examiner of Accounts Cadres. Administrative and General Services staff along with employees in the Workmen's Group provide essential support to ensure smooth functioning of the Office.

11.3 The proposals for this review exercise include, among others, phasing out the Examiner of Accounts Cadre and review of the entry requirements for the professional cadre; creation of a grade of Driver/Office Attendant; provision of training; amendments to schemes of service; payment of internet allowance; increase in establishment size; and posting of officers.

11.4 A proposal was also made to restyle the grades of Director of Audit, Deputy Director of Audit and Assistant Director of Audit. However, since the Director of Audit holds a constitutional position and the appellations of the other grades are linked to this grade, the request for restyling cannot be acceded to. Management may, however, consult relevant authorities with a view to bringing appropriate legal amendment, in pursuance of which the restyling may be done.

11.5 Overall, the present structure of the NAO is deemed adequate to fulfil its mission. We are providing for the grant of an appropriate compensation to the professional and technical cadres for possessing the Certified Information Systems Auditor (CISA) Certification.

**Certified Information Systems Auditor Certification**

11.6 It has been submitted that the NAO needs to strengthen the capacity of its staff to undertake Information Systems Audits in compliance with international Standards of Auditing. To this end, staff members are encouraged to follow the CISA course, which is an internationally recognised certification in the audit, control, and assurance of information systems. In order to motivate officers to pursue this course, we are making appropriate provision.

**Recommendation 1**

**11.7 We recommend that officers of the Auditor and Examiner of Accounts Cadres who possess the Certified Information Systems Auditor (CISA) Certification should be granted one additional increment subject to the top salary of their respective grade.**

**Audits at the Rodrigues Regional Assembly**

11.8 Every financial year, officers of the NAO proceed to Rodrigues for the purpose of auditing the accounts of the Rodrigues Regional Assembly. Given that, in the performance of these duties, they are often required to work unusually long hours on Weekdays, during Weekends and even Public Holidays, provision was made in the last Report for the officers to be remunerated accordingly. However, the Bureau reviewed the mode of compensation for the concerned officers on an *adhoc* basis. The prevailing arrangements should continue to apply.

**Recommendation 2**

**11.9 We recommend that officers of the NAO who put in extra hours during the audits carried out at the Rodrigues Regional Assembly should be remunerated as follows:**

**(i) officers in the grades of Assistant Director of Audit, Principal Auditor, Senior Auditor and Chief Examiner of Accounts should be compensated in accordance with paragraph 16.7.6 of Volume 1 of this Report; and**

**(ii) officers in the grades of Auditor, Deputy Chief Examiner of Accounts, Principal Examiner of Accounts and Examiner of Accounts/Senior Examiner of Accounts should be compensated at hourly rate, subject to a maximum of Rs 28915.**

**Refund of Mileage to officers not entitled to Travel Grant**

11.10 At present, officers in technical and professional cadres who are not eligible for travel grant but are required to travel to various sites by car in the conduct of their duties are refunded mileage at approved rates. This provision is still valid.

**Recommendation 3**

**11.11 We recommend that officers in the grades of Examiner of Accounts/ Senior Examiner of Accounts, Principal Examiner of Accounts, Deputy Chief Examiner of Accounts and Auditor who are required to move regularly to different sites of work by car but are not entitled to a travel grant, should be refunded Mileage Allowance as per recommendations made at paragraph 16.2.82 (No. 5) of the Chapter on Travelling and Car Benefits in Volume 1 of this Report.**

**Movement beyond Top salary**

11.12 By virtue of existing provisions, officers in the grades of Deputy Chief Examiner of Accounts and Examiner of Accounts/Senior Examiner of Accounts are allowed movement in the Master Salary Scale up to salary point Rs 64400 and Rs 47675 respectively, upon satisfying certain conditions. We are maintaining same while revising the salary points.

**Recommendation 4**

**11.13 We recommend that officers in the grades of:**

**(i) Examiner of Accounts/Senior Examiner of Accounts possessing a Diploma in the field of Accountancy or Finance or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600; and**

**(ii) Deputy Chief Examiner of Accounts possessing a Degree in Accounting or Finance or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## NATIONAL AUDIT OFFICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 122 | **Rs 206000**<br>Director of Audit |
| 01 000 112 | **Rs 150000**<br>Deputy Director of Audit |
| 01 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director of Audit |
| 01 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Auditor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Auditor |
| 01 064 090 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Auditor |
| 01 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Head, Examiner of Accounts Cadre |
| 01 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Head, Examiner of Accounts Cadre |
| 01 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Examiner of Accounts |
| 01 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Deputy Chief Examiner of Accounts |
| 01 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Examiner of Accounts |
| 01 043 080 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Examiner of Accounts/Senior Examiner of Accounts |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 12. EMPLOYMENT RELATIONS TRIBUNAL

12.1 Established under the Act No. 32 of 2008, the Employment Relations Tribunal (ERT) is a quasi-judicial body, which envisions to be the expert tribunal for the settling of industrial disputes. It aims to provide an efficient, modern, reliable and rapid means of hearing and resolving disputes between workers or trade unions of workers and employers so that peace, social stability and economic development are maintained in the country.

12.2 The ERT is mandated, *inter alia*, to hear cases of labour disputes/applications in the Civil Service, the Private Sector, Parastatal and Local Government bodies and make awards. It also interprets collective agreements, awards and orders; and hears appeals from the decision of the Commission for Conciliation and Mediation. Recent amendments to the law have bestowed on the Tribunal additional responsibilities in terms of 'reinstatement' cases.

12.3 According to statutory requirements, the ERT consists of a President, two Vice-Presidents, whose offices are public offices, and Members. They are supported by a Registrar, who acts as the Secretary of the Tribunal, Deputy Registrars and officers in the General Services grades.

12.4 For this review, the Bureau did not receive any representation from the staff side, whereas Management requested, among others, for the waiving of the ceiling in the fees payable to Members as the latter attend to more than four scheduled sittings per month. During consultations, they were advised on the appropriate course of action. Demand was also made to increase the number of posts for the grade of Transcriber to enable a proper functioning of the Tribunal.

12.5 Further submissions were in relation to the payment of a Black Jacket Allowance to new recruits in the grade of Deputy Registrar and a review of the starting salary of the grade of Deputy Registrar, coupled with maintaining the recommendation regarding posting of Court Ushers at the ERT. These issues were examined and are hereunder addressed.

12.6 Regarding the structure of the ERT, we consider that the present one is adequate to enable it to deliver effectively on its mandate.

**Posting of Court Usher**

12.7 Provision exists for officers in the grade of Court Usher at the Judiciary to be seconded to the ERT on a rotational basis. Since this arrangement has proved to be effective, it is appropriate that it continues.

**Recommendation 1**

**12.8 We recommend that Management should continue to make necessary arrangements with the Judiciary for the secondment of officers in the grade of Court Usher to the Employment Relations Tribunal, on a**

**rotational basis. In this context an appropriate provision has been made at paragraph 6.35 of this Volume.**

### Judicial and Legal Allowance

12.9 The President, ERT and Vice-Presidents, ERT are paid a yearly Judicial and Legal Allowance, on a personal basis, as an assistance towards meeting the cost of certain items related to the exercise of their profession. In line with what has been recommended for comparable positions, we are providing for payment of the allowance to future holders in these two positions.

### Recommendation 2

**12.10 We recommend that the President, Employment Relations Tribunal and Vice-Presidents, Employment Relations Tribunal should be paid a yearly Judicial and Legal Allowance of Rs 26680.**

### Black Jacket Allowance

12.11 At present, the Registrar, ERT and Deputy Registrar, ERT are paid a yearly Black Jacket Allowance to maintain the decorum of the Tribunal. We are providing for its continued payment.

### Recommendation 3

**12.12 We recommend that the Registrar, Employment Relations Tribunal and the Deputy Registrar, Employment Relations Tribunal should be paid a yearly Black Jacket Allowance of Rs 5640.**

## EMPLOYMENT RELATIONS TRIBUNAL

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 124 | **Rs 222000**<br>President, Employment Relations Tribunal |
| 12 000 120 | **Rs 190000**<br>Vice-President, Employment Relations Tribunal |
| 12 069 091 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Registrar, Employment Relations Tribunal (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 055 083 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Registrar, Employment Relations Tribunal |
| 12 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Deputy Registrar, Employment Relations Tribunal |
| 08 062 083 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Transcriber (Personal) |
| 08 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Transcriber (Personal) |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Transcriber (Future Holder) |
| 08 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Transcriber (Future Holder) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 13. LOCAL GOVERNMENT SERVICE COMMISSION

13.1 The Local Government Service Commission (LGSC) is an independent body, vested with the power for appointment, disciplinary control, removal from office or approval of retirement and selection of candidates for the award of scholarships or other similar privileges to employees in the Local Government Service.

13.2 The objectives of the Commission are, among others, to: maintain a high standard of efficiency and integrity in the exercise of its powers; provide adequate, qualified and suitable human resources to local authorities; and ensure an efficient and effective service delivery geared towards customer satisfaction. In so doing, the LGSC envisages to establish excellence in all matters relating to Human Resource Management and Human Resource Development in the Local Government Service.

13.3 As the accounting and responsible officer of the Commission, the Secretary, LGSC is assisted by officers at professional and technical levels and supported by staff of the General Services as well as employees of the Workmen's Group.

13.4 For this overall review, Management proposed, among others, the creation of a grade of Deputy Secretary. Given that the technical requirements were not met, we did not accede to the request.

13.5 The Bureau considers that the existing structure is appropriate to enable the Commission to deliver on its mandate.

**Secretary, Local Government Service Commission**

13.6 As per the provision of the last Report, a Deputy Permanent Secretary is posted at the LGSC to assist the Secretary in his duties and responsibilities. Given that, henceforth, an officer not below the grade of Deputy Permanent Secretary will be assigned duties of Secretary, LGSC, we consider that this provision should lapse. As regards, the mode of appointment to the grade of Secretary, LGSC, we consider same to be appropriate and is, therefore, being maintained.

**Recommendation 1**

**13.7 We recommend that:**

**(i) on the departure of the present incumbent in the grade of Secretary, Local Government Service Commission, an officer not below the level of Deputy Permanent Secretary should be assigned the duties of Secretary, Local Government Service Commission, against payment of a responsibility allowance equivalent to the difference between his salary and that of the position of Secretary, Local Government Service Commission; and**

**(ii) on the officer's retirement or reversion to his substantive post, the pensionable emoluments shall be those of the Secretary, Local Government Service Commission provided that he has:**

**(a) successfully served for a period of not less than 12 months;**

**(b) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not reverted to his substantive post at his own request; and**

**(c) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**OR**

**successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

**Services of a State Counsel**

13.8 Provision exists for the services of a State Counsel from the Attorney-General's Office to be made available to the Local Government Service Commission to assist and advise the latter on legal issues. Since we consider same still valid, we are maintaining it.

**Recommendation 2**

**13.9 We recommend that Management should consider making the necessary arrangements with the Attorney-General's Office for the provision of the services of a State Counsel on a full-time basis to assist and advise the Local Government Service Commission on all legal matters.**

## LOCAL GOVERNMENT SERVICE COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 113 | **Rs 154000**<br>Secretary, Local Government Service Commission |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

# 14. NATIONAL HUMAN RIGHTS COMMISSION

14.1 The National Human Rights Commission (NHRC) established in 2001 by the Protection of Human Rights Act of 1998, is an independent body that investigates and addresses complaints of human rights violations. The functions of the Commission include, among others, the promotion and protection of human rights; reviewing existing safeguards for human rights provided by laws; identifying factors hindering the enjoyment of human rights; and providing opinions, recommendations, proposals, or reports to the Minister on human rights matters.

14.2 The Commission consists of two Divisions namely the Human Rights Division and the National Preventive Mechanism Division. At the apex of the Commission, there is a Chairperson who heads both Divisions. He is assisted in the discharge of his duties by Deputy Chairpersons and other members. Professional grades presently on the establishment of the Commission are filled on contractual terms. A Deputy Permanent Secretary, acting as Secretary to the Commission, is responsible for the day-to-day administration of the NHRC. The latter is assisted in his duties by officers in grades belonging to the General Services, on secondment from other Ministries/Departments.

14.3 For this Report, the Bureau did not receive any representation from the staff side. Management on its part apprised that they do not propose any re-engineering/structural change for the time being.

14.4 In the given circumstances, the existing structure of the Commission is considered as appropriate and is being maintained.

## NATIONAL HUMAN RIGHTS COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 120 | **Rs 190000**<br>Deputy Chairperson, National Human Rights Commission |
| 12 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Barrister, National Human Rights Commission |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 072 094 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Investigator |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigator |
| 08 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 -57400**<br>Transcriber (Personal) |
| 08 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Transcriber (Future Holder) |

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# 15. OFFICE OF THE OMBUDSPERSON FOR CHILDREN

15.1 Established under Act No. 41 of 2003, the Office of the Ombudsperson for Children (OOC) ensures that the rights, needs and interests of children are given full consideration by public bodies, private authorities, individuals and associations of individuals and are upheld in accordance with national laws and international conventions. It also promotes the rights and interests of children as well as compliance with the Convention on the Rights of the Child.

15.2 While the overall accountability of the Office rests with the Ombudsperson for Children, the responsibility for its day-to-day administration befalls the Secretary, Ombudsperson for Children's Office. The core function of the OOC is carried out by Investigators whereas support services are provided by officers of the General Services grades.

15.3 Management submitted that the scheme of service of the grade of Secretary, Ombudsperson for Children's Office as well as its appellation, be reviewed; and the qualification requirement of the grade of Investigator be amended coupled with an upgraded salary. On the other hand, the Investigators have advocated for their grade to be restyled, whereas both Management and Union have requested for a supervisory level. After examining the requests, we are providing for a supervisory level for the Investigators and reviewing the mode of appointment of the grades of Secretary, Ombudsperson for Children's Office and Investigator.

**Senior Investigator (New Grade)**

15.4 According to Management, the emergence of new issues and new legislations has given rise to a substantial increase in the number of cases lodged at the OOC. As a result, both the staff side and Management consider that a supervisory level is required to oversee investigations. We have examined the request and are making appropriate provisions in that respect.

**Recommendation 1**

**15.5 We recommend the creation of a grade of Senior Investigator. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Investigator, who reckon at least four years' service in a substantive capacity in the grade.**

15.6 Incumbent would be responsible to coordinate all investigations and ensure that activities relating to investigations are carried out in line with established standards and within legal parameters; and would be required, among others, to: plan, organise and supervise the work and assignments allocated to Investigators at the OOC; and examine and investigate complaints presented to the OOC within jurisdiction, as outlined in the Ombudsperson for Children Act 2003.

**Secretary, Ombudsperson for Children's Office**

15.7 At present, the grade of Secretary, Ombudsperson for Children's Office is filled from among serving officers possessing the qualifications prescribed for the grade. In view of the level of duties and responsibilities devolving on the grade, we consider that there is need to bring a change thereto in line with what is required for comparable grades in the Civil Service. We are, therefore, recommending in that direction.

**Recommendation 2**

**15.8 We recommend that, henceforth, appointment to the grade of Secretary, Ombudsperson for Children's Office should be made by selection from among serving officers holding a substantive appointment and possessing a Degree in Public Administration and Management or Business Administration or an equivalent qualification and reckoning at least five years' post-qualification experience in administrative duties.**

**Investigator**

15.9 The grade of Investigator is presently filled from among candidates possessing a Degree qualification. We consider that there is need to harmonise the qualifications requirement of the grade with what obtains for comparable positions in the Civil Service. We are recommending accordingly.

**Recommendation 3**

**15.10 We recommend that, henceforth, appointment to the grade of Investigator should be made by selection from among candidates possessing a Degree in Social Science with specialisation in Sociology or Psychology or a Degree, the major part of which should be Sociology or Psychology or an equivalent qualification and reckoning at least three years' experience in investigation duties.**

## OFFICE OF THE OMBUDSPERSON FOR CHILDREN

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 069 096 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Secretary, Ombudsperson for Children's Office |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Investigator (New Grade) |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigator |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 16. INDEPENDENT POLICE COMPLAINTS COMMISSION

16.1 Set up under Act No. 14 of 2016, the Independent Police Complaints Commission (IPCC), is responsible to investigate into complaints made against police officers in the discharge of their functions, other than complaints of acts of corruption or money laundering offences; investigate into the cause of death of a person who died whilst the person was in police custody; and promote better relations between the public and the police.

16.2 The Commission consists of a Chairperson and two members. A Deputy Permanent Secretary is assigned the duties of Secretary. The latter is the administrative head and is responsible for the implementation of all the decisions of the Commission. The core functions are carried out by officers of the Investigator Cadre, namely Investigator and Senior Investigator, all employed on a contractual basis.

16.3 Representations from staff side pertained to: filling of the posts of Investigator and Senior Investigator on a permanent and pensionable service; provision of additional levels of Principal Investigator and Chief Investigator; and creation of a Prosecution Unit. Management informed that the request for the setting up of a new Unit would be considered at a later stage. As the present structure is fit for purpose, we are not bringing any amendment thereto.

## INDEPENDENT POLICE COMPLAINTS COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 14 072 094 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Investigator |
| 14 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigator |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver/Office Attendant (Ex-SMEDA) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Office Attendant (Ex-SMEDA) (Personal) |

# 17. OFFICE OF OMBUDSPERSON FOR FINANCIAL SERVICES

17.1 The Office of Ombudsperson for Financial Services, has been established under the Ombudsperson for Financial Services Act 2018. It is responsible to inform and educate the general public on investments in financial services offered by financial institutions; and deal with complaints made by consumers of financial services against financial institutions.

17.2 The overall accountability of the Office rests with the Ombudsperson for Financial Services. The staffing structure comprises officers in the grades of Head of Legal and Investigations; Secretary, Ombudsperson for Financial Services; Investigations Officer; and other support staff.

17.3 Submissions of Management and staff side mainly relate to: an upgrading of salary of existing grades; creation and restyling of grades; grant of duty remission facilities and payment of allowances. During consultative meetings, parties were apprised of proposals which could not be retained for technical reasons. They were also informed of issues that need to be addressed administratively. Certain proposals such as the creation of grades could not be examined for want of additional information.

17.4 We consider the present structure of the Office appropriate to deliver effectively on its mandate. We are, therefore, bringing no change thereto. We are nonetheless, reviewing the qualifications requirement of the grades of Secretary, Ombudsperson for Financial Services and Investigations Officer.

**Secretary, Ombudsperson for Financial Services**

17.5 After perusing the qualifications requirement of the grade of Secretary, Ombudsperson for Financial Services, we consider that there is need to bring a change thereto, with a view to ensure that qualifications set are more or less at the same level and in line with what obtains for comparable grades in similar organisations. We are, therefore, recommending accordingly.

**Recommendation 1**

**17.6 We recommend that, henceforth, appointment to the grade of Secretary, Ombudsperson for Financial Services should be made by selection from among candidates possessing a Degree in Law or Business Administration or Legal Studies or Law and Management or an equivalent qualification and reckoning at least three years' post-qualification experience in administrative duties.**

**Investigations Officer**

17.7 The grade of Investigation Officer is presently filled from among candidates possessing a Degree qualification. We consider that there is need to harmonise the qualifications requirement of the grade with what obtains for comparable positions in the Civil Service. We are recommending accordingly.

**Recommendation 2**

**17.8** **We recommend that, henceforth, appointment to the grade of Investigations Officer should be made by selection from among candidates possessing a Degree in Law or Finance or Financial Services or an equivalent qualification and reckoning at least three years' experience in investigation duties.**

## OFFICE OF OMBUDSPERSON FOR FINANCIAL SERVICES

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Head of Legal and Investigations |
| 02 063 091 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Secretary, Ombudsperson for Financial Services |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigations Officer |

# 18. PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY OF FINANCE, MINISTRY FOR RODRIGUES AND OUTER ISLANDS

18.1 The Prime Minister's Office (PMO) is the focal point of Government. It is entrusted with the responsibility to, *inter-alia*, advise and support the Prime Minister in formulating policy decisions and ensuring their implementation.

18.2 Activities of the Office are organised under the Cabinet Office, which is the supreme authority for taking policy decisions for the Government; Private Office and Ceremonials, which deals with all requests for appointments/ meetings/courtesy calls, messages, among others, to and from the Prime Minister, as well as overseas missions; Defence and Home Affairs Division; External Communications Division; and Rodrigues and Outer Islands Division.

18.3 The Secretary to Cabinet and Head of the Civil Service is the administrative head of the PMO and also the Responsible Officer of the Administrative Cadre. Incumbent is assisted in his functions by a pool of officers at different levels and from various Cadres, namely, the Secretary for Home Affairs, a Senior Chief Executive, Permanent Secretaries, Deputy Permanent Secretaries, Assistant Permanent Secretaries and officers of the General Services/Human Resource/Financial Operations/Procurement and Supply Cadres, among others.

18.4 The representations of Union comprise a review of the mode of appointment to the grade of Deputy Permanent Secretary along with an upgrading of the salary of the grade of Assistant Permanent Secretary. Union members also requested for payment of a fixed allowance to Assistant Permanent Secretaries in all Ministries/Departments for working beyond normal working hours. They were informed that a specific provision exists to compensate officers who regularly work extra hours.

18.5 Demand was also made for the provision of training through the mounting of specific tailormade Degree courses and to cater for mental wellbeing as officers of the Administrative Cadre continuously operate under stressful conditions. Members were apprised during consultations that with respect to mental wellbeing, a general provision has been made under the Chapter 'Risk, Insurance and Compensation' in Volume 1 of this Report.

18.6 Management, on its part, requested to align the salary of the National Security Advisor to that of a Permanent Secretary. After examining the level and scope of responsibilities, among others, of the two positions, we are maintaining the existing ranking. Other proposals made concern the restyling of the grade of Assistant Permanent Secretary; review in the mode of appointment of certain

top-most positions; and provision of appropriate training in view of professionalising the Administrative Cadre.

18.7 After studying the requests, we are restyling the grade of Assistant Permanent Secretary. As regards change in mode of appointment particularly for top level positions and provision of training, we consider this is an issue which should be dealt with at Management level.

**Assistant Secretary**
***formerly Assistant Permanent Secretary***

18.8 Representation has been made to revert to the previous appellation of the grade of Assistant Permanent Secretary, namely Assistant Secretary, as it reflects more appropriately the nature and level of duties devolving upon incumbents and new recruits joining the Cadre. We are recommending to that end.

**Recommendation 1**

**18.9 We recommend that the grade of Assistant Permanent Secretary be restyled Assistant Secretary.**

**Compensation for Working Extra Hours**

18.10 The Union deplored the fact that officers of the Administrative Cadre posted in a few Ministries are paid allowances at a fixed rate for putting in extra hours while in other Ministries they are not and as such they view this practice as unfair. It is worth highlighting that these allowances have been granted administratively. **However, provisions exist in Volume 1 of this Report to compensate these officers subject to satisfying certain criteria.**

**Incremental Movement for Assistant Secretary *formerly Assistant Permanent Secretary* and Deputy Permanent Secretary**

18.11 Assistant Secretaries *formerly Assistant Permanent Secretaries* and Deputy Permanent Secretaries are currently allowed to move incrementally beyond their top salary in the Master Salary Scale up to a salary point, subject to satisfying certain conditions. We are maintaining these provisions.

**Recommendation 2**

**18.12 We recommend that Assistant Secretaries *formerly Assistant Permanent Secretaries* should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**18.13 We further recommend that Deputy Permanent Secretaries having reached the top of their revised salary scale should be allowed to move**

**incrementally in the Master Salary Scale up to salary point Rs 126000 provided they have:**

**(i) drawn their top salary for at least 12 months;**

**(ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years, that is, have displayed skills and competence as relevant in (a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and**

**(iii) not been adversely reported upon on ground of conduct.**

**Permanent Secretary**

18.14 Existing provisions regarding the mode of appointment and tenure of office for the position of Permanent Secretary as well as the remuneration when employed on contractual terms/assignment of duties are being maintained.

**Mode of Appointment and Tenure of Office**

**Recommendation 3**

**18.15 We recommend that subject to the provisions at Section 89 (4) of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Deputy Permanent Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having proven leadership capabilities.**

**18.16 We further recommend that appointment to or filling of the position of Permanent Secretary should be:**

**(i) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence; and**

**(ii) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister.**

**Remuneration of a Permanent Secretary employed on Contractual Terms**

**Recommendation 4**

**18.17 We recommend that the salary of a Permanent Secretary employed on contract, should be that attached to the substantive position and in addition, incumbent be paid a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other**

**terms and conditions of employment governing contract officers would also apply to incumbent.**

**Allowance in case of assignment of duties of the position of Permanent Secretary**

**Recommendation 5**

**18.18 We recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of Permanent Secretary would continue to be eligible for an allowance representing the difference between the pay of the Permanent Secretary and the substantive salary of the officer. On the officer's retirement, the pensionable emoluments shall be those of the Permanent Secretary provided that he has:**

**(i) successfully served for a period of not less than twelve months;**

**(ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**

**(iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**OR**

**successfully served for a minimum period of six months and has reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

**Senior Chief Executive**

18.19 The position of the Senior Chief Executive is presently filled by selection from among officers of the level of Permanent Secretary or Head of a Professional Technical Cadre, drawing a monthly salary of Rs 119500 and above and from among other Chief Executives of other institutions with proven leadership capabilities. **We are reiterating this provision while revising the salary point of Rs 119500 to Rs 150000.**

**Tenure of Office**

**Recommendation 6**

**18.20 We recommend that appointment to or filling of the position of Senior Chief Executive should be:**

**(i) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence; and**

**(ii) on contractual terms for a period of two years and after the expiry of the two year period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister.**

**Remuneration of a Senior Chief Executive employed on Contractual Terms**

**Recommendation 7**

**18.21 We recommend that the salary of the Senior Chief Executive employed on contractual terms shall be as determined for the substantive position. Incumbent on contract would also be eligible for a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service.**

**18.22 We further recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of the Senior Chief Executive may, at the start of the assignment, opt not to take the gratuity and, in return, the period he would serve as Senior Chief Executive, shall be deemed to be pensionable service, provided he has:**

**(i) successfully served for a period of not less than twelve months;**

**(ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**

**(iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**OR**

**successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

**Secretary for Home Affairs**

18.23 Appointment to the position of Secretary for Home Affairs is subject to the concurrence of the Prime Minister under Section 89 (4) of the Constitution of Mauritius. The post is filled on an assignment basis and provision exists regarding the mode of compensation to the officer who has been assigned duties of Secretary for Home Affairs.

18.24 Proposal was made for the position to be filled in a substantive capacity. After analysis and considering the sensitive nature of the responsibility devolving upon incumbent, we hold that appointment thereto should be maintained on an assignment basis. We are, therefore, reiterating existing provisions.

**Recommendation 8**

**18.25 We recommend that:**

**(a) an officer who has been assigned the duties of Secretary for Home Affairs should be granted an allowance equivalent to the difference between his salary and that of the Secretary for Home Affairs; and**

**(b) in the event the officer retires in the capacity of Secretary for Home Affairs or is reverted to his substantive post, the allowance becomes pensionable provided that he has:**

**(i) successfully served for a period of not less than twelve months;**

**(ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**

**(iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**OR**

**successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

**Appointment of Chief Executives**

**Recommendation 9**

**18.26 We recommend that the provisions regarding the mode of appointment, tenure of office and the appropriate leadership capabilities be also considered for Chief Executives of public departments, Parastatal Bodies and Local Authorities. However, where Deputies to Chief Executives have been appointed by selection, appointment to the position of Chief Executive could continue to be by promotion, subject to the approval of the appropriate authorities according to the promotion framework in the Chapter on Recruitment, Promotion and Retention of Volume 1 of this Report.**

**Personal Secretary**

18.27 To ensure a comprehensive secretarial and confidential service to the Prime Minister, a monthly allowance is presently being paid to an officer of the General Services, performing the function of Personal Secretary. The allowance is reckoned as pensionable provided incumbent has served in this capacity for a continuous period of three years and satisfies the established criteria. In view of its relevance, we are maintaining the present arrangement.

**Recommendation 10**

**18.28 We recommend that, subject to the approval of the High Powered Committee, the allowance payable to the officer who has been assigned the duties of Personal Secretary, be reckoned as pensionable emoluments provided that incumbent has performed in that position for**

**a continuous period of three years and has not been the subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.**

**Registration and Compliance Officer (New Grade)**

18.29 Currently, the Residence Permit and Citizenship Sections are staffed by officers in the General Services grades. Management informed that these officers receive specific training owing to the technical nature of the work at these two Sections. However, since this category of officers is subject to high mobility across the Civil Service, often they leave at short notice. According to Management, their departure not only disrupts the smooth running of activities thereat but also calls for training to be dispensed to the newcomers. In the given circumstance, request has been made for the creation of a dedicated grade for a more effective and efficient service delivery. We are recommending accordingly.

**Recommendation 11**

**18.30 We recommend the creation of a grade of Registration and Compliance Officer. Appointment thereto should be made by selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualification.**

18.31 Incumbent would be required, among others, to examine and ascertain that all documents and applications for visa, residence permit, permanent residence permits, occupation permits and Mauritian Citizenship comply with the various laws under the purview of the Defence and Home Affairs; provide Counter Services and attend to queries from the public (Citizens/Non-Citizens); attend hearing at the Civil Status Division under the Civil Status Act with respect to any application for marriage between a citizen and a non-citizen; and assist the Residence Permit Section and the Citizenship Section in court cases.

**Citizen Support Unit**

18.32 Following a Cabinet decision, the Citizen Support Unit (CSU) was established in 2017 with the objective of placing the citizen at the centre of Government service delivery. It has been equipped with a Citizen Support Officer Cadre, which took over the functions devolving on the officers of the former Citizen Advice Bureau Organiser Cadre. The latter have been consequently integrated in corresponding levels at the CSU, comprising Citizen Support Officer, Senior Citizen Support Officer and Head, Citizen Support Unit. Since the setting up of the CSU, activities are no longer restricted to the mere

registration of complaints, but revolve around five critical areas namely: monitoring and evaluation, task force, communication, community work, and operations and training.

18.33 In the context of this review, Union laid much emphasis on the review of the salary of the grades of the Citizen Support Officer Cadre and provision of duty remission facilities. Management on its side requested for, among others, increase in establishment size. Regarding the creation of the grades of IT Administrator and Statistician, same could not be taken on board, in view of the Bureau's policy to avoid, as far as possible, the creation of stand-alone grades with no promotional avenue. However, Management may have recourse to the services of officers from the Ministry of Information Technology, Communication and Innovation and Statistics Mauritius.

18.34 After examination of all the proposals, the Bureau considers the three-level structure adequate to enable the Unit to deliver effectively on its mandate and same is, therefore, being maintained.

## PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY OF FINANCE, MINISTRY FOR RODRIGUES AND OUTER ISLANDS

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 130 | **Rs 270000**<br>Secretary to Cabinet and Head of the Civil Service |
| 02 000 124 | **Rs 222000**<br>Secretary for Home Affairs |
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Permanent Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Secretary<br>*formerly Assistant Permanent Secretary* |
| 14 000 115 | **Rs 162000**<br>Director, Counterterrorism Unit |
| 14 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Counterterrorism Unit |
| 14 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Intelligence Officer |
| 14 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Intelligence Officer/Senior Intelligence Officer |
| 14 000 112 | **Rs 150000**<br>Director-General of Immigration |
| 02 000 112 | **Rs 150000**<br>National Security Adviser |
| 02 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Principal Co-ordinator, Security Matters |
| 02 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Co-ordinator, Security Matters<br>Migration Coordinator and Researcher |

| Salary Code | Salary Scale and Grade |
|---|---|
| 20 063 094 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Statistician/Senior Statistician |
| 02 087 104 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Conference and Social Functions Manager (Personal) |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Conference and Social Functions Officer<br>Migration Analyst |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Facilities and Maintenance Officer |
| 08 067 084 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Personal Secretary |
| 18 038 073 | **Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Registration and Compliance Officer (New Grade) |
| 08 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Receptionist/Guide |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>General Assistant (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Liftman |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **CITIZEN SUPPORT UNIT** |
| 08 071 091 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 QB 80000**<br>Head, Citizen Support Unit |
| 08 064 087 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 71700**<br>Senior Citizen Support Officer |
| 08 049 083 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 QB 62350 x 1850 - 64200**<br>Citizen Support Officer |

## *EQUAL OPPORTUNITIES COMMISSION*

18.35 The Equal Opportunities Commission (EOC) is an independent statutory body set up to promote anti-discrimination and equal opportunity principles and policies throughout Mauritius. Its main functions are to investigate into discrimination complaints; and work to prevent discrimination from occurring by informing people about their rights and responsibilities under the EOC Act, through sensitisation campaigns and preparation of appropriate codes and guidelines.

18.36 It consists of a Chairperson and other Members appointed by the President of the Republic. A Deputy Permanent Secretary has been assigned duties of Secretary and is responsible for the day-to-day administration of the Commission. While the core functions are performed by officers in the grade of Investigator, support is provided by officers of the General Services on secondment to the EOC.

18.37 For this review exercise, both Management and the Union proposed for the creation of a supervisory level to head investigations. The Union has also requested for an upgrading in the qualifications requirement of the grade of Investigator, among others. During consultations, parties were apprised of those proposals which could not be retained for technical reasons. We are, however, providing a higher level to oversee investigations and revisiting the mode of appointment of the grade of Investigator.

### Senior Investigator (New Grade)

18.38 It has been reported that the EOC is experiencing a surge in the number of cases referred to it. Resultantly there is a claim for a supervisory level to head investigations. After analysis, we are providing for such grade.

### Recommendation 12

**18.39 We recommend the creation of a grade of Senior Investigator. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Investigator, reckoning at least four years' service in a substantive capacity in the grade.**

18.40 Incumbent would be required, *inter alia*, to: be responsible for the Investigation Unit under the supervision of the Secretary, EOC; assist in the formulation of policies regarding the investigation of complaints; and devise strategies for sensitisation campaigns/workshops.

### Investigator

18.41 The grade of Investigator is presently filled from among candidates possessing a Degree qualification. We consider that there is need to

harmonise the qualifications requirement of the grade with what obtains for comparable positions in the Civil Service. We are recommending accordingly.

**Recommendation 13**

**18.42 We recommend that, henceforth, appointment to the grade of Investigator should be made by selection from among candidates possessing a Degree in Law or Law and Management or a Degree, the major part of which should be Law or an equivalent qualification and reckoning at least three years' experience in investigation duties.**

**Posting of Court Transcriber**

18.43 As per existing provision, currently two officers in the grade of Court Transcriber from the Judiciary are posted to serve the EOC. **The Bureau holds that the present arrangement is appropriate and should continue.**

## EQUAL OPPORTUNITIES COMMISSION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Investigator (New Grade) |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Investigator |

## *GOVERNMENT INFORMATION SERVICE*

18.44 The Government Information Service (GIS), established in 1996, is the official communications arm of the Government. Its prime role is to objectively inform the public on the multifarious activities of the Government and explain the background of important policy decisions. The GIS has in place a digital and social media strategy to market Government initiatives, projects, measures and activities on a daily basis through digital channels and on social media platforms. It also provides information to Government to facilitate decision making.

18.45 Officers in the Information, Audio-Visual, Documentation and Press Sections are responsible for the conduct of the core activities of the GIS whereas those in the Administration Division cater for the administrative, personnel and financial matters. The responsibility for the proper management and operation rests upon the Director, Information Services.

18.46 All the submissions received from Management, Union and Individuals in the context of this review have been examined. Most of the proposals of the staff side pertain to issues which fall under Management's prerogative such as determination of hours of work and compensation linked to extra hours put in. Management, on its part, requested, among others, for the qualifications requirement recommended for the grade of Head, Audio-Visual Protection Officer Cadre in the last Report to be applicable to future holders only, which we could not accede to.

18.47 Due to non-submission of requested information, we were unable to examine certain representations such as travelling time to be taken into consideration when computing extra hours. The Bureau considers that the present organisational set up of the GIS as well as the existing provisions are adequate for it to deliver its services effectively. We are, nevertheless, restyling the grade of Assistant Director, Information Services to a more appropriate appellation to reflect the duties performed.

### Deputy Director, Information Services
### *formerly Assistant Director, Information Services*

18.48 A request has been made by the staff side for the grade of Assistant Director, Information Services to be restyled to an appellation which is reflective of the nature thereof. Taking into consideration the duties and responsibilities devolving upon the grade, the Bureau is recommending accordingly.

### Recommendation 14

**18.49 We recommend that the grade of Assistant Director, Information Services be restyled Deputy Director, Information Services.**

### Time-off facilities for the Information Officer Cadre

18.50 Officers of the Information Officer Cadre are regularly required to work beyond normal working hours due to the nature of their duties/responsibilities. In accordance with existing arrangements, they are compensated through payment of overtime for the extra hours put in. In case they do not qualify for overtime, they are granted time-off facilities or compensated at the normal hourly rate. As these provisions are deemed appropriate, they should remain in effect.

### Recommendation 15

**18.51 We recommend that officers of the Information Officer Cadre who put in more than 40 hours in a week, should be paid overtime in accordance with provisions laid down at paragraph 16.5.51 to 16.5.56 of Volume 1 of this Report.**

**18.52 We further recommend that in case they are required to put in additional hours of work on a regular basis but do not qualify for overtime, they should be granted equivalent time-off. However, where it is not possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly**.

### On-call Allowance

18.53 As per existing provision, certain officers of the GIS as well as those posted thereat who are required to remain on-call after normal working hours to ensure continuity of dissemination of information on social media platforms are entitled to payment of an On-call Allowance. This provision should continue to be applicable.

### Recommendation 16

**18.54 We recommend that officers in the undermentioned grades should be paid an On-call Allowance for being on-call after normal working hours from 1600 hours to 2100 hours on Weekdays and from 0900 hours to 2100 hours on Saturdays, Sundays and Public Holidays:**

| Grade | On-call Allowance per day (Rs) | |
|---|---|---|
| | Weekdays | Saturdays/Sundays/ Public Holidays |
| Information Officer | 160 | 385 |
| Principal Information Officer | 250 | 600 |
| Publicity/Documentation Officer | 90 | 215 |

| Grade | On-call Allowance per day (Rs) | |
|---|---|---|
| | Weekdays | Saturdays/Sundays/ Public Holidays |
| **Information Support Officer/Senior Information Support Officer (Personal)** | **120** | **290** |
| **Assistant Systems Analyst/Senior Assistant Systems Analyst** | **170** | **400** |

**Allowance for Working From Home after normal working hours**

18.55 Officers in the grades mentioned in the above table are, in addition to the On-call Allowance, paid a monthly *adhoc* allowance for working from home beyond their normal working hours. This allowance is equally paid to other officers of the Information Officer Cadre and Audio-Visual Production Officer Cadre who are also required to Work From Home for, among others, writing and vetting of news items and editing and uploading of video contents on social media platforms. As these arrangements would continue to prevail, we are maintaining the payment of the allowance.

**Recommendation 17**

**18.56 We recommend the payment of a monthly *adhoc* allowance equivalent to two increments at salary point reached for Working From Home beyond their normal working hours to the following officers:**

**(i) officers concerned whose grades are mentioned in the above table;**

**(ii) officers of the Information Officer Cadre who are required to write and vet news items; and**

**(iii) officers of the Audio-Visual Production Officer Cadre who are required to edit and upload video contents on the social media platforms of the GIS and select, edit and send photos of official events, among others.**

**Press Section**

**Special Allowance**

18.57 In view of the sensitive nature of the job performed by certain officers posted to the Press Section, the latter are presently being paid a special monthly allowance. This provision should continue until the publication of the next Report.

**Recommendation 18**

**18.58 We recommend that Senior Publicity/Documentation Officers and Publicity/Documentation Officers posted to the Press Section should continue to be paid a special monthly allowance equivalent to three increments at the point reached in their respective salary scale until publication of the next Report.**

## GOVERNMENT INFORMATION SERVICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 10 103 106 | **Rs 114000 x 4000 - 126000**<br>Director, Information Services |
| 10 093 103 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Deputy Director, Information Services<br>*formerly Assistant Director, Information Services* |
| 10 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Information Officer |
| 10 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Head, Documentation Unit<br>Senior Information Officer |
| 10 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Information Officer |
| | **PRESS AND PUBLICITY SECTION** |
| 10 055 079 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Principal Publicity/Documentation Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 10 048 074 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Publicity/Documentation Officer |
| 10 033 069 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Publicity/Documentation Officer |
| | **AUDIO VISUAL SECTION** |
| 10 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 QB 73600 x 1900 - 75500 x 2250 - 77750**<br>Head, Audio-Visual Production Officer Cadre |
| 10 057 084 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Audio-Visual Production Officer |
| 10 050 082 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Audio-Visual Production Officer |
| 10 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Audio-Visual Production Officer |
| 10 035 080 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Information Support Officer/Senior Information Support Officer (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *ENVIRONMENT AND LAND USE APPEAL TRIBUNAL*

18.59 Established under Act No. 5 of 2012, as a quasi-judicial body, the Environment and Land Use Appeal Tribunal (ELUAT) hears appeals relating to land use and environmental matters, with mandate to provide environmental justice. The Tribunal has jurisdiction to review and determine appeals against decisions made by the Ministry of Environment, Solid Waste Management and Climate Change; Municipal and District Councils; the Morcellement Board; the Town and Country Planning Board; and any other jurisdiction assigned by relevant laws.

18.60 The staffing structure of the ELUAT comprises a Chairperson and Vice-Chairpersons appointed by the Public Service Commission and such other members as may be necessary. They are assisted in the exercise of their functions by a Secretary who is responsible for the day-to-day administration of the Tribunal. They are also supported by officers of the General Services grades.

18.61 Submissions of Management relate, among others, to: the creation of grades or posting of officers from other Ministries to the ELUAT; payment of allowances to officers servicing the Tribunal; and reviewing the qualifications requirement of the grade of Secretary, ELUAT. Requests that do not satisfy set requirements could not be retained and Management was so informed.

18.62 As regards the Tribunal's organisation structure, the Bureau considers that the present one is adequate. We are providing for the payment of a yearly Judicial and Legal Allowance to the Chairperson and Vice-Chairpersons in line with what obtains in other Tribunals, reviewing the qualifications requirement of the grade of Secretary, ELUAT and reiterating the provisions of the last Report regarding the posting of Court Officers, Judicial Research Assistant/Senior Judicial Research Assistants and Court Transcribers from the Judiciary to the Tribunal. As regards, the request for the creation of the grade of Deputy Secretary, same could not be taken on board for want of information as well as due to the absence of functional need**.**

### Secretary, Environment and Land Use Appeal Tribunal

18.63 At present, the grade of Secretary, ELUAT is filled from among candidates who possess the qualification prescribed for the grade. We consider that there is need to review the qualifications requirement in consonance with the nature and level of duties devolving upon the grade and in line with what obtains for comparable grades in the Civil Service. We are recommending accordingly.

**Recommendation 19**

**18.64 We recommend that, henceforth, appointment to the grade of Secretary, ELUAT should be made by selection from among candidates possessing a Degree in Law or Business Administration or Law and Management or an equivalent relevant qualification and reckoning at least two years' experience in administrative duties.**

**Judicial and Legal Allowance**

**Recommendation 20**

**18.65 We recommend that the Chairperson and Vice-Chairpersons of the ELUAT should be paid a yearly Judicial and Legal Allowance of Rs 26680 as an assistance towards meeting the costs of certain items related to the exercise of their profession.**

**Posting of Court Officers, Judicial Research Assistant/Senior Judicial Research Assistants and Court Transcribers**

**Recommendation 21**

**18.66 We recommend that Management of the ELUAT should continue to make necessary arrangements with the Judiciary for the secondment of officers in the grade of Court Officer, Judicial Research Assistant/Senior Judicial Research Assistant and Court Transcriber to the ELUAT. In this context an appropriate provision has been made at paragraph 6.35 of this Volume.**

## ENVIRONMENT AND LAND USE APPEAL TRIBUNAL

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 120 | **Rs 190000**<br>Chairperson, Environment and Land Use Appeal Tribunal |
| 12 000 115 | **Rs 162000**<br>Vice Chairperson, Environment and Land Use Appeal Tribunal (Personal to officer in post as at 31.12.20) |
| 12 000 112 | **Rs 150000**<br>Vice Chairperson, Environment and Land Use Appeal Tribunal |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 068 094 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Secretary, Environment and Land Use Appeal Tribunal (Personal to officer in post as at 31.12.25) |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Secretary, Environment and Land Use Appeal Tribunal (Future Holder) |

## *EQUAL OPPORTUNITIES TRIBUNAL*

18.67 The Equal Opportunities Tribunal (EOT) has been set up under the Equal Opportunities Act 2008 to hear and determine complaints referred to it by the Equal Opportunities Commission. In the discharge of its functions, the Tribunal is also empowered to, among others, issue an interim order as a matter of urgency for the purpose of preventing serious and irreparable damage to a person or category of persons; and make an order declaring the rights of the complainant and the respondent in relation to the act to which the complainant relates.

18.68 As provided in the Act, the EOT comprises a President and two Members appointed by the Public Service Commission either on a full-time or part-time basis. To assist the Tribunal in the performance of its functions, a Secretary to the Tribunal and other public officers are designated administratively by the Secretary to Cabinet and Head of the Civil Service.

18.69 For this Report, Management did not submit any proposal. Taking into consideration that the existing structure and prevailing working arrangements at the EOT are appropriate, we are bringing no change thereto. We are, however, providing for the payment of a yearly Judicial and Legal Allowance to the President, EOT in line with what obtains in other Tribunals.

**Judicial and Legal Allowance**

**Recommendation 22**

**18.70 We recommend that the President, Equal Opportunities Tribunal should be paid a yearly Judicial and Legal Allowance of Rs 26680 as an assistance towards meeting the cost of certain items related to the exercise of his profession.**

### EQUAL OPPORTUNITIES TRIBUNAL

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 120 | **Rs 190000**<br>President, Equal Opportunities Tribunal |
| 12 000 112 | **Rs 150000**<br>Member, Equal Opportunities Tribunal |

## *DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES ADMINISTRATION AND EXPLORATION*

18.71 Operating under the *aegis* of the Prime Minister's Office, the Department for Continental Shelf and Maritime Zones Administration and Exploration (CSMZAE) is responsible to ensure the effective management of the maritime zones and to delineate and establish the maritime zones of the Republic of Mauritius in accordance with international laws and conventions. It is also mandated to formulate policies in ocean affairs and establish legal and regulatory frameworks governing the sustainable management of the non-living resources in the maritime zones of Mauritius.

18.72 A Director-General is at the apex of the Department and he is assisted in his duties by Directors and professionals in the grade of Research Development Officer/Senior Research Development Officer. Support services are provided by officers of the General Services grades.

18.73 The representations of staff side and Management pertain, among others, to the creation of a grade of Principal Research Development Officer; upgrading in salaries; review of the quantum of allowances; and grant of enhanced conditions of service. During consultation, they were apprised of those proposals which should be considered administratively.

18.74 As regards the organisational structure, we are reinforcing same with the creation of a principal professional level. We are also providing for Management to review the qualifications requirement of the grade of Research Development Officer/Senior Research Development Officer; payment of an allowance with respect to Continuous Professional Development; and revisiting existing allowances.

### Principal Research Development Officer (New Grade)

18.75 In view of the added responsibilities devolving upon the Department, Management submitted that there is need for an additional level to reinforce the professional cadre and to supervise the Research Development Officer/Senior Research Development Officers for an improved service delivery. We are recommending accordingly.

### Recommendation 23

**18.76 We recommend the creation of a grade of Principal Research Development Officer. Appointment thereto should be made by selection from among officers in the grade of Research Development Officer/Senior Research Development Officer reckoning at least five years' service in a substantive capacity in the grade.**

18.77 Incumbent would be responsible to assist the Director General and Directors in the formulation and execution of new projects; and would be required, *inter alia* to: assist and lead small groups in the implementation of strategies/action plans/development programmes/projects; participate and lead small groups in marine research cruise; and supervise the work of Research Development Officer/Senior Research Development Officers.

**Research Development Officer/Senior Research Development Officer**

18.78 While examining the scheme of service of the grade of Research Development Officer/Senior Research Development Officer, we observed that the fields of study in which a Master's Degree is required, are not in consonance with the nature of duties which devolves upon incumbents. We, therefore, hold that **Management should consider the advisability of reviewing the qualifications requirement of the said grade such that only those fields of study that are relevant to the performance of its duties are specified**.

**Continuous Professional Development (CPD)**

18.79 Representations were made by staff involved in research to be refunded expenses incurred in their professional development. After examining the request, we are providing an incentive through a CPD scheme to officers who are actively involved in carrying out research activities.

**Recommendation 24**

**18.80 We recommend that officers who are actively involved in carrying out research activities should be:**

**(i) paid an allowance of Rs 9240 annually, to be able to meet expenses towards their professional development. This allowance is payable on presentation of documentary evidence and is cumulative over a maximum period of three years; and**

**(ii) granted 10 days special leave annually which may be combined with other types of leave in cases where the number of days of leave required exceeds 10 days, subject to exigencies of the service.**

**Sea-Going Allowance**

18.81 Presently, Directors and Research Development Officer/Senior Research Development Officers are paid a Sea-Going Allowance when they are required to go at sea in the course of their duties. During the consultative meeting, Management requested to review the mode of payment of the allowance. After examining the proposal, we are harmonising payment of the allowance in line with what has been recommended in other quarters as well as extending same to the Principal Research Development Officer.

**Recommendation 25**

**18.82 We recommend that Directors, Principal Research Development Officers and Research Development Officer/Senior Research Development Officers who are required to go at sea for: undertaking Marine Scientific Research on board of International Research Vessels; conducting marine surveys with regard to Maritime Boundary Delimitation, Marine Spatial Planning and deployment of scientific instrument at sea; monitoring any petroleum and mineral related activities, including surveys; and capacity building/training in the course of their duties should be paid a Sea-Going Allowance as follows:**

**(i) Rs 1155 per day for those who are not eligible for overtime; and**

**(ii) those who are eligible for overtime, as hereunder:**

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

**Diving Allowance**

18.83 Directors and Research Development Officer/Senior Research Development Officers are presently paid a Diving Allowance whenever they are required to dive in respect of some specific activities.

18.84 Request has been made to increase the ceiling of dives per month as well as extend the payment of the allowance for carrying out capacity building exercises, which are undertaken for training regarding photography techniques. We are acceding to same and reviewing the existing provision for the sake of harmonisation.

**Recommendation 26**

**18.85 We recommend that a Diving Allowance should be paid to Directors, Principal Research Development Officers and Research Development Officer/Senior Research Development Officers who are required to dive in the performance of their duties to undertake marine survey for the inventory of underwater cultural heritage; assist in deployment and maintenance of scientific measuring instrument; carry out marine scientific research for the purpose of marine spatial planning; and carry out capacity building exercises to acquire photography techniques, at the rate of Rs 765 per dive, subject to a maximum of 15 dives per month.**

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

## DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES ADMINISTRATION AND EXPLORATION

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 115 | **Rs 162000**<br>Director-General |
| 02 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Director |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Research Development Officer (New Grade) |
| 02 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Research Development Officer/Senior Research Development Officer |

## *18.1 CIVIL STATUS DIVISION*

18.1.1 Falling under the *aegis* of the Prime Minister's Office, the main functions of the Civil Status Division (CSD) are the registration of all civil events in Mauritius and its dependencies; and issuance of birth, marriage as well as death certificates.

18.1.2 A Registrar of Civil Status heads the CSD and is assisted by a Deputy Registrar of Civil Status as well as supported by officers in the Civil Status Officer Cadre along with officers in the General Services grades and employees of the Workmen's Group.

18.1.3 Requests from the Unions pertain mainly to: review of the schemes of service and salary scales; upgrading of the qualifications requirement; merging of grades; grant of specific allowances; and review of existing allowances. Management made proposals for an upgrading of the salary scale of the grade of Civil Status Officer and to put an ending time for officers to be on on-call. During meetings, appropriate explanations/justifications were provided to parties on certain requests that could not be acceded to. The views of the Prime Minister's Office were equally sought on some requests.

18.1.4 Given that the existing structure is adequate, same is being maintained while the allowances payable to the officers are being revised.

**Allowance to open Civil Status offices after normal working hours**

18.1.5 Officers of the Civil Status Officer Cadre are required to provide emergency services after their normal working hours during Weekdays and as from 1200 hours on Weekends and Public Holidays, against payment of appropriate allowances. Management submitted that there is need to include an ending time, that is up to 2200 hours, for the officers to be on-call for registration of death. The Prime Minister's Office subscribes to the request of the Civil Status Division. We are, accordingly, making a recommendation to that effect.

**Recommendation 1**

**18.1.6 We recommend that officers of the Civil Status Officer Cadre providing emergency services after their normal working hours during Weekdays and after 1200 hours on Saturdays, Sundays and Public Holidays, up to 2200 hours be paid a revised:**

**(a) On-call Allowance of Rs 275 per day; and**

**(b) All-inclusive Allowance of Rs 710 for each registration of death, including the issue of burial/cremation permit, travelling expenses and collection from and the handing over of keys to the Police Station.**

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

18.1.7 Provisions exist for the payment of allowances to officers of the Civil Status Officer Cadre for the celebration of civil marriages outside the Civil Status offices after normal working hours, where both spouses are either citizens of Mauritius or non-citizens of Mauritius; and in private and non-private residence. Additionally, the officers are also paid an allowance to celebrate civil marriages during working hours, subject to the officers availing themselves of their leave entitlement/time-off facilities.

18.1.8 The Bureau also provided for an allowance on *adhoc* basis, for celebration of civil marriages after normal working hours, where one of the intending spouses is a citizen of Mauritius and the other is a non-citizen, and the allowances were based on the venue where the civil marriage is being celebrated.

18.1.9 The above provisions should continue to prevail while the quantum of the allowances is being revised.

**Recommendation 2**

**18.1.10 We recommend that the allowance for registration of religious marriage to give civil effect be revised as follows:**

| Celebration of Civil Marriages outside working hours | Allowances (Rs) |
|---|---|
| **A. Where both of the intending spouses are citizens of Mauritius:** | |
| **(i) celebration of civil marriages at private residence** | **770** |
| **(ii) celebration of civil marriages at premises other than office or private residence** | **1100** |
| **B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens** | **1650** |
| **C. Where one of the intending spouses is a citizen of Mauritius and the other intending spouse is a non-citizen:** | |
| **(i) celebration of civil marriages at private residence** | **770** |
| **(ii) celebration of civil marriages at premises other than office or private residence or marriage hall** | **1100** |

| Celebration of Civil Marriages during working hours | Allowances (Rs) |
|---|---|
| **D. Celebration of civil marriages aboard cruises/catamarans during normal working hours where both intending spouses are non-citizens (officers should avail themselves of leave entitlement/time-off against early arrivals for the equivalent number of hours taken for the celebration of a civil marriage inclusive of travel time)** | **1100** |

**Registration of deaths for burial during cyclonic conditions Class III and Class IV and during other officially declared natural calamities**

18.1.11 An officer of the Civil Status Officer Cadre is presently on-call in each district to register deaths and issue burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities, for which they are paid appropriate allowances. The allowances are being reviewed.

**Recommendation 3**

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

**(a) an On-call Allowance of Rs 275 per day; and**

**(b) an allowance of Rs 315 for each registration of death, including the issue of burial/cremation permit.**

**18.1.13 We further recommend that Management of the Civil Status Division should make necessary transport arrangements with the Police Department for the conveyance of officers from their place of residence to office and back when they are called upon to register deaths which require burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities.**

**Loan Facilities**

**Recommendation 4**

**18.1.14 We recommend that officers of the Civil Status Officer Cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down at provision of paragraph 16.2.58(g) of Volume 1 of this Report.**

## CIVIL STATUS DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 103 107 | **Rs 114000 x 4000 - 130000**<br>Registrar of Civil Status |
| 18 074 099 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Deputy Registrar of Civil Status |
| 18 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Civil Status Officer |
| 18 051 074 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Civil Status Officer |
| 18 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Civil Status Officer |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

## *18.2 GOVERNMENT PRINTING DEPARTMENT*

18.2.1 The Government Printing Department (GPD) falls under the *aegis* of the Prime Minister's Office and provides printing services to the Government, Parastatal Bodies, Local Authorities and the general public.

18.2.2 Being at the apex, the Government Printer is the administrative Head of the GPD and is assisted in her functions by officers in the grades of Deputy Government Printer, Assistant Government Printer, Printing Officer, officers from the Graphic Unit and Production Unit and those belonging to the Procurement and Supply Cadre, General Services grades as well as employees of the Workmen's Group.

18.2.3 Numerous requests were received from both Unions of the GPD which pertain to: restyling/creation of several grades, salary upgradation/alignment; review of qualifications requirement, provision of training, loan facilities for motorcycle, eligibility for travel grant, allowances for being called back to work and special recommendations for pregnant women, among others. Furthermore, exemption from mechanical tasks during machine servicing, placing the grade of Printing Officer on roster, addressing administrative issues, and increasing the number of posts for certain grades were made to streamline the operations of the Department. Members have also pointed out that some recommendations from the Bureau's previous Report, such as changes in appellation, have not been implemented by Management. **In this regard, the Bureau considers that it is incumbent upon Management to implement these recommendations as well as update the schemes of service.**

18.2.4 Proposals from Management were mainly for: a review of the qualifications requirement of entry level grades; creation of two grades at 'Operator' level; revision of salary; payment of a Risk Allowance; and refund of unutilised casual leaves. Other demands include: upgrading the grades of Deputy Government Printer and Assistant Government Printer; reviewing of salaries and placing the grade of Job Delivery Officer on roster.

18.2.5 As part of its assessment and in response to requests from both Unions, staff of the Bureau undertook a site visit at the GPD, to have an insight on key operational and personnel-related concerns. Furthermore, an examination of the duly filled-in Job Description Questionnaires has further enhanced the understanding of the roles, responsibilities and functional needs across various grades.

18.2.6 It is to be noted that all representations relating to the general Conditions of Service have been holistically addressed in Volume 1 of this Report. Furthermore, the concerned parties have been duly informed of the proposals that could not be retained, together with the corresponding justifications.

18.2.7 After analysis of all representations, the Bureau noted three specific priorities which necessitate immediate actions from Management, namely: Human Resource Planning (HRP), succession planning, and proper training arrangements. **In this regard, the Bureau holds that Management should consider undertaking a comprehensive Human Resource Planning exercise, conducting a Succession Planning and arranging for relevant Training and Development.**

18.2.8 Having considered all requests, the Bureau is, thus, making the appropriate recommendations.

**Deputy Government Printer**

**Assistant Government Printer**

18.2.9 Management has expressed concern that the workload of incumbents in the grades of Deputy Government Printer and Assistant Government Printer has substantially increased and has accordingly requested an upgrading in their salaries. After examination, the Bureau holds that the issue is that of workload balance.

**Printing Officer Cadre**

18.2.10 Request has been received from both Management and Unions to place the grade of Printing Officer on a roster basis as incumbents are already scheduled to work on a roster pattern of work against payment of an allowance. The Printing Officer Cadre has been reassessed and we are recommending, accordingly.

**Printing Officer (Roster)**

**Recommendation 1**

**18.2.11 We recommend that officers in the grade of Printing Officer should:**

**(i) be required to work on a roster basis; and**

**(ii) be granted two additional increments on conversion at the salary point reached in their salary scale.**

**18.2.12 We also recommend that the monthly allowance equivalent to two increments at the point reached in their salary scale payable to Printing Officers for regularly working over and above normal working hours should lapse.**

**Assistant Operator (Printing Department) (Roster) (New Grade)**

18.2.13 Both Unions and Management have expressed serious concerns regarding the acute staff shortage at the GPD, particularly in the recruitment of several base grades. The core issue stems from a misalignment in qualifications requirement.

18.2.14 Currently, to be appointed to these base grades, candidates should hold a School Certificate with at least two credits along with an NTC Level 3 qualification. However, the School of Printing under the Mauritius Institute of Training and Development (MITD) which is the sole body offering NTC Level 3 training in printing, only requires applicants to have a Form III and not SC with two credits. As a result, most job seekers who hold the NTC Level 3 qualification do not meet the full recruitment criteria set by GPD, which has made hiring extremely difficult.

18.2.15 In response, Unions have further urged the Bureau to come up with a firm recommendation such that Management should liaise with MITD to organise targeted training programs which would aim to specifically equip current employees in the Printing Assistant Cadre with the necessary qualifications to advance to higher grades. Whilst, Management has requested the creation of two grades, namely, Desktop Publishing Operator (Roster) and Computer to Plate/Imposition Operator (Roster).

18.2.16 Following an assessment and an on-site visit to the GPD, the Bureau is bringing forth appropriate measures to address this issue.

**Recommendation 2**

**18.2.17 We recommend that the grade of Printing Assistant/Senior Printing Assistant (Roster) be made evanescent.**

**18.2.18 We also recommend the creation of a grade of Assistant Operator (Printing Department) (Roster). Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least two subjects or an equivalent qualification.**

18.2.19 Incumbents in the new grade of Assistant Operator (Printing Department) (Roster) would be called upon to undergo on-the-job training for a period of at least two years.

**18.2.20 We additionally recommend that, in the first instance, officers in the grade of Printing Assistant/Senior Printing Assistant (Roster) (Personal) should be given the option to join the new grade of Assistant Operator (Printing Department) (Roster) and on joining the grade be granted one additional increment on conversion at the salary point reached in their respective salary scale, subject to the top salary of the grade.**

18.2.21 Assistant Operator (Printing Department) (Roster) would be required to assist the Operators of the different sections of the Production Unit of the GPD, *viz*, Printing Stores Section; Press Section; Binding Section; Phototype-Setting Section; Plate Making/Finishing Section and so forth, to, among others: operate relevant machines, Printing Press Offset/Digital Press and binding

equipment; prepare layout of document based on specifications/sample; prepare impositions; and collate and verify all works.

**18.2.22 We further recommend that consequential amendments should be made to the schemes of service of the grades of Pressroom Machine Operator (Roster) and Print Finishing/Book Binding Operator (Roster) such that appointment thereto should, henceforth, be made by selection from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant section/field.**

**18.2.23 We concurrently recommend that Management should make the necessary arrangement with the relevant Training Institution for the Assistant Operators (Printing Department) (Roster) to follow a course leading to a National Trade Certificate (Level 3) or National Certificate (Level 3) in the relevant field to better equip them to perform their duties effectively.**

**Handy Worker (Roster – day and night)**

18.2.24 Our assessment has also revealed that the core duties outlined in the scheme of service of the grade of Printing Assistant/Senior Printing Assistant (Roster) (Personal) are reflected in the scheme of service of the grade of Handy Worker (Roster – day and night).

**Desktop Publishing Operator (Roster) (New Grade)**

**Recommendation 3**

**18.2.25 We recommend the creation of a grade of Desktop Publishing Operator (Roster). Appointment thereto should be made by selection from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant field.**

18.2.26 Incumbent would, *inter alia*, be required to: prepare layout and creation of diverse document based on specifications or sample; do minor editing graphics; ensure that proofs/notices are typed according to manuscripts; finalise documents and convert to PDF or any other relevant format for Offset/Digital printing and/or electronic publication; and work according to information system in place for input, creation of file in hard copies and electronically prior to submission to relevant production unit.

**Computer to Plate/Imposition Operator (Roster) (New Grade)**

**Recommendation 4**

**18.2.27 We recommend the creation of a grade of Computer to Plate/Imposition Operator (Roster). Appointment thereto should be made by selection**

**from among officers in the grade of Assistant Operator (Printing Department) (Roster) who have successfully completed their on-the-job training in the relevant field.**

18.2.28 Incumbent would, among others, be required to: prepare impositions both manually and through software applications for digital and offset presses; verify image and text quality (density) and layouts specifications (geometry) prior to imposition; place unexposed film or sensitised paper in photographic element of machine; insulate and prepare plates for Press Printing; process and retouch negative/positive lithographic plates; and ensure regular maintenance including cleaning of equipment.

**Phototype-Setting Operator (Roster)**

**Plate Making/Finishing Operator (Roster)**

**Recommendation 5**

**18.2.29 We recommend that the grades of Phototype-Setting Operator (Roster) and Plate Making/Finishing Operator (Roster) be made evanescent.**

**Consequential amendments to Schemes of Service**

18.2.30 With the creation of the grades of Desktop Publishing Operator (Roster) and Computer to Plate/Imposition Operator (Roster), consequential amendments to the schemes of service of the grades of Assistant Production Supervisor (Roster), Production Supervisor (Roster) and Production Supervisor (Plate Making/Finishing) (Roster) need to be made.

**Assistant Production Supervisor (Roster)**

**Recommendation 6**

**18.2.31 We recommend that, in future, appointment to the grade of Assistant Production Supervisor (Roster) should also be made by promotion, on the basis of experience and merit, of officers in the grade of:**

**(i) Desktop Publishing Operator (Roster), possessing the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification, to serve the Phototype-Setting Section; and**

**(ii) Computer to Plate/Imposition Operator (Roster), possessing the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification, to serve the Plate Making/Finishing Section.**

**Production Supervisor (Roster)**

**Recommendation 7**

**18.2.32 We recommend that, upon the complete phasing out of the grade of Phototype-Setting Operator (Roster) (Personal), appointment to the grade of Production Supervisor (Roster) for the Phototype-Setting Section should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Production Supervisor (Roster) who possess the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification and reckon at least two years' experience in the duties of Phototype-Setting Section.**

**Production Supervisor (Plate Making/Finishing) (Roster)**

**Recommendation 8**

**18.2.33 We recommend that, upon the complete phasing out of the grade of Plate Making/Finishing Operator (Roster) (Personal), appointment to the grade of Production Supervisor (Plate Making/Finishing) (Roster) should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Production Supervisor (Roster) who possess the relevant National Trade Certificate (Level 3) in the required field or an equivalent qualification and reckon at least two years' experience in the duties of Plate Making/Finishing.**

**Special Allowance**

18.2.34 During the site visit to the GPD, it was observed that officers posted in the Production Unit are continuously exposed to high levels of mechanical noise, constituting a serious form of noise pollution. Certain officers are required to wear personal protective equipment (PPE) such as respirators and ear protection for long hours. While this equipment is essential for safety, it adds physical strain and restricts verbal communication. Several officers have reported experiencing hearing difficulties linked to prolonged noise exposure. In light of these challenging and hazardous working conditions, the Bureau considers that there is need to support the wellbeing of these officers and so recommends.

**Recommendation 9**

**18.2.35 We recommend that officers posted in the Production Unit of the Government Printing Department, who are constantly exposed to excessive noise levels and toxic chemicals which may adversely affect their health, should be paid a monthly Special Allowance equivalent to one and half increments at the initial of their respective salary scale.**

### Specific Provision for Movement Beyond Qualification Bar

18.2.36 Pressroom Machine Operators (Roster), Print Finishing/Book Binding Operators (Roster), Phototype-Setting Operators (Roster) (Personal), Plate Making/Finishing Operators (Roster) (Personal), Assistant Production Supervisors (Roster), Production Supervisors (Roster), and Production Supervisors (Plate Making/Finishing) (Roster) are, currently, eligible to progress beyond the Qualification Bar (QB) either by obtaining the relevant qualifications or on having at least 15 years of experience in the respective field. Except for the grades of Phototype-Setting Operator (Roster) (Personal) and Plate Making/Finishing Operator (Roster) (Personal), the schemes of service for the other positions have been updated to include qualification requirements. However, the provision allowing those with a minimum of 15 years of experience to move beyond QB is still effective, even for those who do not meet the qualification criteria.

### Recommendation 10

**18.2.37 We recommend that officers in post who do not possess the required qualifications to cross the QB but who have acquired at least 15 years' experience in the relevant field, should be allowed to move beyond the QB.**

### Roster System

18.2.38 Officers in the grades mentioned underneath are required to work on a roster basis according to a plan specifying the commencing and finishing times of turns of duty which may include night duty. This element has been taken into account in arriving at the recommended salaries of the corresponding grades:

Printing Officer (Roster)

Assistant Printing Officer (Roster)

Production Supervisor (Roster)

Production Supervisor (Plate Making/Finishing) (Roster)

Assistant Production Supervisor (Roster)

Phototype-Setting Operator (Roster) (Personal)

Plate Making/Finishing Operator (Roster) (Personal)

Pressroom Machine Operator (Roster)

Print Finishing/Book Binding Operator (Roster)

Desktop Publishing Operator (Roster) (New Grade)

Computer to Plate/Imposition Operator (Roster) (New Grade)

Assistant Operator (Printing Department) (Roster) (New Grade)

Head, Machine Maintenance Unit (Roster)

Printer's Mechanic (Roster)

Head Printing Assistant (Roster)

Printing Assistant/Senior Printing Assistant (Roster) (Personal)

Job Delivery Officer (Roster)

**Specific Conditions of Service**

**Health Surveillance**

18.2.39 According to the current provision, the GPD is required to make necessary arrangements with the Health Authorities for a health surveillance, free of charge, and at regular intervals for its staff. During the course of the site visit, officers of the Bureau observed that the ventilation as well as the degree of temperature are controlled in the Stores Section with a view to ensuring a secured storage of printing materials. This issue should be looked into by the Departmental Safety and Health Committee to ensure a conducive working environment thereat. **The Bureau, therefore, considers that Management should ensure that all staff at the Department be provided with health surveillance, free of charge and at regular intervals.**

## GOVERNMENT PRINTING DEPARTMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 16 000 109 | **Rs 138000**<br>Government Printer |
| 16 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Government Printer |
| 16 074 091 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Assistant Government Printer |
| 16 069 089 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 – 69800 QB 71700 x 1900 - 75500**<br>Printing Officer (Roster) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 16 056 081 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Assistant Printing Officer (Roster) |
| 16 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Senior Graphic Artist |
| 16 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Graphic Artist |
| 16 032 035 | **Rs 25745 x 300 - 26645**<br>Trainee Graphic Artist |
| 16 056 080 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 51200 QB 52300 x 1100 - 54500 x 1450 - 58850**<br>Production Supervisor (Roster)<br>Production Supervisor (Plate Making/Finishing) (Roster) |
| 16 048 077 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 QB 47950 x 1050 - 49000 x 1100 - 54500**<br>Assistant Production Supervisor (Roster) |
| 16 048 076 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Head, Machine Maintenance Unit (Roster) |
| 16 048 076 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 QB 47950 x 1050 - 49000 x 1100 - 53400**<br>Phototype-Setting Operator (Roster) (Personal)<br>Plate Making/Finishing Operator (Roster) (Personal) |
| 16 045 074 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Job Delivery Officer (Roster) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Computer to Plate/Imposition Operator (Roster) (New Grade)<br>Desktop Publishing Operator (Roster) (New Grade)<br>Pressroom Machine Operator (Roster)<br>Print Finishing/Book Binding Operator (Roster) |
| 16 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Printer's Mechanic (Roster) |
| 16 035 062 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Head Printing Assistant (Roster) |
| 16 024 059 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565**<br>Assistant Operator (Printing Department) (Roster) (New Grade) |
| 16 024 058 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840**<br>Printing Assistant/Senior Printing Assistant (Roster) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (on roster – day and night) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |

## *18.3 RODRIGUES AND OUTER ISLANDS DIVISION*

18.3.1 The Rodrigues and Outer Islands Division envisions a secure, peaceful and integrated Republic of Mauritius. It aims to provide efficient, effective and quality services for the safety and wellbeing of all citizens through the reinforcement of national security and territorial integrity; an evidence-based criminal justice system; the management and rehabilitation of offenders; the administration of maritime zones; and the sustainable development of Rodrigues and the Outer Islands. The Division comprises several departments under its portfolio and is headed by a Permanent Secretary, who is assisted by officers of the Administrative Cadre, among others.

18.3.2 No representations were made regarding the Division. As the structure is considered appropriate, we are maintaining it as it stands.

### RODRIGUES AND OUTER ISLANDS DIVISION

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| | **RODRIGUES AND OUTER ISLANDS DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 23 055 083 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Public Relations and Welfare Officer |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerk (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Resident Caretaker |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.4 REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE*

18.4.1 The Rehabilitation Youth Centre (RYC) was founded in accordance with the Reforms Institutions Act 1988 and is guided by the principles enshrined in the Convention on the Rights of the Child as well as in the Children's Act 2020. Its overarching objective is to prepare juvenile offenders for their successful re-integration into the broader community.

18.4.2 A Superintendent, RYC is responsible for the management and day-to-day administration of the Centre while officers in different cadres and employees from the Workmen's Group provide support services.

18.4.3 Management's proposals were precisely on the grant of specific allowances whereas Unions requested, *inter alia,* for: creation/restyling/reinstatement of grades; increase in the number of posts; review of salary/qualifications/hours of work; grant/review of allowances; and grant of duty free facilities on the purchase of a car. During discussion, both parties took cognisance of issues which could be addressed administratively as well as of those requests which, due to technical implications, could not be entertained. Relevant clarifications were equally sought from Management on the demands made by the staff side.

18.4.4 It has been reported that pursuant to amendments brought to the Children's Act, the revamping of the RYC is under way. This will result in restructuring the organisation alongside its new functions. Pending this exercise, Management has requested to maintain the existing structure.

### Risk Allowance

18.4.5 Officers of the RYC Cadre up to the level of Chief Officer, RYC as well as their corresponding female grades in the RYC who perform operations duties are eligible for a Risk Allowance. We are, while maintaining the allowance, revising its quantum.

### Recommendation 1

**18.4.6 We recommend the payment of a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale, subject to a maximum of Rs 1045 to officers of the Rehabilitation Youth Centre Cadre up to the grade of Chief Officer, RYC and their corresponding female grades in the RYC, for performing operations duties.**

### Trade Allowance

18.4.7 A Trade Allowance is currently granted to officers in the grades of Officer, RYC and Senior Officer, RYC, including their corresponding female grades, who are engaged in dispensing vocational/industrial/technical training to inmates

thereby easing their rehabilitation. We are revising the quantum of this allowance.

**Recommendation 2**

**18.4.8 We recommend the continued payment of a monthly Trade Allowance of Rs 440, to officers in the grades of Officer, RYC and Senior Officer, RYC, including their corresponding female grades, possessing a related Certificate approved by the MQA or MITD and who effectively dispense vocational or industrial or technical training to inmates.**

**Pregnant Officers of the RYC Officer Cadre**

18.4.9 A specific provision exists to safeguard the health of pregnant officers of the RYC Officer Cadre. We are, in this Report, enhancing this provision.

**Recommendation 3**

**18.4.10 We recommend that:**

**(i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the RYC Officer Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and**

**(ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.**

**Allowance *in lieu of* Uniform**

18.4.11 A monthly allowance *in lieu of* Uniform is granted to officers of the RYC Cadre whose duties do not require them to wear uniforms. This allowance is being maintained with a revised quantum.

**Recommendation 4**

**18.4.12 We recommend that officers of the RYC Cadre be paid a monthly allowance of Rs 555, *in lieu of* Uniform.**

**Bank Scheme - RYC Officers**

18.4.13 As a palliative measure to attend duty in cases of lack of staff or in cases of emergencies, the Bank Scheme - RYC Officers consisting of the grades of Officer/Woman Officer, RYC up to the grade of Principal Officer/Principal Woman Officer, RYC enables the continuity of service at the Centre on a 24-hour basis. The Bureau holds that the scheme is still valid and same is being reiterated with a revised quantum.

**Recommendation 5**

**18.4.14 We recommend the payment of an allowance of Rs 745 for the first three hours put in, to officers of the Bank Scheme - RYC Officers, who are called upon by Management to attend duty in cases of shortage of staff or emergencies. For any additional hour put in, the allowance should thereafter be pro-rated.**

**Rent Allowance**

**Recommendation 6**

**18.4.15 We recommend that officers of the RYC Cadre who do not occupy Government quarters should continue to be eligible for the ensuing monthly Rent Allowance:**

| Grade | Amount (Rs) |
|---|---|
| **Officer, RYC**<br>**Woman Officer, RYC** | **770** |
| **Senior Officer, RYC**<br>**Senior Woman Officer, RYC**<br>**Principal Officer, RYC**<br>**Principal Woman Officer, RYC** | **1060** |
| **Chief Officer, RYC**<br>**Chief Woman Officer, RYC** | **1145** |
| **Welfare Officer, RYC (Male)**<br>**Welfare Officer, RYC (Female)**<br>**Assistant Superintendent, RYC**<br>**Woman Assistant Superintendent, RYC** | **1240** |
| **Superintendent, RYC** | **1450** |

**Night Attendance Bonus**

18.4.16 As an incentive for the provision of continuous service during night, officers performing operations duties at the RYC are currently paid a monthly Night Attendance Bonus subject to attending duty on all scheduled nights during the month. We are reiterating this provision.

**Recommendation 7**

**18.4.17 We recommend the payment of a monthly Night Attendance Bonus to officers performing operations duties at the RYC, subject to attending duty on all scheduled nights during the month, as enunciated below:**

| Grade | Reckoning up to 10 years' service | Reckoning over 10 years' service |
|---|---|---|
| **Principal Officer, RYC**<br>**Principal Woman Officer, RYC** | **Rs 845** | **Rs 1115** |
| **Senior Officer, RYC**<br>**Senior Woman Officer, RYC** | **Rs 675** | **Rs 845** |
| **Officer, RYC**<br>**Woman Officer, RYC** | **Rs 675** | **Rs 845** |

**Night Duty Allowance**

18.4.18 A monthly Night Duty Allowance equivalent to 25% of the normal hourly rate for hours between 2300 hours and 0500 hours is paid to officers of the RYC Cadre for effectively performing night shift. We are replicating this provision.

**Recommendation 8**

**18.4.19 We recommend the continued payment of a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours to officers of the RYC Cadre who effectively perform night shift.**

**Attending Duty during Emergencies**

18.4.20 In lieu of time-off which cannot be granted within a period of four months, officers in the grades of Officer, RYC up to Chief Officer, RYC as well as their corresponding female counterparts, are entitled for an allowance at the normal hourly rate whenever they are re-called for duty during cyclonic weather conditions and other emergencies. This provision should continue to prevail.

**Recommendation 9**

**18.4.21 We recommend that RYC officers up to the grade of Chief Officer, RYC and their corresponding female grades performing operations duties, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should be paid 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.**

### Medical Examination

18.4.22 To ensure the fitness of officers of the RYC Cadre for their job, prevailing recommendation requires Management to make necessary arrangements for officers of the RYC Cadre, aged 60 and above, to undergo a yearly medical examination. This provision, being appropriate, is being maintained.

### Recommendation 10

**18.4.23 We recommend that Management should continue to make necessary arrangements for officers of the RYC Cadre, aged 60 and above, to undergo a medical examination, every year, to certify their fitness for continued employment.**

**18.4.24 We also recommend that arrangement should be made in line with provisions of paragraph 16.5.43 (c) (i) and (ii) of Volume 1 of this Report for shift workers.**

### Early Retirement Scheme

18.4.25 Officers in the grades of the Officer, RYC Cadre appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are equally eligible to earn pension at an enhanced rate of 1/414$^{th}$ of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service. Specific provision also exists for officers in the Officer, RYC Cadre, in post as at 30 June 2008, to benefit from the early retirement scheme applicable as at that date. **We recommend that the existing provisions should continue to prevail.**

### Special Provision for officers of the RYC working on shift

18.4.26 With a view to ensuring the operational efficiency of the RYC, a provision for refund of untaken casual leave was introduced in the last Report to compensate those officers who do not get the opportunity to avail of their casual leave entitlement. Given its adequacy, we are replicating the recommendation.

### Recommendation 11

**18.4.27 We recommend that officers in the grades of Officer, RYC/Woman Officer, RYC up to Principal Officer, RYC/Principal Woman Officer, RYC who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

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

**Once-in-a-Career Performance Bonus**

18.4.29 Officers in the Officer, RYC Cadre up to the grade of Chief Officer, RYC who have never benefitted from the payment of the Performance Bonus in their career, are currently entitled for the grant of a 'Once-in-a-Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

(i) served for a period of at least 10 years in the Rehabilitation Youth Centre;

(ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and

(iii) not been adversely reported upon on ground of conduct.

**Recommendation 12**

**18.4.30 We recommend that this provision should continue to prevail.**

## REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Institutional Care Division |
| 17 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Superintendent, Rehabilitation Youth Centre |
| 17 066 083 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Assistant Superintendent, Rehabilitation Youth Centre<br>Woman Assistant Superintendent, Rehabilitation Youth Centre |

| Salary Code | Salary Scale and Grade |
|---|---|
| 17 065 083 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Welfare Officer, Rehabilitation Youth Centre (Male)<br>Welfare Officer, Rehabilitation Youth Centre (Female) |
| 17 062 080 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Chief Officer, Rehabilitation Youth Centre<br>Chief Woman Officer, Rehabilitation Youth Centre |
| 17 056 077 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Principal Officer, Rehabilitation Youth Centre<br>Principal Woman Officer, Rehabilitation Youth Centre |
| 17 051 074 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Officer, Rehabilitation Youth Centre<br>Senior Woman Officer, Rehabilitation Youth Centre |
| 17 036 071 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Officer, Rehabilitation Youth Centre<br>Woman Officer, Rehabilitation Youth Centre |
| 17 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Officer, Rehabilitation Youth Centre<br>Trainee Woman Officer, Rehabilitation Youth Centre |
| 19 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Psychologist (Clinical and Social) |
| 23 035 070 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Matron |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant (New Grade) |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |

## *PROBATION AND AFTERCARE SERVICE*

18.4.31 The Probation and Aftercare Service aims to rehabilitate and reintegrate offenders in the community and help families and children with problems. Some of its main objectives are to: assist Courts in the sentencing of offenders; assist competent authorities in informed decision-making; rehabilitate offenders in community; reduce crimes and enhance public protection; and assist families in conflict and safeguard the welfare of children.

18.4.32 These objectives are achieved mainly by conducting social enquiries pertaining to civil and criminal matters referred by the courts and other institutions; supervising and rehabilitating offenders in the community through Probation Orders and Community Service Orders; providing counselling service to families and children involved in situations of conflicts; providing throughcare service to residents of Probation Institutions; and delivering preventive talks in schools, colleges and Social Welfare/Community Centres.

18.4.33 A Commissioner heads the Probation and Aftercare Service. He is assisted by the Deputy Commissioner and supported by officers in the grades of Assistant Commissioner, Principal Probation Officer, Senior Probation Officer and Probation Officer as well as Psychologist (Clinical and Social).

18.4.34 Requests of Unions pertain to, *inter alia*, upgrading of qualification requirements; the grant of Risk Allowance and revision of salary scales. On the other side, Management transmitted requests of Unions along with its views and made some additional proposals regarding the salary of the Commissioner of Probation and After Care, among others.

18.4.35 All requests have been examined and we are, in this Report, making provisions for those which have been retained.

### Additional duties in connection with the Children's Act

18.4.36 Following proclamation of the Children's Act, the Ministry had made a request for the payment of an allowance to officers of the Probation Officer Cadre on the basis that these officers are called upon to perform additional duties. Pending amendments to schemes of service, an allowance equivalent to two increments at salary point reached was granted to officers in the grades of Probation Officer and Senior Probation Officer until the publication of this Report. However, as at publication of this Report, the schemes of service had not been updated to reflect the additional duties.

18.4.37 We have examined the issue and all grades in the Cadre have been re-assessed on the basis of Job Description Questionnaires and the list of additional duties submitted by the Ministry. We are making appropriate recommendations thereto.

**Recommendation 13**

**18.4.38 We recommend that officers in the grades of Probation Officer and Senior Probation Officer in post as at 31 December 2025 should be granted two additional increments on conversion, subject to top salary of the grades, for performing additional duties in connection with the Children's Act.**

**18.4.39 We also recommend that payment of the monthly allowance equivalent to two increments at salary point reached to Probation Officers and Senior Probation Officers should lapse.**

**18.4.40 We further recommend that the schemes of service of grades in the Probation Officer Cadre should be amended expeditiously to include duties pertaining to the Children's Act. This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

**On-Call and In-Attendance Allowances**

18.4.41 Presently, officers in the grades of Probation Officer and Senior Probation Officer are paid an On-call Allowance along with an In-attendance Allowance in the event their presence is warranted at the police station outside working hours to deal with cases related to children. Since this arrangement is still effective, we are revising the quantum.

**Recommendation 14**

**18.4.42 We recommend that incumbents in the grades of Probation Officer and Senior Probation Officer should be paid a revised On-call and In-attendance Allowances as follows:**

| Period | On-call Allowance | In-attendance Allowance during On-Call |
|---|---|---|
| **Weekdays**<br>**1600 hours to 0900 hours the following day** | **Rs 195 daily** | **Rs 95 per hour of attendance up to a maximum of Rs 570 per day/night period** |
| **Saturdays, Sundays and Public Holidays**<br>**0900 hours to 0900 hours the following day** | **Rs 290 daily** | **Rs 95 per hour of attendance up to a maximum of Rs 760 per day/night period** |

**Probation Officer**

18.4.43 Probation Officers who hold a Degree in the relevant field are allowed to move incrementally in the Master Salary Scale after drawing their top salary for a year. This provision should continue to prevail.

**Recommendation 15**

**18.4.44 We recommend that incumbents in the grade of Probation Officer who possess a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**18.4.45 We also recommend that Probation Officers who possess a Diploma in Social Work or an equivalent qualification should be allowed to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

**Black Jacket Allowance**

18.4.46 Officers of the Probation Officer Cadre are eligible for the payment of a yearly Black Jacket Allowance as they are required to attend Court quite regularly and where, by nature of their duties, the wearing of a black jacket and a tie is a necessity. The quantum of the allowance is being revised.

**Recommendation 16**

**18.4.47 We recommend that the yearly Black Jacket Allowance payable to officers of the Probation Officer Cadre who, by nature of their duties, are required to appear in Court in a black jacket with tie, be revised to Rs 3340.**

**Risk Assessment Exercise**

18.4.48 In our last Report, considering requests for the grant of a Risk Allowance, provisions were made for the Ministry to carry out a Risk Assessment Exercise to determine the degree of risks faced by Probation Officers. For this review, Management informed that a Risk Assessment Exercise was carried out by a Safety and Health Officer/Senior Safety and Health Officer from the MPSAR. However, the Departmental Safety and Health Committee could not be held. We are, therefore, reiterating our provision.

**Recommendation 17**

**18.4.49 We recommend that a Risk Assessment Exercise should be carried out by the Departmental Safety and Health Committee of the Ministry in line with provisions made in Chapter Risk, Insurance and Compensation in Volume 1 of this Report.**

**Time-off Facilities**

**Recommendation 18**

**18.4.50 We recommend that arrangements should continue to be made for officers of the Probation Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of**

**their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 hours monthly.**

## PROBATION AND AFTERCARE SERVICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 099 105 | **Rs 99750 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**<br>Commissioner of Probation and After Care |
| 23 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Commissioner of Probation and After Care |
| 23 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Commissioner of Probation and After Care |
| 19 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Psychologist (Clinical and Social) |
| 23 063 085 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Probation Officer |
| 23 057 083 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Probation Officer |
| 23 041 081 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950 x 1450 – 58850 x 1750 - 60600**<br>Probation Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.5 FORENSIC SCIENCE LABORATORY*

18.5.1 The Forensic Science Laboratory (FSL) was established in the 1950s and operates under the purview of the Prime Minister's Office, as an independent body responsible to provide forensic services to the Police and Judicial Department of Mauritius. It is the sole provider of forensic and advisory service to law enforcement agencies in Mauritius and envisions to use science and technologies in the investigation of crime.

18.5.2 A Director is the head of the FSL and is responsible for its management. The Laboratory is staffed by officers at the professional, technical and support levels. Its core functions are carried out by officers in the Forensic Scientist Cadre and Forensic Technologist Cadre. Activities at the FSL are organised under two sections, namely Biology and Chemistry.

18.5.3 Unions requested, among others, for: reinforcement of workforce at certain levels; re-organisation of activities; review of the mode of appointment of certain grades; provision of overseas training; revision/provision of certain allowances; and grant of travelling and car benefits.

18.5.4 As regards Management's proposals, the main ones were focussed on: increasing the establishment size of certain core grades; reorganisation of activities; and reviewing the mode of appointment of a few grades.

18.5.5 We consider the present structure adequate and are, therefore, bringing no change thereto. We are also maintaining payment of existing allowances, save for those payable to officers of the Forensic Technologist Cadre for performing certain duties, as these are now being performed by Forensic Support Officers.

**Incremental Movement for officers of the Forensic Technologist Cadre**

18.5.6 Presently, officers of the Forensic Technologist Cadre are allowed to proceed incrementally in the Master Salary Scale subject to possessing the relevant qualification. We are reiterating same.

**Recommendation 1**

**18.5.7 We recommend that officers in the grade of Forensic Technologist/ Senior Forensic Technologist who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021 and possessed a Diploma in Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification, should be allowed to move incrementally in the**

**Master Salary Scale up to the salary point Rs 55950 on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**18.5.8 We further recommend that officers in the grade of Forensic Technologist/Senior Forensic Technologist who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 58850 on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 54500,**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**18.5.9 We also recommend that officers in the grades of Principal Forensic Technologist and Chief Forensic Technologist who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification, should be allowed to move**

**incrementally in the Master Salary Scale up to the salary point Rs 71700 and Rs 82250 respectively, on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**18.5.10 We also recommend that officers in the grades of Principal Forensic Technologist and Chief Forensic Technologist should not be granted additional increment by virtue of the same qualification if they have already benefitted at the lower level.**

### On-Call and In-Attendance Allowances

18.5.11 Officers of the FSL are presently being paid On-Call and In-Attendance Allowances, as they are required to be on-call after normal working hours and to attend to cases whilst on-call during Weekdays, Weekends and Public Holidays. We are maintaining payment of same at a revised rate.

### Recommendation 2

**18.5.12 We recommend that officers of the Forensic Science Laboratory should be paid On-Call and In-Attendance Allowances, as per the table below:**

| Grades | On-Call Allowance | | | | In-Attendance Allowance per hour inclusive of travelling time |
|---|---|---|---|---|---|
| | Weekdays 0600 hours to 0845 hours 1600 hours to 1800 hours<br>Amount (Rs) | Weekdays 1800 hours to 0600 hours the following day<br>Amount (Rs) | Saturdays 0600 hours to 0600 hours the following day<br>Amount (Rs) | Sundays and Public Holidays 0600 hours to 0600 hours the following day<br>Amount (Rs) | Amount (Rs) |
| **Director, FSL** | **155** | **385** | **925** | **1110** | **385** |
| **Deputy Director, FSL** | **140** | **350** | **840** | **1000** | **345** |
| **Chief Forensic Scientist** | **125** | **325** | **755** | **910** | **320** |
| **Forensic Scientist/Senior Forensic Scientist** | **110** | **265** | **665** | **805** | **280** |

| Grades | On-Call Allowance | | | | In-Attendance Allowance per hour inclusive of travelling time |
|---|---|---|---|---|---|
| | Weekdays 0600 hours to 0845 hours 1600 hours to 1800 hours | Weekdays 1800 hours to 0600 hours the following day | Saturdays 0600 hours to 0600 hours the following day | Sundays and Public Holidays 0600 hours to 0600 hours the following day | |
| | Amount (Rs) | Amount (Rs) | Amount (Rs) | Amount (Rs) | Amount (Rs) |
| Chief Forensic Technologist | 90 | 205 | 485 | 580 | 210 |
| Principal Forensic Technologist | 75 | 190 | 455 | 535 | 185 |
| Forensic Technologist/ Senior Forensic Technologist | 60 | 130 | 325 | 385 | 130 |
| Forensic Support Officer | 55 | 120 | 300 | 350 | 120 |

## Risk Allowance

18.5.13 As per existing provisions, officers of the Forensic Scientist, Forensic Technologist and Forensic Laboratory Auxiliary Cadres are paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale, for being regularly exposed to hazardous substances such as chemicals, body fluids, post-mortem specimens, pesticides, insecticides and herbicides, among others. We are reiterating this provision.

## Recommendation 3

**18.5.14 We recommend that officers of the Forensic Scientist, Forensic Technologist and Forensic Laboratory Auxiliary Cadres should be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale.**

## Allowance for Accreditation and ISO Certification

18.5.15 A monthly allowance of Rs 2700 is presently paid to the officer of the Forensic Scientist Cadre who has been assigned to carry out certain duties associated with the Laboratory's ISO Certification and accreditation on a rotational basis. Since this arrangement still prevails, we are reiterating the recommendation.

## Recommendation 4

**18.5.16 We recommend the payment of a monthly allowance of Rs 2970 to an officer of the Forensic Scientist Cadre who has been designated to perform duties related to ISO Certification and accreditation of the Laboratory on a rotational basis.**

## FORENSIC SCIENCE LABORATORY

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 000 112 | **Rs 150000**<br>Director, Forensic Science Laboratory |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Forensic Science Laboratory |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Forensic Scientist |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Forensic Scientist/Senior Forensic Scientist |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Chief Forensic Technologist |
| 19 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Forensic Technologist |
| 19 041 075 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Forensic Technologist/Senior Forensic Technologist |
| 19 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Forensic Support Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Forensic Laboratory Auxiliary |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Forensic Laboratory Auxiliary |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant (New Grade) |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

## *18.6 NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE*

18.6.1 The National Disaster Risk Reduction and Management Centre (NDRRMC) is the primary coordinating agency for national disaster management activities in the Republic of Mauritius. It acts as the focal institution for the planning, coordinating and monitoring of disaster risk reduction and management activities at all levels. In crisis situation, depending upon the extent, magnitude and severity of the threat, the multi-agencies National Emergency Operations Command (NEOC) is activated.

18.6.2 A Director-General is at the helm of the Centre. The staffing structure comprises three vacant positions of Director namely, Director Preparedness, Director Recovery and Director Response, as well as grades in technical/professional levels. Staff of the General Services provide support to the latter.

18.6.3 For this review exercise, Union's requests pertain, among others, to: creation of a supervisory grade, the payment of On-Call, phone and risk allowances, provision of overseas training programmes, grant of duty remission facilities and a review of the compensation when performing as Duty Officer. During consultations, parties were provided with appropriate explanations for representations which could not be acceded to and apprised of those which required further study. Management was consulted on certain issues and expressed support for provision of relevant training to officers concerned.

18.6.4 As regards a demand from Union for the Recovery Programme Officers (Engineering) to be paid additional compensation for performing duties over and above their normal ones, general provisions already exist with respect thereto. Such request should be dealt with administratively.

18.6.5 Management, on its part, apprised that since the Centre would undergo a revamping, as stipulated in the Government Programme, there was no proposal in respect of the structure.

18.6.6 Against this backdrop, we are maintaining the present setup as well as payment of the allowance to officers performing as Duty Officer.

**Allowance to perform as Duty Officer**

18.6.7 Currently, technical staff of the NDRRMC performing as Duty Officer are paid a monthly allowance for working at extended hours. Request has been made for the payment of an On-Call allowance as the officers remain on standby to attend duty during crisis or an emergency. After examining additional information submitted to the Bureau and considering that officers who are called upon to perform as Duty Officer have to be available as per the established roster programme from 0800 hours to 0800 hours on the following

day irrespective of Weekdays, Saturdays, Sundays and Public Holidays, payment of another allowance for the same purpose would not be appropriate. Instead, we consider that the officer who is called upon to perform as Duty Officer on a particular day should also be required to be On-Call on that same day, as per the established roster programme. The present provision is therefore being reiterated.

**Recommendation 1**

**18.6.8 We recommend that officers who are effectively performing as Duty Officer as per an established programme, for at least thrice per month, should be paid a monthly allowance equivalent to one increment at salary point reached.**

## NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 115 | **Rs 162000**<br>Director-General |
| 02 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Director Preparedness<br>Director Recovery<br>Director Response |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Coordinator for Community Mobilisation |
| 10 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Education and Training Coordinator<br>Information and Communication Manager |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Disaster Monitoring Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>ICT Specialist |
| 01 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Recovery Programme Officer (Economics) |
| 26 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Recovery Programme Officer (Engineering) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

## *18.7 MAURITIUS METEOROLOGICAL SERVICES*

18.7.1 The Mauritius Meteorological Services (MMS) is the national agency responsible for monitoring, forecasting, and providing meteorological information and services. It is dedicated to providing fast and accurate weather and climate services as well as early warnings for natural catastrophes. Given the recent climatic drift which has led to increase in flash floods, variability in rainfall and more powerful tropical cyclones, the MMS aims at improving its service delivery by being more proactive, effective, and efficient.

18.7.2 One of its primary responsibilities is the provision of meteorological services to a range of stakeholders which comprises the Government, media, the general public and maritime and aeronautical navigation. Other functions include gathering, processing, and disseminating meteorological observations, issuing tsunami warnings as soon as an event occurs in the Indian Ocean, and issuing warnings to protect people and property during inclement weather.

18.7.3 As head of the MMS, the Director is responsible for its administration and day-to-day activities. The latter also co-ordinates all aspects of policy formulation, analysis and implementation of Government plans regarding meteorological matters. He is assisted by officers in professional, technical and General Services grades, as well as by employees of the Workmen's Group.

18.7.4 For this review, Management and the staff side submitted a few common representations which consisted of: the grant of enhanced duty remission facilities; provision/revision of allowances; provision of training; revision of salaries; and other issues pertaining to general Conditions of Service, among others. Where the need was felt, additional information was sought from parties concerned for an informed decision.

### Meteorological Technician Cadre

### Movement beyond Qualification Bar

18.7.5 Provision exists for the officers of the Meteorological Technician Cadre to cross the Qualification Bar (QB) in their respective salary scale, upon possessing a Diploma in Meteorology. Following query, Management informed that not all officers in the cadre possess the required Diploma, hence, justifying the need to maintain the prevailing provision.

### Recommendation 1

**18.7.6 We recommend that officers of the Meteorological Technician Cadre who possess a Diploma in Meteorology should be allowed to cross the Qualification Bar (QB) inserted in the salary scale.**

### *Adhoc* Allowance – Instrument Section

18.7.7 Meteorological Technicians posted at the Instrument Section are presently paid a monthly *adhoc* allowance for carrying out repairs and maintenance on meteorological instruments. We have examined the whole issue, taking on board the duties being performed thereat, the types of instruments being serviced, as well as the provisions contained in the scheme of service. Resultantly, **we hold that the continued payment of the allowance is not warranted.**

18.7.8 In the same breath, it is incumbent upon Management to ensure that all officers are provided the appropriate training in view of acquiring the relevant knowledge and competency to be able to deliver effectively. In a bid to foster polyvalence among these officers, it is desirable that they be posted in different units, including the Instrument Section, on a rotational basis.

### Allowance for performing Civil Status duties

18.7.9 The Senior Meteorological Technician posted to Agalega on a tour of duty is also called upon to carry out duties related to Civil Status, such as registering births, deaths, marriages, issuing certificates, and any other related documents as no officer from the Civil Status Office is posted thereat. Consequently, incumbent is paid a monthly allowance of Rs 1050. Since this arrangement will continue to hold, we are revising the quantum of the allowance.

### Recommendation 2

**18.7.10 We recommend that the Senior Meteorological Technician who, while posted on a tour of duty at Agalega carries out civil status duties, be paid a revised monthly allowance of Rs 1155.**

### Inducement Allowance - Meteorological Technician (Agalega)

18.7.11 Meteorological Technicians (Agalega) are paid a monthly Inducement Allowance of 50% of the basic monthly salary. This provision is being maintained.

### Recommendation 3

**18.7.12 We recommend the continued payment of a monthly Inducement Allowance equivalent to 50% of the monthly basic salary to Meteorological Technicians (Agalega).**

### *Adhoc* Allowance

18.7.13 Meteorologist/Senior Meteorologists are required, on a roster basis, to work extended hours from 2200 hours to 0400 hours the next day. In this respect, they are currently paid an *adhoc* allowance of Rs 1000 per stay. Since this arrangement is still valid, we are maintaining the allowance at a revised rate.

**Recommendation 4**

**18.7.14 We recommend that Meteorologist/Senior Meteorologists who are required to stay on duty from 2200 hours to 0400 hours the next day be paid an *adhoc* allowance of Rs 1100 per stay.**

**In-Attendance Allowance to Divisional Meteorologists**

18.7.15 Divisional Meteorologists are currently paid an In-Attendance Allowance of Rs 390 per hour for attending work while being off duty during adverse weather conditions. Both staff side and Management proposed for the payment of the allowance in case when incumbents are already on duty and required to put in extra hours. Parties were informed that it would not be in order to extend payment of same in such cases. However, we are addressing this issue through an alternate mode of compensation. Nevertheless, we are maintaining payment of the In-Attendance Allowance and revising the quantum thereof.

**Recommendation 5**

**18.7.16 We recommend that Divisional Meteorologists who are required to attend duty during adverse weather conditions, should be paid an In-Attendance Allowance of Rs 430 per hour, inclusive of travelling time.**

**Time-off Facilities**

18.7.17 Management informed that besides the Divisional Meteorologists, Meteorologist/Senior Meteorologists are also called upon at times to put in extended hours of work and in turn, are granted equivalent time-off facilities. However, the Bureau was apprised that the demands of the job do not always allow incumbents to avail of the time-off facilities. In such circumstance, we are providing for some form of compensation.

**Recommendation 6**

**18.7.18 We recommend that Meteorologist/Senior Meteorologists and Divisional Meteorologists who are required, on a regular basis to put in additional hours of work to cope with the demands of their job, be granted, on application, equivalent time-off within the current month for the extra hours put in. However, where it has not been possible for Management to grant time-off within a period of four consecutive months to:**

**(i) Meteorologist/Senior Meteorologists who put in more than 40 hours per week; and**

**(ii) Divisional Meteorologists for regularly working extended hours,**

**they should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of either five (5) hours weekly or 15 extra hours monthly.**

### Constraints faced on Tour of Service

18.7.19 During consultations, Union deplored the lack of proper arrangements for the embarkation and disembarkation of store items and provision of electricity supply on outer islands, when officers are posted on a tour of service. The views of Management were sought on this issue and they informed that same would be addressed administratively.

## METEOROLOGICAL TELECOMMUNICATION DIVISION

18.7.20 The Meteorological Telecommunication Division is responsible for the installation, servicing and repair of all electronic, radio communication, marine and ICT equipment of the MMS. It has to ensure that electronic equipment required for observations and dissemination of meteorological data are operational at all times.

18.7.21 It is staffed with officers of the Meteorological Telecommunications Technician (MTT) Cadre, with the Chief Meteorological Telecommunications Technician at its head. At present, the officers form part of two parallel Cadres: one comprising officers in post as at 30 June 2008 and who do not operate on a shift pattern of work and the second one consisting of officers working on a shift basis.

18.7.22 Representations made by the Union consisted, among others, of: an upgrading in salaries of the different grades in the Cadre; granting certain allowances and providing a supervisory level for the Telecommunication Engineer/Senior Telecommunication Engineers. We consider that a higher level for the Telecommunication Engineer/Senior Telecommunication Engineers did not meet the criteria for eligibility.

18.7.23 Management also made a few common requests as those proposed by the Union. Additionally, payment of a retention allowance was made on the ground that the MMS is facing recruitment problems at source and to pay an IT Allowance to an officer posted in the Computer and Server Administration Section as well as revising the existing provision in relation thereto.

18.7.24 During consultations, Management was advised to consider implementing different reward strategies as provided in our Report and also extending the bonding period to retain officers to tackle the reported problem of recruitment and retention. Further, we are reviewing the provision in respect of payment of an allowance to those posted in the Computer and Server Administration Section.

### Meteorological Telecommunications Technician Cadre (on Shift)

18.7.25 Management apprised that the salaries recommended at paragraph 20.3.45 in the last Report are applicable given that an effective shift system is in place and schemes of service of the concerned grades have been reviewed to cater

for an enlargement of duties. We have also been informed that all officers of the former non-shift pattern of work have opted to join the grades on shift. **The salaries of this category of officers have therefore been provided in the Salary Schedule.**

**Upgrading of Qualifications**

18.7.26 The salaries of the MTT Cadre have been reviewed to take into consideration requirement of a Diploma. A Qualification Bar has been inserted in the salary scales of the grades of Meteorological Telecommunications Technician (Shift), Senior Meteorological Telecommunications Technician (Shift) and Principal Meteorological Telecommunications Technician (Shift). We are making an appropriate recommendation to this end.

**Recommendation 7**

**18.7.27 We recommend that officers in the grades of Meteorological Telecommunications Technician (Shift), Senior Meteorological Telecommunications Technician (Shift) and Principal Meteorological Telecommunications Technician (Shift) possessing the Diploma in Telecommunications Engineering should be allowed to move incrementally beyond the Qualification Bar (QB) in their respective salary scale.**

**Specific Recommendation for those on a Non-Shift Pattern of Work**

18.7.28 The Bureau has been made aware that a few officers in post as at 30 June 2008 have opted not to join the shift pattern of work. In the given circumstances, we are maintaining the non-shift Cadre in parallel and providing for revised salaries as hereunder:

**Recommendation 8**

**18.7.29 We recommend that officers in post as at 30 June 2008, who have opted not to join the shift pattern of work, should be governed by the following revised salary scales:**

| Salary Code | Salary Scale/Grade |
|---|---|
| **22 070 086** | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>**Chief Meteorological Telecommunications Technician** |
| **22 066 083** | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>**Principal Meteorological Telecommunications Technician** |

| Salary Code | Salary Scale/Grade |
|---|---|
| **22 055 081** | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>**Senior Meteorological Telecommunications Technician (Personal)** |

**18.7.30 We further recommend that officers concerned with the above recommendation should on their promotion continue to be governed by provision made at paragraph 14.3.11 in Volume 2 Part I of 2008 PRB Report, as reproduced below:**

***"…We have, however, maintained the salary structure inclusive of shift to cater for all the officers in post as well as for their promotion within the cadre prior to the amendments brought to the schemes of service."***

**Officers posted in the Computer and Server Administration Section**

18.7.31 In the last Report, we provided for the payment of an allowance to officers of the MTT Cadre who are posted at the Computer and Server Administration Section for performing extra duties. For this Report, Union represented that among the officers posted thereat, one is not being paid the allowance as he does not possess an additional higher qualification in IT, as required.

18.7.32 We have thoroughly examined the duties being performed at the Section, based on the different schemes of service, Job Description Questionnaires and additional information submitted by Management. **On this basis, it is considered that the continued payment of same is no longer warranted.**

18.7.33 Moreover, according to the MMS, there are certain duties that are being carried out there which should normally devolve upon a Computer Support Officer of the Central Information Systems Division (CISD). **Since no such officer is posted at the MMS, we consider that it would be more appropriate for Management to designate an officer of the MTT Cadre to perform these duties on a rotational basis, against payment of an allowance, which should be dealt with administratively. Such arrangement is considered appropriate until the posting of a Computer Support Officer at the MMS.**

**Height Allowance**

18.7.34 Presently, officers of the MMS are paid a Height Allowance for work performed above 20 feet, in connection with repairs and maintenance of equipment, including the Radar. We are reiterating same.

**Recommendation 9**

**18.7.35 We recommend that officers of the MMS who are required in the performance of their duties to climb masts/towers/scaffolds/ladders above 20 feet, should be paid a Height Allowance computed on the number of hours of work performed at a height of above 20 feet, at the rate of 80% of the normal hourly rate.**

**Wave Rider/Wave Hunter Allowance**

18.7.36 Officers of the MTT Cadre who are required to conduct wave rider deployment in the open sea and carry out duties regarding remote marine-sensing equipment are paid a monthly Wave Rider/Wave Hunter Allowance, due to the hazardous conditions in which they are called upon to operate to perform these duties. Since this recommendation is still valid, we are reiterating same**.**

**Recommendation 10**

**18.7.37 We recommend that officers in the grades of Meteorological Telecommunications Technician, Senior Meteorological Telecommunications Technician and Principal Meteorological Telecommunications Technician including those on shift, should continue to be paid a monthly Wave Rider/Wave Hunter Allowance of Rs 870.**

**Specific Provisions**

**Hardship Allowance**

18.7.38 At present, a Hardship Allowance is paid to certain officers of the Meteorological Telecommunications Technicians Cadre when proceeding on official mission to Agalega and St. Brandon on account of the various difficulties faced during the trip and their stay on these islands. During consultative meetings, both Management and staff side have requested for this provision to be extended to officers of the Meteorological Technician Cadre as they also proceed on official mission to these islands for repairs and maintenance of equipment, but unlike their counterparts, they are not eligible for a Hardship Allowance. For parity of treatment, we consider that this allowance should be paid to them as well.

**Recommendation 11**

**18.7.39 We recommend that officers of the Meteorological Telecommunications Technician Cadre and Meteorological Technician Cadre, who proceed on official mission to Agalega and St. Brandon, should be paid a Hardship Allowance, for each two-way trip undertaken, as per the following table:**

| Grade | Quantum Payable |
|---|---|
| **Principal Meteorological Telecommunications Technician**<br>**Principal Meteorological Technician** | **Rs 2310** |
| **Senior Meteorological Telecommunications Technician**<br>**Senior Meteorological Technician** | **Rs 1735** |
| **Meteorological Telecommunications Technician**<br>**Meteorological Technician** | **Rs 1385** |

**18.7.40 We further recommend that the above allowance should be granted only if the officers proceed to these islands by ship.**

**Allowances for Working on Shift**

18.7.41 Officers of certain grades of the Meteorological Technician and Meteorological Telecommunications Technician Cadres also operate effectively on a shift pattern of work. **Management is, therefore, advised to refer to the general provisions made in Volume 1 of this Report pertaining to conditions in relation to employees working on shift, for a consistent and harmonised implementation of our recommendations.**

## MAURITIUS METEOROLOGICAL SERVICES

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 000 112 | **Rs 150000**<br>Director |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Divisional Meteorologist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Meteorologist/Senior Meteorologist |
| 19 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Meteorologist |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Chief Meteorological Technician |
| 19 070 089 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Deputy Chief Meteorological Technician |
| 19 067 087 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Meteorological Technician |
| 19 062 083 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Meteorological Technician |
| 19 040 078 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 55950**<br>Meteorological Technician<br>Meteorological Technician (Agalega) |
| 19 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Meteorological Technician |
| 19 036 073 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Meteorological Observer (Agalega) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Meteorological Observer (Agalega) |
| 22 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Telecommunication Engineer/Senior Telecommunication Engineer |
| 22 071 088 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Chief Meteorological Telecommunications Technician |
| 22 070 087 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Deputy Chief Meteorological Telecommunications Technician |
| 22 066 085 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050 x 1850 - 67900**<br>Principal Meteorological Telecommunications Technician (on Shift) |
| 22 055 083 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 QB 62350 x 1850 - 64200**<br>Senior Meteorological Telecommunications Technician (on Shift) |
| 22 049 077 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 QB 52300 x 1100 - 54500**<br>Meteorological Telecommunications Technician (on Shift) |
| 22 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Meteorological Telecommunications Technician (on Shift) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.8 EXTERNAL COMMUNICATIONS – DEPARTMENT OF CIVIL AVIATION*

18.8.1 The Department of Civil Aviation (DCA) operates under the *aegis* of the Prime Minister's Office (External Communications Division) and plays a leading role in the development of the aviation industry in Mauritius through the safety and security regulations of the Mauritian Civil Aviation and by providing Air Navigation Services in the Mauritius airspace in compliance with Standards and Recommended Practices of the International Civil Aviation Organisation (ICAO). It is also the regulatory body on matters pertaining to civil aviation.

18.8.2 At the helm of the Department, there is a Director of Civil Aviation who is assisted by two Deputy Directors of Civil Aviation and supported by officers in the professional/technical grades as well as staff of General Services and employees in the Workmen's Group.

18.8.3 Some common representations emanated from both Management and Unions are, *inter alia,* review of salary scales; creation of trainee positions; and amendment of schemes of service. Additionally, the staff side requested for restyling and merging of some grades; payment of specific allowances and Night Attendance Bonus; introduction of handing over period; refund of unutilised casual and vacation leave; provision of appropriate trainings; and increase in the quantum of existing allowances. Management also advocated for a restructuring of the DCA; and payment of a Retention Bonus to all grades in the Department.

18.8.4 On the other hand, representatives of the Prime Minister's Office requested the Bureau to stay action on the restructuring of the DCA in view of the forthcoming Civil Aviation Bill and submitted a few requests comprising the introduction of a Special Civil Aviation Allowance; refund of casual and vacation leave; and the grant of 15 minutes for handing over process. During consultations, appropriate explanations were provided to members on those requests which cannot be acceded to.

18.8.5 Against this backdrop, the Bureau is bringing no change to the existing structure.

**Special Provision for Aviation Security/Facilitation Inspector**

**Recommendation 1**

**18.8.6 We recommend that officers in the grade of Aviation Security/ Facilitation Inspector possessing a Degree in Air Transport Management or Airport Management or Civil Aviation Management or Airport Engineering or Logistic and Transport Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer**

18.8.7 Presently, Aviation Security/Facilitation Officer/Senior Aviation Security/ Facilitation Officers who possess the Diploma in Logistics and Transport are allowed to move beyond the Qualification Bar (QB) inserted in the salary scale of the grade. This provision should continue to prevail.

**Recommendation 2**

**18.8.8 We recommend that incumbents in the grade of Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer who possess the Diploma in Logistics and Transport, should be allowed to move incrementally beyond the QB in the salary scale of the grade.**

**18.8.9 We further recommend that Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officers in post as at 31 December 2015 who have obtained their Diploma in Management or Information Technology or Legal Studies prior to 01 January 2019 and were eligible as per the 2016 PRB Report, should also be allowed to move incrementally beyond the QB in the salary scale of the grade.**

**Air Traffic Control Officer**

18.8.10 Specific provisions exist for the grant of one increment to the Air Traffic Control Officers on obtention of appropriate ratings and endorsement for two additional Air Traffic Control operating positions and thereafter they are allowed to move incrementally in the Master Salary Scale on completion and endorsement of all air traffic control courses.

18.8.11 Request was made by Management to review the existing provisions given that officers are required to change operating positions in order to maintain their ratings, which is not in order from a security perspective. Furthermore, same proposal was made for the last review exercise. However, given the importance of aviation security, same was not waived.

18.8.12 We have examined the request anew and consider that the existing provisions should be maintained.

**Recommendation 3**

**18.8.13 We recommend that until the publication of the next Report:**

**(i) Air Traffic Control Officers should continue to be granted one increment on completion of each of the two courses and obtention of the corresponding ratings and endorsement for the two additional Air Traffic Control operating positions; and**

**(ii) thereafter, Air Traffic Control Officers who have completed all the three air traffic control courses and have been rated and endorsed at all the three Air Traffic Control Officers operating positions**

**should, after having drawn their top salary for at least 12 months, be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 66050.**

### Requirement of Medical Fitness

18.8.14 Air Traffic Control Officers are required, in accordance with ICAO regulations, to undergo medical examinations every two years as medical fitness is a pre-requisite for an effective management of air traffic. Presently, provision exists for the Director of Civil Aviation to consider the advisability of assigning other duties to officers in the grades of Air Traffic Control Officer and Air Traffic Control Supervisor who are found medically unfit. This arrangement should continue to be applicable.

### Recommendation 4

**18.8.15 We recommend that the Director of Civil Aviation should consider the advisability of assigning other duties to the Air Traffic Control Officer and Air Traffic Control Supervisor, in case they fail the medical fitness required to work at the different controls.**

## COMMUNICATION, NAVIGATION AND SURVEILLANCE DIVISION (CNS)

18.8.16 The Communication, Navigation and Surveillance (CNS) Division of the DCA is responsible for the installation, maintenance, calibration and repairs of electronic equipment in order to ensure safe navigation of aircrafts within the Mauritian airspace.

18.8.17 Staffing structure of the Division comprises the Divisional Head at the apex, and professionals of the Engineer (Communication, Navigation and Surveillance) Cadre and Engineer (Airworthiness – Airframe and Power Plant) Cadre as well as officers of the Technician (CNS) and Aviation Telephonist Cadres.

18.8.18 Representations from the staff side related, among others, to payment of a few allowances and reviewing the quantum of some others; and upgrading of the salary of grades of the CNS Section. Moreover, during the consultative meeting, parties were apprised of the outcome of some of their proposals.

18.8.19 Regarding the structure of the Division, we consider same appropriate. We are additionally maintaining payment of existing allowances.

### Special Professional Retention Allowance

18.8.20 Provision had previously been made for officers of the Communication, Navigation and Surveillance Engineering Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory

retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Training Scheme for Graduates in Engineering**

18.8.21 Presently, graduates in Engineering undergoing training are paid a monthly allowance and are refunded mileage for official travelling for using their cars in the course of their duties, whilst officers performing official travelling by bus are refunded bus fares in *toto*.

18.8.22 We are maintaining the present arrangement and revising the quantum of the allowance and rate of travelling.

**Recommendation 5**

**18.8.23 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 35840.**

**18.8.24 We further recommend that graduates in Engineering under the training scheme, who use their cars in the performance of their duties, should be refunded mileage for official travelling at the rate of Rs 9.05 per km. Those incumbents who perform official travelling by bus should continue to be refunded bus fares in *toto*.**

**Allowance to Trainee Technicians (Communication, Navigation and Surveillance)**

18.8.25 Trainee Technicians (Communication, Navigation and Surveillance) who are required to work on a shift basis for part of the year are presently paid a monthly allowance of Rs 655. We are revising the quantum of the allowance.

**Recommendation 6**

**18.8.26 We recommend that Trainee Technicians (Communication, Navigation and Surveillance) who are required to work on a shift system for part of the year should be paid an allowance of Rs 720 per month.**

**Hardship Allowance**

18.8.27 Officers proceeding on mission to Agalega and St Brandon for routine maintenance and fault/repair works to repeater stations, are currently paid a Hardship Allowance per trip. We are maintaining payment of the allowance while revising the quantum payable to each grade.

**Recommendation 7**

**18.8.28 We recommend that a Hardship Allowance should be paid to officers of the Department of Civil Aviation who proceed on official mission to Agalega and St Brandon for routine maintenance and fault/repair work to repeater stations, for each two-way trip undertaken, as per the table below:**

| Grade | Quantum Payable (Rs) |
|---|---|
| **Maintenance Superintendent** | **3465** |
| **Engineer** | **3465** |
| **Station Officer** | **2890** |
| **Maintenance Supervisor** | **2890** |
| **Senior Maintenance Officer** | **2310** |
| **Principal Technician (Electrical)** | **2310** |
| **Maintenance Officer** | **1735** |
| **Supervisor (Rigging)** | **1560** |
| **Foreman** | **1450** |
| **Electrician** | **1155** |
| **Rigger** | **1155** |

**On-Call and In-Attendance Allowances**

18.8.29 Officers of the CNS section are paid On-call and In-attendance Allowances for being on-call and to attend duty while being on-call respectively to cater for problems relating to communication, navigation and surveillance equipment.

18.8.30 Representation has been made by the staff side for a review of the quanta of the On-call and In-attendance Allowances. Management, on its side, reiterated its request for the payment of a fixed monthly allowance in lieu of On-call/In-attendance Allowances.

18.8.31 After examining the request, we consider that the existing provision is appropriate and should be retained. We are, however, revising the rate payable.

**Recommendation 8**

**18.8.32 We recommend that officers in the CNS Section who are required to be On-Call and attend duty while being on-call should be paid On-Call and In-Attendance Allowances as per the following table:**

| Grade | On-Call Allowance | | In-Attendance per hour (inclusive of travelling time) (Rs) |
|---|---|---|---|
| | Weekdays (from 1600 hours to 0800 hours the following day) (Rs) | Saturdays, Sundays and Public Holidays (From 0845 hours to 0845 hours the following day) (Rs) | |
| **Divisional Head** | **660** | **990** | **275** |
| **Senior Engineer (CNS)** | **570** | **860** | **230** |
| **Engineer (CNS)** | **540** | **810** | **220** |
| **Maintenance Superintendent** | **540** | **810** | **200** |
| **Station Officer** | **495** | **745** | **200** |
| **Maintenance Supervisor** | **470** | **705** | **185** |
| **Senior Maintenance Officer** | **415** | **620** | **165** |
| **Principal Technician (Electrical)** | **415** | **620** | **165** |

## Height Allowance

18.8.33 A Height Allowance is presently payable to officers of the Department of Civil Aviation who are called upon to climb masts, towers and poles above 20 feet for maintenance, repairs and installation of equipment. We are maintaining the payment of this allowance.

## Recommendation 9

**18.8.34 We recommend that a Height Allowance should be paid to officers of the Department of Civil Aviation, who are required to climb masts, towers and poles above 20 feet, as below:**

**(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.**

**Rent Allowance**

18.8.35 Currently, officers in the grades of Aviation Security Officer and Senior Aviation Security Officer are being paid Rent Allowance on a personal basis. We are revising the quantum of allowance.

**Recommendation 10**

**18.8.36 We recommend that a monthly Rent Allowance of Rs 770 should be paid, on a personal basis, to officers in the grades of:**

**(i) Aviation Security Officer and Senior Aviation Security Officer in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021; and**

**(ii) Aviation Security Officer in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021 and who are subsequently promoted to the grade of Senior Aviation Security Officer.**

**Night Duty Allowance**

**Recommendation 11**

**18.8.37 We recommend that officers of the DCA should continue to 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.**

**Grades classified to work on Shift**

18.8.38 Officers in the grades listed below are required to work on shift. This element has been taken into account in determining the recommended salaries.

Air Traffic Control Supervisor
Air Traffic Control Officer
Aeronautical Information Officer (Personal)
Aeronautical Information Officer
Aeronautical Information Supervisor
Aviation Security Officer
Driver
Electrician
Flight Data Officer
Gatekeeper
Maintenance Officer (Communication, Navigation and Surveillance)
Principal Technician (Electrical)
Plant Room Operator
Senior Aeronautical Information Officer
Senior Aviation Security Officer
Senior Flight Data Officer

Senior Technician (Electrical)
Sanitary Attendant
Technician (Electrical)
Technician (Communication, Navigation and Surveillance)
Aviation Telephonist

## DEPARTMENT OF CIVIL AVIATION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 03 000 112 | **Rs 150000**<br>Director of Civil Aviation |
| 03 095 104 | **Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director of Civil Aviation |
| 03 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Divisional Head<br>Flight Operations Inspector |
| 03 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Aerodrome Licensing Officer<br>Air Traffic Services Standards Officer<br>Chief Officer (Aviation Security/Facilitation)<br>Chief Officer<br>Personnel Licensing Officer |
| 03 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Mandatory Occurrence Reporting Officer/Senior Mandatory Occurrence Reporting Officer |
| 03 067 091 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Air Traffic Control Supervisor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 03 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Aeronautical Information Supervisor |
| 03 050 082 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Air Traffic Control Officer |
| 03 057 080 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Senior Aeronautical Information Officer |
| 03 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Senior Flight Data Officer |
| 03 052 078 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Aeronautical Information Officer (Personal) |
| 03 049 078 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Personnel Licensing Assistant |
| 03 041 078 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Aeronautical Information Officer<br>Flight Data Officer |
| 03 052 081 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Principal Aviation Security Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 03 046 074 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Aviation Security Officer |
| 03 033 071 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Aviation Security Officer |
| 03 035 040 | **Rs 26645 x 300 - 26945 x 320 - 28225**<br>Trainee Air Traffic Control Officer |
| 03 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Aviation Security/Facilitation Inspector |
| 03 038 083 | **Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Aviation Security/Facilitation Officer/Senior Aviation Security/ Facilitation Officer |
| 03 032 035 | **Rs 25745 x 300 - 26645**<br>Trainee Aviation Security/Facilitation Officer |
| 22 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Engineer (Airworthiness – Air Frame and Power Plant)<br>Senior Engineer (Communication, Navigation and Surveillance) |
| 22 077 090 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Maintenance Superintendent |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 067 090 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Engineer (Airworthiness – Air Frame and Power Plant)<br>Engineer (Communication, Navigation and Surveillance) |
| 22 073 088 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Station Officer |
| 22 070 086 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Maintenance Supervisor (Communication, Navigation and Surveillance) |
| 22 066 083 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Technician (Electrical)<br>Senior Maintenance Officer (Communication, Navigation and Surveillance) |
| 22 055 081 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Maintenance Officer (Communication, Navigation and Surveillance)<br>Senior Technician (Electrical) |
| 22 040 074 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Technician (Communication, Navigation and Surveillance)<br>Technician (Electrical) |
| 22 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Engineer (Airworthiness – Air Frame/Power Plant)<br>Trainee Engineer (Communication, Navigation and Surveillance) |
| 22 045 069 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Aviation Telephone Supervisor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 029 066 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Aviation Telephonist |
| 22 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Technician (Communication, Navigation and Surveillance) |
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Supervisor (Rigging) |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Tradesman<br>Foreman |
| 25 031 064 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Electrician (Shift) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Cabinet Maker<br>General Assistant<br>Rigger |
| 24 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (on shift) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Toolskeeper |
| 24 023 052 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Sanitary Attendant (on shift) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.9 MAURITIUS POLICE FORCE*

18.9.1 Governed by the Police Act 1974, the Mauritius Police Force (MPF) is the primary law enforcement agency in the Republic of Mauritius. It carries out police, security, military and naval functions for mainland Mauritius, Rodrigues and other outer islands. The MPF is headed by the Commissioner of Police with around 12500 Police Officers working under his command. For administrative and operational effectiveness, the MPF is divided into eight Police Divisions to meet local needs.

18.9.2 Both Management and the staff side have made representations for: creation of additional levels; review of salary; revision of allowances; and enhancement of specific Conditions of Service. During consultative meetings, parties were apprised of requests falling under the purview of Management and appropriate explanations were also given for those proposals which could not be acceded to. They were equally requested to submit information on certain proposals which required further study and the views of Management were also sought on a few demands made by the staff side. Police Officers posted at the Special Mobile Force submitted that they are often required to double their shift thereby putting in extra hours which affect their productivity at work. They were apprised that the responsibility to review the hours of work rests upon Management while ensuring a proper work life balance of its employees. All these elements along with their implications have been considered while formulating the recommendations.

### Bank Scheme - Police Officers

18.9.3 The Bank Scheme - Police Officers was introduced to palliate the shortage of staff in the MPF and ensure that the needs of public for security on a 24-hour basis are met. Management has reported that to date, this Scheme has not been implemented. As the scheme is still valid, same is being reiterated with a revised quantum.

### Recommendation 1

**18.9.4 We recommend the payment of an allowance to officers in the grades of Police Constable, Police Corporal, Police Sergeant, Sub Inspector of Police and Inspector of Police, forming part of the Bank Scheme - Police Officers who effectively work on a shift basis and are recalled for duty while on leave or off-duty as and when required by Management, for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in, as per the ensuing Table:**

| Grade | Amount (First 3 hours) Rs |
|---|---|
| **Police Constable**<br>**Woman Police Constable** | **705** |
| **Police Corporal**<br>**Woman Police Corporal** | **755** |
| **Police Sergeant**<br>**Woman Police Sergeant** | **790** |
| **Sub-Inspector of Police**<br>**Woman Sub-Inspector of Police** | **840** |
| **Inspector of Police**<br>**Woman Police Inspector** | **875** |

**Allowance during period of Training**

18.9.5 Trainee Police Constables (Personal) and Temporary Police Constables are, after the conduct of the passing out parade and depending upon their posting, granted allowances payable to substantive Police Constables. On an *ad hoc* basis, the Bureau received a request for the payment of allowances to Police Cadet Inspectors and Cadet Officers in trainee positions. It has been reported that Police Cadet Inspectors as well as Cadet Officers who are recruited from serving Police Officers, are drawing the allowances of their previous substantive position during the period of training. As regards Cadet Officers recruited from candidates other than serving officers, they are entitled to allowances in line with the quantum applicable to the grade of Police Constable by virtue of their posting as from the date of taking oath. For the sake of consistency, we are harmonising this provision for trainee positions.

**Recommendation 2**

**18.9.6 We recommend that:**

**(i) Trainee Police Constables (Personal), Temporary Police Constables and Cadet Officers other than those recruited from serving Police Officers should, as from the date of taking oath, be eligible for allowances payable to substantive Police Constables; and**

**(ii) Cadet Officers appointed from serving Police Officers as well as Police Cadet Inspectors should continue to draw the allowances of their substantive post. With the implementation of this provision, the existing allowance of Rs 830 payable to Police Cadet Inspectors, should lapse.**

**Cross-Flying Allowance to Pilots**

18.9.7 It has been reported that due to limited number of Pilots and high operational demands, the Pilots at the Police Helicopter Squadron are often required to cross-fly between aircraft types, missions and departments. This requires adapting to different equipment, roles and operational contexts within short intervals. Considering the complexity involved in inter-departmental flying tasks, we are making provision for an allowance.

**Recommendation 3**

**18.9.8 We recommend the payment of a monthly Cross-Flying Allowance equivalent to two increments at the salary point reached in their salary scale to certified Pilots at the Police Helicopter Squadron who are actively flying more than one helicopter type and involved in inter-departmental flying tasks.**

**Enhanced Pension Benefit to GIPM Officers and Marine Commandos**

**Recommendation 4**

**18.9.9 We recommend that the period served by a Police Officer posted at the GIPM or Marine Commandos should, at the time he ceases to be in service, be reckoned as pensionable service at the rate of one time and a half, subject to a maximum of 360 months for Police Officers in post as at 30 June 2008 and 414 months for those in post as from 01 July 2008.**

**Pregnant Officers of the Police Officer Cadre**

18.9.10 A specific provision exists to safeguard the health of pregnant officers of the Police Office Cadre. We are, in this Report, enhancing this provision.

**Recommendation 5**

**18.9.11 We recommend that:**

**(i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the Police Officer Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and**

**(ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.**

**Special Retention Allowance in Critical Areas**

**Recommendation 6**

**18.9.12 We recommend that Police Officers who have benefitted from the Special Retention Allowance up to 31 December 2016 and are now leaving or retiring from the service should no longer be required to refund the amount received under this scheme.**

**Risk Allowance**

**Recommendation 7**

**18.9.13 We recommend that eligible Police Officers should continue to be paid a Risk Allowance as per Table below:**

| Category | Eligible Police Officers | Amount monthly (Rs) |
|---|---|---|
| **Category I** | - **Police Officers posted at the GIPM, National Coast Guard (NCG) Commandos Unit and Anti-Drug Smuggling Unit (ADSU); and**<br>- **Police Officers performing as Air Pilot** | **2080** |
| **Category II** | - **Police Officers posted at the Explosives Handling Unit of the Special Mobile Force (SMF)**<br>- **Police Officers posted at the Maritime Intelligence Cell**<br>- **Aircrew Winchman/Life Savers of the Police Helicopter Squadron**<br>- **Officers of the Disaster Response Unit**<br>- **Air Observers** | **1500** |
| **Category III** | - **Police Officers posted at the CID, ERS, Police Stations and those in direct contact with the public working on shift or performing operations duties involving higher than normal risks associated with the nature of their work.** | **One and a half increments at the initial of their respective salary scale subject to a maximum of Rs 1045.** |

**Rent Allowance**

**Recommendation 8**

**18.9.14 We recommend that Police Officers in the grades mentioned hereunder and of similar levels, who do not occupy Government quarters should be eligible for the following monthly Rent Allowance:**

| Grade | Amount Rs |
|---|---|
| Police Constable | 1025 |
| Police Corporal | 1065 |
| Police Sergeant | 1105 |
| Sub-Inspector of Police | 1145 |
| Inspector of Police | 1180 |
| Chief Inspector of Police<br>Deputy Assistant Superintendent of Police | 1295 |
| Assistant Superintendent of Police | 1560 |
| Superintendent of Police | 1930 |
| Assistant Commissioner of Police | 2310 |
| Deputy Commissioner of Police | 2700 |
| Commissioner of Police | 3080 |

**Allowances**

**Recommendation 9**

**18.9.15 We recommend that the quantum of the existing allowances payable to eligible officers and their corresponding female counterparts in the Mauritius Police Force should be as displayed in the table below:**

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| Trade Pay | Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police. | 460 monthly |
| Examiners' Allowance | (i) Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents. | 490 monthly |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| | (ii) officers of the NCG who are qualified and who are called upon to examine the extent of damage to pleasure craft/boats during enquiry into accidents at sea.<br>(iii) in addition to (i) and (ii) above, Police Officers and officers of the NCG who are required to examine damaged vehicles or pleasure craft/boats outside their scheduled shift. | 490 monthly<br>180 for every hour put in beyond their scheduled shift |
| Commuted Travelling Allowance | Police Officers who use their auto/motor cycles for official duties. | 495 monthly |
| Detective Allowance | Police Officers performing detective duties. | 495 monthly |
| Technician Pay | (i) Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police.<br>(ii) Police Officers posted at the NCG who perform the duties of Coxswain and possess a relevant certificate or having followed a relevant approved course in the field.<br>(iii) Police Officers posted at the SMF who hold a Skipper's/Coxswain Licence and performing related duties.<br>(iv) Police Officers holding a valid Lifesaving Certificate and performing related duties. | 840 monthly |
| Allowance in lieu of uniform | Police Officers whose duties and functions require them not to wear uniforms. | 555 monthly |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| **Special Duty Allowance** | **Police Officers posted in the SMF, Special Support Unit (SSU), NCG and Police Helicopter Squadron.** | **1185 monthly** |
| **Prosecutor's Allowance** | **Police Officers who are required to work as Prosecutor.** | **1425 monthly** |
| **Allowance to officers holding professional qualifications** | **(1) Police Officers called upon to work in the IT Unit and possessing:**<br>**(i) a Degree in IT**<br>**(ii) a Diploma in IT**<br>**(2) Police Officers posted in the Legal Unit and possessing a Degree or a professional qualification in Law.**<br>**(3) Police Officers called upon to perform duties of a specialised nature (Engineering or others), as determined by the Commissioner of Police, and who regularly make effective use of their knowledge and skills and possess:**<br>**(i) a Degree/professional qualification**<br>**(ii) a Diploma or equivalent qualification** | **monthly**<br>**2910**<br>**1700**<br>**2910**<br>**2910**<br>**1700** |
| **Commuted Overtime Allowance** | **(1) Police Officers who perform duties of Driver to Parliamentary Private Secretaries.**<br>**(2) Police Officers who perform duties of Driver/Security Officer to the Commissioner for Drugs Assets Forfeiture, Members of the National** | **4160 monthly** |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| | Assembly and in similar postings.<br>(3) Police Officers performing as Police Riders who are posted at the Office of the President and Vice President. | 4160 monthly |
| Bodyguard Allowance | Police Officers posted at the VIP Security Unit. | 4160 monthly |
| Meal Allowance | Police Officers posted at the VIP Security Unit should be provided either with meals where catering facilities are available or paid an allowance for work performed after 1900 hours. | 175 per meal |
| Sergeant-at-Arms Allowance | Sergeant-at-Arms of the National Assembly. | 5490 monthly |
| Aide-de-Camp Allowance | Aide-de-Camp attached to:<br>(i) President<br>(ii) Vice President<br>(iii) Prime Minister | monthly<br>5490<br>4160<br>4160 |
| Disturbance Allowance | Mauritian Police Officers posted in Rodrigues and Police Officers domiciled in Rodrigues posted in Mauritius. | 25% of monthly salary |
| Driving Allowance | (i) Police Officers holding the service licence and working on shift and who have been entrusted driving duties in Government vehicles for policing and other interventions.<br>(ii) Police Officers of the Traffic Branch who hold the service licence, work on shift and perform the duties of Rider. | A monthly allowance equivalent to one increment at the initial of their respective salary scale. |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| **Diving Allowance** | **(i) Qualified Divers of the MPF who are called upon to perform scuba diving during official underwater interventions, such as rescue and search operations as well as for training purposes.**<br>**(ii) Police Officers acting as Dive Leader during official underwater interventions.**<br>**(iii) For implementation purpose, the qualified diver acting as Dive Leader in an official underwater intervention should be paid only the Diving Allowance as provided at (ii) above.**<br>**Note:** 'Diving' refers to the "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel." | **785 per dive, subject to a maximum of 11775 monthly.**<br>**845 per dive, subject to a maximum of 15 dives** |
| **Duty Allowance** | **Police Officers of the SMF and NCG for shouldering higher responsibilities.** | **290 monthly** |
| **Allowance to Police Officers holding a Degree in Police Studies** | **Police Officers in the grades of Inspector of Police and above who hold a Degree in Police Studies and as a result have been entrusted with additional duties/responsibilities to better utilise their knowledge, skills and abilities.** | **A monthly allowance equivalent to two increments at the point reached in their respective salary scale.** |
| **Ration Allowance** | **All eligible personnel of the NCG and the Police Helicopter Squadron who must be available for work at any time of the day.** | **145 a day for actual days of attendance.** |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| | **Police Officers posted to Agalega and St Brandon on a tour of service.** | **185 a day** |
| **Sea-Going Allowance** | **Officers who form part of the crew or are deputed on board of the NCG Vessels or any other authorised vessels.** | **220 on Weekdays and 320 on Sundays and Public Holidays for every completed period of 12 hours at a stretch spent at sea and on a pro-rated basis for any additional hour spent at sea beyond the 12 hours.** |
| **Transfer Allowance** | **Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters.** | **1155 monthly** |
| **Allowance to Police Officers acting as Neighbourhood Officers** | **Police Officers who are performing the duties of Neighbourhood Officers over and above their normal duties.** | **1185 monthly** |
| **Pilot Instructional Allowance** | **Qualified Pilots who undertake conversion training of Pilots at the Police Helicopter Squadron.** | **A monthly allowance equivalent to two increments at the initial point of their** |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| | | respective salary scale. |
| Trainer's Allowance | Qualified Police Officers possessing the necessary skills, as approved by the Commissioner of Police, and who are posted to the Police Training Schools to act as Trainer. | 1700 monthly |
| Allowance to drive Specialised Vehicles and Armoured Vehicles | Police Officers of the SMF and SSU who are regularly required to drive specialised vehicles and armoured vehicles for which they possess a specific driving licence. | 460 monthly |
| Allowance to officers of the National Security Service | Police Constables up to the rank of Superintendent of Police, who are posted at the National Security Service and who operate undercover as well as perform duties of a very sensitive and highly confidential nature. | A monthly allowance equivalent to one increment at the point reached in their respective salary scale. |
| Allowance to GIPM Officers | Police Officers of the GIPM possessing special competencies and skills to tackle complex and risky interventions on land, in air, water and sea. | A monthly allowance equivalent to two increments at the point reached in their respective salary scale. |
| Allowance for performing as Enquiring Officers | Police Constables up to the rank of Inspector of Police who are posted in police stations and at the CID, CCID, ADSU, MCIT, PIO, BDM, IT/Cybercrime Unit as well as Field Intelligence Officers and | A monthly allowance equivalent to one increment at the point |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| | **who are required to perform as Enquiring Officers.** | **reached in their respective salary scale.** |
| **Hardship Allowance** | **Police Officers of the NCG who are posted to the Outer Islands (Agalega and St Brandon) for carrying out repairs and maintenance works for a duration of less than four months.** | **A monthly Allowance equivalent to 20% of their monthly salary.**<br>**By virtue of this allowance, these Police Officers would not be entitled for an Out of Pocket Allowance when posted to these islands.** |
| **Night Duty Allowance** | **(i) Police Officers posted in operational units and who effectively work on night shift; and**<br>**(ii) Police Constables up to the rank of Assistant Superintendent of Police who perform day duty but are called upon to work at night.** | **A monthly allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.** |

**Attending duty during emergencies**

18.9.16 Currently, Police Officers who are off-duty but are required to attend duty during cyclonic weather conditions and other emergencies should be granted equivalent time-off, and if same cannot be granted within a period of

four months, they are paid an allowance at the normal hourly rate for the period covered.

18.9.17 Following a request from staff side to waive the term 'emergencies' from the recommendation, they were apprised during meeting that the Bureau cannot provide a proper definition of this term as it reflects the needs of the service. We hold that the existing provision is still valid and same is being replicated.

**Recommendation 10**

**18.9.18 We recommend that Police Officers, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies should be granted equivalent time-off. In the event time-off cannot be granted within a period of four months, the Police Officers should be paid an allowance at the normal hourly rate for the period covered.**

**Police Family Protection Unit**

18.9.19 In the last Report, the Bureau recommended the payment of an On-call Allowance as well as an In-attendance Allowance to Police Officers posted to the Police Family Protection Unit who are required to attend to emergencies, similar to what is granted to counterparts at the Ministry of Gender Equality and Family Welfare. We are maintaining this provision.

**Recommendation 11**

**18.9.20 We recommend that Police Officers posted to the Police Family Protection Unit be paid an allowance in line with provision made for their counterparts at the Ministry of Gender Equality and Family Welfare.**

**Early Retirement Scheme**

18.9.21 In view of the nature of duties performed by officers of the Disciplined Forces, a specific provision exists for early retirement. As this provision remains valid, we are reiterating same.

**Recommendation 12**

**18.9.22 We recommend that Police Officers who have been appointed as from 01 July 2008 should be:**

**(a) allowed to retire on a proportionate pension after completing 28¾ years of service; and**

**(b) eligible to earn pension at an enhanced rate of 1/414$^{th}$ of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.**

**18.9.23 We also recommend that Police Officers in post as at 30 June 2008 should continue to benefit from the Early Retirement Scheme applicable as at that date.**

**Work Pattern**

18.9.24 As per the Standing Orders, Police Constables up to the level of Inspector of Police are required to operate on shift, while Chief Inspector up to the level of Deputy Commissioner are on call and have to attend duty whenever required, irrespective of the length of time. **These elements have been factored in when determining the salaries recommended for the grades.**

**Special Provision for officers of the Disciplined Forces working on shift**

18.9.25 Officers of the MPF operating on shift often forego their casual leave to ensure the operational efficiency of the organisation. With a view to compensating them for the untaken casual leaves, the Bureau in the last review, introduced a specific provision for Police Officers in the grades of Police Constable up to the grade of Inspector of Police who effectively work on shift to be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year. As this provision is still relevant, we are maintaining it.

**Recommendation 13**

**18.9.26 We recommend that Police Constables up to the rank of Inspector of Police who effectively work on shift should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

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

**Once-in-a-Career Performance Bonus**

**Recommendation 14**

**18.9.28 We recommend that Police Constables up to the rank of Inspector of Police, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once-in-a-Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided they have:**

**(i) served for a period of at least 10 years in the Mauritius Police Force;**

**(ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**

**(iii) not been adversely reported upon on ground of conduct.**

**Police Medical and Scientific Unit**

18.9.29 The Police Medical and Scientific Unit (PMSU) is responsible, among others, for carrying out medical/medico-legal examination of suspects/victims; providing medical assistance in rescue operations and delivering healthcare services to police personnel and their families.

18.9.30 In the context of this review exercise, no major proposal from stakeholders has been submitted. The current structure of the Police Medical Officer Cadre comprising the grades of Trainee Police Medical Officer, Police Medical Officer/Senior Police Medical Officer, Principal Police Medical Officer and Chief Police Medical Officer at the helm is adequate and is maintained. The specific Conditions of Service that the officers of the unit are entitled to are also being maintained and the quantum of the other allowances are being revised.

**Recommendation 15**

**18.9.31 We recommend that Trainee Police Medical Officers and Police Medical Officer/Senior Police Medical Officers should continue to be paid the Sea Going Allowance as specified at paragraph 18.9.15.**

**On-Call and In-Attendance Allowances**

18.9.32 On-Call and In-Attendance Allowances are currently paid to officers of the Police Medical Officer Cadre whenever they are scheduled to be on call and attend duty during the on call period. This arrangement is appropriate and should, therefore, continue.

**Recommendation 16**

**18.9.33 We recommend that:**

**(i) Trainee Police Medical Officers, Police Medical Officer/Senior Police Medical Officers, Principal Police Medical Officers and the Chief Police Medical Officer should be paid On-Call Allowances as follows:**

| On-Call Allowance | Trainee Police Medical Officer (Rs) | Police Medical Officer/Senior Police Medical Officer (Rs) | Principal Police Medical Officer (Rs) | Chief Police Medical Officer (Rs) |
|---|---|---|---|---|
| **Weekday**<br>**1600 hours to 0900 hours the following day** | **580** | **1135** | **1260** | **1285** |
| **Saturday**<br>**1200 hours to Sunday 0900 hours** | **870** | **1680** | **1885** | **1940** |
| **Sunday and Public Holiday**<br>**0900 hours to 0900 hours the following day** | **870** | **1680** | **1885** | **1940** |

**(ii) When attending duty while on call to perform medico-legal examination, the Trainee Police Medical Officers, Police Medical Officer/Senior Police Medical Officers, Principal Police Medical Officers and the Chief Police Medical Officer should be paid an In-Attendance Allowance of Rs 390, Rs 915, Rs 970 and Rs1080 per hour, inclusive of travelling time.**

### Specific Conditions of Service

18.9.34 Certain specific Conditions of Service that members of the Medical and Dental Professions at the Ministry of Health and Wellness are presently entitled to, are equally applicable to the officers of the Police Medical and Scientific Unit. These arrangements should continue to remain effective.

### Recommendation 17

**18.9.35 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should continue to be applicable to the members of the Medical and Dental Professions of the Police Medical and Scientific Unit:**

| Specific Conditions of service | Recommendation under the MOHW |
|---|---|
| Book Allowance/Smart Phone for Members of the Medical and Dental Professions | R 28 Para 23.73 |
| Continuing Professional Development | R 29 Para 23.75 |
| Special Medical Service Allowance | R 30 Para 23.77 |
| Rent Free Telephone and Free calls | R 33 Para 23.83 |
| Special Provision for officers of the Medical and Dental Professions | R 34 Para 23.85 and Para 23.86 |

**Police Catering Unit**

18.9.36 Employees of the Police Catering Unit who are required to stay overnight, beyond their normal working hours, to provide meals to Police Officers on duty, during officially declared cyclone warning class II and above and up to the waiving of these cyclone warnings, are granted an allowance at the rate of 25% of the normal hourly rate at the salary point reached for every hour during the lying-in time from 2100 hours to 0400 hours. **The Bureau considers that, in lieu of this provision, employees of the Police Catering Unit should, henceforth, be paid overtime at the applicable rate whenever they are required to provide their services during officially declared cyclone warning class II and above and up to the waiving of these cyclone warnings.**

**Plan Printing Operator**

18.9.37 Incumbents in the grade of Plan Printing Operator (PPO) who hold a Certificate in AutoCAD, along with the prescribed qualification for this position, may advance beyond their top salary by one increment if they meet the specified criteria. This provision which was reviewed in the previous Report is being maintained.

**Recommendation 18**

**18.9.38 We recommend that, upon obtaining a Certificate in AutoCAD or a relevant equivalent qualification, Plan Printing Operators should be granted one additional increment subject to the top salary recommended for the grade.**

# MAURITIUS POLICE FORCE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 14 000 122 | **Rs 206 000**<br>Commissioner of Police |
| 14 000 112 | **Rs 150000**<br>Commanding Officer<br>Deputy Commissioner of Police<br>Director-General, National Security Service<br>Woman Deputy Commissioner of Police |
| 14 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Commissioner of Police<br>Assistant Commissioner of Police (Engineer Squadron)<br>Deputy Director-General, National Security Service<br>Woman Assistant Commissioner of Police |
| 14 081 098 | **Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Bandmaster<br>Superintendent of Police<br>Superintendent of Police (Engineer Squadron)<br>Woman Police Superintendent |
| 14 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Assistant Superintendent of Police<br>Assistant Superintendent of Police Band<br>Deputy Bandmaster<br>Woman Police Assistant Superintendent |
| 14 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Deputy Assistant Superintendent of Police<br>Woman Police Deputy Assistant Superintendent |

| Salary Code | Salary Scale and Grade |
|---|---|
| 14 066 084 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br><br>Chief Inspector of Police<br>Chief Inspector of Police Band<br>Woman Police Chief Inspector |
| 14 062 080 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br><br>Band Inspector<br>Inspector of Police<br>Woman Police Inspector |
| 14 056 079 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br><br>Band Sub-Inspector<br>Sub-Inspector of Police<br>Woman Sub-Inspector of Police |
| 14 053 077 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br><br>Band Sergeant<br>Police Sergeant<br>Woman Police Sergeant |
| 14 050 075 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br><br>Band Corporal<br>Police Corporal<br>Woman Police Corporal |
| 14 039 073 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br><br>Band Constable<br>Police Constable<br>Woman Police Constable |

| Salary Code | Salary Scale and Grade |
|---|---|
| 14 054 065 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Cadet Officer (Communication Engineer)<br>Cadet Officer (Electrical and Mechanical Engineer)<br>Cadet Officer (Graduate)<br>Police Cadet Inspector (Male)<br>Police Cadet Inspector (Female) |
| 14 051 064 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Cadet Officer (Others) |
| 14 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Band Constable (Personal)<br>Trainee Police Constable (Personal) |
| 09 000 112 | **Rs 150000**<br>Chief Police Medical Officer |
| 09 000 109 | **Rs 138000**<br>Principal Police Medical Officer |
| 09 091 107 | **Rs 80000 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000**<br>Police Medical Officer/Senior Police Medical Officer |
| 09 076 098 | **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Trainee Police Medical Officer |
| 09 075 098 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Police Dental Surgeon/Senior Police Dental Surgeon |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Psychologist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Psychologist |
| 11 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Chief Catering Administrator |
| 11 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Senior Catering Officer |
| 11 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Catering Officer |
| 11 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Assistant Catering Officer |
| 11 035 069 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Catering Supervisor |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 16 028 067 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Plan Printing Operator |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Master Leather Worker<br>Master Tailor |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Assistant Master Leather Worker<br>Assistant Master Tailor<br>Chief Tradesman (Personal) |
| 25 028 062 | **24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Gun Fitter |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Carpenter<br>Leather Worker<br>Tailor |
| 24 043 064 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Head Cook |
| 24 036 062 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Senior Cook |
| 24 041 061 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Head Police Attendant |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Swimming Pool Attendant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 029 059 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565**<br>Cook (on roster) |
| 24 024 057 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**<br>Police Attendant/Senior Police Attendant |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Range Warden<br>Senior Gardener/Nursery Attendant |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Sanitary Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.10 MAURITIUS PRISON SERVICE*

18.10.1 Established under the Reform Institutions Act 1988, the Mauritius Prison Service (MPS) is responsible to keep detainees in safe and humane custody as well as provide a healthy environment conducive to their rehabilitation and vocational training. It envisions for a safer Mauritius through best correctional practice.

18.10.2 The services of the MPS are provided through 14 penal institutions including one in Rodrigues. Correctional Youth Centres and Rehabilitation Centres also fall under the jurisdiction of the MPS. As stipulated in the Act, the administration of the institutions befalls the Commissioner of Prisons who is also responsible for the control and supervision of detainees. He is assisted by a Deputy Commissioner of Prisons and supported by officers belonging to different occupational groups.

18.10.3 Both Management and Unions requested for the provision of allowances/ additional levels, review of schemes of service/salaries and enhancement of certain Conditions of Service. Clarifications regarding a few issues reported by Unions were sought from Management and the Bureau was apprised that some issues were under consideration.

18.10.4 All the information provided by the stakeholders have been taken into account by the Bureau when framing its recommendations. We are, while maintaining the existing structure, enhancing a few specific Conditions of Service.

**Lead Prisons Officers**

18.10.5 As per existing provisions:

(i) Prisons Officer/Senior Prisons Officers should be known as "Lead Prisons Officer" on completing 15 years' service, subject to being favourably reported on their performance, conduct and attendance;

(ii) Management should assign additional responsibilities to the "Lead Prisons Officer" and the latter should be given the authority to control Prisons Officer/Senior Prisons Officers and oversee a Ward or Unit during night shift; and

(iii) a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the "Lead Prisons Officer".

**Recommendation 1**

**18.10.6 We recommend that the above provisions should be maintained.**

**Bank Scheme - Prisons Officers**

18.10.7 Prisons Officers who are called upon to attend duty in emergency cases are eligible for an allowance under the Bank Scheme - Prisons Officers. As reported by Management, the scheme was introduced to palliate shortage of staff. With a view to preventing abuse, the payment of this allowance has been stopped. However, the Bureau holds that this scheme is still valid and same is being reiterated with a revised quantum.

**Recommendation 2**

**18.10.8 We recommend the payment of an allowance of Rs 745 for the first three hours to eligible officers of the Bank Scheme - Prisons Officers who are called upon to attend duty in emergency cases. Thereafter, for any additional hour of work performed, the allowance should be *prorated*.**

**Allowances**

**Recommendation 3**

**18.10.9 We recommend that the quantum of the existing allowances payable to eligible officers including their corresponding female counterparts should be as displayed in the table below:**

| Allowance | Eligible Officer | Quantum/Rate |
|---|---|---|
| **Driving Allowance** | **Prisons Officers/Senior Prisons Officers possessing a valid service licence and performing driving duties on a full-time basis** | **A monthly allowance equivalent to one increment at the initial of their salary scale.** |
| **Trainer's Allowance** | **Prison staff who are posted at the Prison Training School and are called upon to act as Training Instructor on a regular basis** | **Rs 1700 monthly** |
| **Physical Training Instructor's Allowance** | **Prisons Officers who are called upon to act as Physical Training Instructor and possess a Physical Training Instructor's Certificate from a recognised institution** | **A monthly allowance equivalent to one increment at the point reached in their respective salary scale.**<br><br>**This allowance does not apply to Prisons Officers who are already benefitting** |

| Allowance | Eligible Officer | Quantum/Rate |
|---|---|---|
| | | **from the payment of the Trainer's Allowance.** |
| **Allowance to officers of the Prison Band** | **Prisons Officers who form part of the Prison Band** | **A monthly allowance equivalent to one increment at the point reached in their respective salary scale.** |
| **Allowance to officers of the IT Unit** | **Prisons Officers who are posted and called upon to work effectively in the IT Unit and possessing:**<br>**(i) a Degree in IT; and**<br>**(ii) a Diploma in IT** | <br><br><br>**Rs 2910 monthly**<br>**Rs 1700 monthly** |
| **Dog Training Allowance** | **Prisons Officers posted in the Dog Section and who train dogs in effecting searches.** | **Rs 845 monthly** |
| **Special Allowance for being retained on site of work** | **Prisons officers who, after performing their night shift, are being retained on their site of work for security reasons until the opening of the Prisons' gate** | **25% of their normal hourly rate for every hour they remain on site after completing their scheduled night shift.** |
| **Risk Allowance** | **(i) Officers of the MPS performing operations duties, up to the grade of Superintendent of Prisons/ Senior Superintendent of Prisons**<br>**(ii) Prisons Health Service staff of the MPS**<br>**(iii) Prisons Catering Administrator**<br>**(iv) Prisons Drivers (on shift)**<br>**(v) Vulcaniser** | **Monthly allowance of one and a half increments at the initial of their salary scale subject to a maximum of Rs 1045.**<br>**Monthly allowance of one and a half increments at the initial of their respective salary scale.** |

| Allowance | Eligible Officer | Quantum/Rate |
|---|---|---|
| | (vi) Employees of the Workmen's Group-Tradesman Cadre of the Prisons Department | Monthly allowance of one and a half increments at the initial of their respective salary scale. |
| Trade Allowance | Prisons Officer/Senior Prisons Officers posted in the Trade Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work. | Rs 440 monthly |
| Night Duty Allowance | (i) Officers of the Prisons Officer Cadre up to the grade of Assistant Superintendent of Prisons and Prisons Drivers (on shift) who effectively work on night shift; and<br>(ii) Prisons Officers up to the rank of Assistant Superintendent of Prisons who perform day duty but are called upon to work at night. | 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours. |
| Night Attendance Bonus | For attending duty on all scheduled nights during the month:<br>(i) Principal Prisons Officer reckoning:<br>• up to 10 years' service<br>• over 10 years' service<br>(ii) Prisons Officer/Senior Prisons Officer reckoning:<br>• up to 10 years' service<br>• over 10 years' service | <br><br><br>Rs 855 monthly<br>Rs 1020 monthly<br><br><br>Rs 695 monthly<br>Rs 855 monthly |

| Allowance | Eligible Officer | Quantum/Rate |
|---|---|---|
| Allowance to Prisons Security Squad | Officers of the Prisons Security Squad | Rs 1615 monthly |

**Rent Allowance**

**Recommendation 4**

**18.10.10 We recommend that officers of the Mauritius Prison Service who perform operations duties and do not occupy government quarters should continue to be eligible for the ensuing monthly Rent Allowance:**

| Grade | Amount (Rs) |
|---|---|
| Woman Prisons Officer/Senior Woman Prisons Officer<br>Prisons Officer/Senior Prisons Officer | 855 |
| Principal Woman Prisons Officer<br>Principal Prisons Officer<br>Principal Prisons Officer (Industries)<br>Principal Prisons Officer (Works)<br>Prisons Health Service Officer (Female)<br>Prisons Health Service Officer (Male) | 1060 |
| Woman Assistant Superintendent of Prisons<br>Assistant Superintendent of Prisons (Industries)<br>Assistant Superintendent of Prisons (Works)<br>Assistant Superintendent of Prisons<br>Prisons Welfare Officer<br>Senior Prisons Health Service Officer (Female)<br>Senior Prisons Health Service Officer (Male)<br>Prisons Catering Administrator<br>Senior Prisons Welfare Officer | 1240 |

| Grade | Amount (Rs) |
|---|---|
| **Principal Prisons Welfare Officer**<br>**Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons**<br>**Superintendent of Prisons/Senior Superintendent of Prisons**<br>**Superintendent of Prisons/Senior Superintendent of Prisons (Industries)**<br>**Superintendent of Prisons/Senior Superintendent of Prisons (Works)**<br>**Principal Prisons Health Service Officer (Female)**<br>**Principal Prisons Health Service Officer (Male)**<br>**Head, Prisons Health Service**<br>**Chief Prisons Welfare Officer** | **1630** |
| **Assistant Commissioner of Prisons**<br>**Assistant Commissioner of Prisons (Trades)**<br>**Woman Assistant Commissioner of Prisons** | **2025** |
| **Deputy Commissioner of Prisons** | **2420** |
| **Commissioner of Prisons** | **2825** |

### Attending Duty During Emergencies

18.10.11 Unions averred that Prisons Officers posted at the Trade Section and who are off-duty are often called for duty, irrespective of time, to carry out emergency repairs such as locksmith, plumbing, mechanic, among others. A request was, therefore, made for the grant of an allowance. While analysing the request, the Bureau considers that the current recommendation already caters for emergency cases and hence, these officers should be compensated either at hourly rate or granted equivalent time-off for the extra hours put in. We are reproducing the existing provision.

### Recommendation 5

**18.10.12 We recommend that Prisons Officers up to 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 be paid 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.**

**Pregnant Officers of the Prisons Officer Cadre**

18.10.13 A specific provision exists to safeguard the health of pregnant officers of the Prisons Officer Cadre. We are, in this Report, enhancing this provision.

**Recommendation 6**

**18.10.14 We recommend that:**

**(i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the Prisons Officer Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and**

**(ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.**

**Injury Leave**

18.10.15 Exceptionally, 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, is equally eligible for Injury Leave subject to satisfying set criteria. We are reiterating this provision.

**Recommendation 7**

**18.10.16 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 be eligible for Injury Leave as per provisions laid down in the Chapter – Conditions of Service: Injury Leave in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or duty finishes.**

**Medical Examination**

18.10.17 To ensure the fitness of officers of the Prisons Officer Cadre, provision exists for Management to make necessary arrangements for them to undergo a complete medical examination once every two years. This provision is being replicated.

**Recommendation 8**

**18.10.18 We recommend that Management should continue to make necessary arrangements for officers of the Prisons Officer Cadre:**

**(i) to undergo a medical examination once every two years; and**

**(ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

**18.10.19 We further recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.43(c) (i) and (ii) of Volume 1 of this Report for shift workers.**

**Early Retirement Scheme**

18.10.20 Officers of the Prisons Officer Cadre appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are equally eligible to earn pension at an enhanced rate of 1/414th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service. Specific provision also exists for officers of the Prisons Officer Cadre, in post as at 30 June 2008, to benefit from the early retirement scheme applicable as at that date. **We are maintaining the existing recommendations.**

**Special Provision for officers of the Disciplined Forces working on shift**

18.10.21 A provision on refund of untaken casual leave was introduced in the last Report to compensate those officers who do not get the opportunity to avail of their casual leave entitlement. Given its adequacy, we are maintaining the recommendation.

**Recommendation 9**

**18.10.22 We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who effectively work on shift, should, up till the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

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

**Once-in-a-Career Performance Bonus**

18.10.24 Current provision entitles officers from the level of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who have never benefitted from the payment of the Performance Bonus in their career, for the grant of a 'Once-in-a-Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

(i) served for a period of at least 10 years in the Mauritius Prison Service;

(ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and

(iii) not been adversely reported upon on ground of conduct.

**Recommendation 10**

**18.10.25 We recommend that the existing provision should continue to prevail.**

**Welfare Unit**

**Work beyond normal working hours/ On-Call and In-Attendance Allowance**

18.10.26 As per prevailing provisions:

(i) Prisons Welfare Officers and Senior Prisons Welfare Officers are entitled to equivalent time-off for extra hours worked or eligible for an allowance at the normal hourly rate, for such period of duty, if time-off cannot be granted within a period of four months; and

(ii) The above mode of compensation is also applicable to Prisons Welfare Officers who are On-Call and have to attend duty in cases of emergency.

**Recommendation 11**

**18.10.27 We recommend that the above provisions should be maintained.**

**Prisons Welfare Officer**

18.10.28 Staff side has expressed concern regarding a discrepancy in the qualifications requirement of the grade of Prisons Welfare Officer. After examining the request, we are making the necessary amendments thereto related.

**Recommendation 12**

**18.10.29 We recommend that henceforth, the grade of Prisons Welfare Officer should be filled by selection from among officers of the Mauritius Prison Service who are members of the Disciplined Force and who reckon at least five years' service in a substantive capacity in the Mauritius Prison Service as well as possess a Diploma in Social Work or an equivalent qualification. In the absence of qualified serving officers, the post should be filled by selection from among candidates possessing a Diploma in Social Work or an equivalent qualification and reckoning at least seven years' experience in Social and Welfare Work.**

**18.10.30 We further recommend that the duties in the scheme of service of the grade of Prisons Welfare Officer should be amended to reflect the actual requirements of the job.**

**Prisons Health Service Staff**

18.10.31 Management requested for the re-introduction of the Retention Allowance so as to retain officers in post and to avoid brain drain. As provided in the previous PRB Report, **the Bureau reiterates that the MPS should consider advertising vacancies in the grade of Prisons Health Service Officer by**

**emphasising on the Total Remuneration Package and Management may consider the grant of a negotiable point of entry in the salary scale of the grade to address such problems.**

### Motor Vehicle Loan

**18.10.32** To enable officers in the Prisons Health Service Officer Cadre to provide treatment to sick detainees in different prisons, the Bureau in its last Report recommended the grant of loan facilities for the purchase of a car. As this situation still persists, **we recommend that incumbents in the Prisons Health Service Officer Cadre should continue to be granted loan facilities for the purchase of a car in line with the provisions laid down in the Chapter Conditions of Service – Travelling and Car Benefits: "Motor Vehicle Loans" in Volume 1 of this Report.**

### Handing Over Time

18.10.33 To compensate Prisons Health Service Staff who are involved in handing over up to a maximum of 30 minutes, they are granted time-off when effective working hours and notional time exceed 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle. This provision is being upheld.

### Recommendation 13

**18.10.34 We recommend that Prisons Health Service Staff who are involved in handing over should continue to be compensated for the handing over time up to a maximum of 30 minutes through the grant of time-off when effective working hours and notional time exceed 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle.**

### Incremental Salary Movement for Prisons Health Service Officers

18.10.35 Prisons Health Service Officers who possess the National Diploma Level 6 in Nursing are allowed to proceed beyond their top salary subject to satisfying set criteria. This provision, being adequate, should continue to prevail.

### Recommendation 14

**18.10.36 We recommend that Prisons Health Service Officers possessing the National Diploma Level 6 in Nursing should continue to be allowed to proceed incrementally beyond their top salary in the Master Salary Scale by two increments provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Bank Scheme - Prisons Health Service Staff

18.10.37 An All-inclusive Allowance at applicable rate is granted to Prisons Health Service Officers and Senior Prisons Health Service Officers for working on a sessional basis under the Bank Scheme - Prisons Health Service Staff. Since

the services of these officers are still being availed of, we are maintaining this Scheme while revising the quantum of the allowances.

**Recommendation 15**

**18.10.38 We recommend that Prisons Health Service Officers and Senior Prisons Health Service Officers who work on a sessional basis under the Bank Scheme - Prisons Health Service Staff should be paid an All-inclusive Allowance (excluding travelling) of Rs 845 per day session of four hours and Rs 970 per night session of four hours.**

**18.10.39 We further recommend that for any additional hour put in, the allowance should thereafter be *prorated*.**

**Allowance to Prisons Health Service Officers for performing duties of ECG Technician**

18.10.40 Normally, electrocardiogram services are provided by ECG Technicians. In the absence of this grade, Prisons Health Service Officers are regularly required to perform these duties although same do not form part of their scheme of service. A request has, therefore, been made to grant some form of compensation. We are recommending accordingly.

**Recommendation 16**

**18.10.41 We recommend the payment of an allowance of Rs 160 per day/Sunday/ Public Holiday and Rs 55 per night to Prisons Health Service Officers who are required to perform the duties of electrocardiogram during the day, at night, on Sundays and Public Holidays.**

**Allowance to Prisons Health Service Officers in the absence of Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician**

18.10.42 It has been submitted that Prisons Health Service Officers are engaged in the proper running of the Prisons Pharmacy and distribution of methadone to detainees in the absence of an officer in the grade of Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician. We have examined the issue and are making specific recommendation to this effect.

**Recommendation 17**

**18.10.43 We recommend that, pending the filling of the post of Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician, the Prisons Health Service Officers as well as their female counterparts who are engaged in the proper running of the Prisons Pharmacy and distribution of methadone to detainees should be paid a monthly allowance equivalent to one increment at the point reached in their salary scale.**

### Incentives to Prisons Health Service Staff

18.10.44 With a view to attracting and retaining the Prisons Health Service staff to work in a challenging environment, some form of incentives have been provided. We hold that these provisions are effective and should be maintained.

### Recommendation 18

**18.10.45 We recommend that Prisons Health Service Staff should:**

**(i) continue to be allowed to accumulate their vacation leave over and above their authorised ceiling until the publication of the next Report. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement;**

**(ii) with effect from 01 January 2026 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be allowed to accumulate their untaken casual leave and such leave should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year;**

**(iii) continue to be refunded all unutilised accumulated casual leaves as at 31 December 2015 at the rate of 1/30 of the last monthly salary per day at the time of retirement;**

**(iv) when proceeding on retirement, be refunded their unutilised casual leave on a *pro rata* basis in that particular year;**

**(v) when effectively working on shift, be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the recommendations made at paragraph 16.4.49 (iii) of Volume 1 of this Report;**

**(vi) continue to be paid a monthly Night Duty Allowance at the rate of 25% based on 8 hours for the present night shift of 13½ hours; and**

**(vii) continue to be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled nights during the month, up to the publication of the next Overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, as follows:**

| Grade | Amount (Rs) |
|---|---|
| **Prisons Health Service Officers reckoning** | |
| **Up to 10 years' service** | **675** |
| **Over 10 years' service** | **840** |

| Grade | Amount (Rs) |
|---|---|
| **Senior Prisons Health Service Officers reckoning** | |
| **Up to 5 years' service** | **840** |
| **Over 5 years' service** | **1010** |

**Retention Allowance**

**Recommendation 19**

**18.10.46 We recommend that officers of the Prisons Health Service Officer Cadre who have benefitted from the Retention Allowance up to 31 December 2016 and are now leaving or retiring from the service should no longer be required to refund the amount received under this scheme.**

**Medical Coverage Allowance**

18.10.47 The grade of Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer is vacant and the duties are being carried out by General Practitioners *formerly Medical and Health Officer/Senior Medical and Health Officers (MHO/SMHOs)* from the Ministry of Health and Wellness, on secondment at the MPS.

18.10.48 Initially, the General Practitioners *formerly MHO/SMHOs* on secondment were required to be on-call to provide coverage of hospitals after normal working hours, Saturday afternoon, Sundays and Public Holidays, for which they were compensated through a Medical Coverage Allowance. The quantum of this allowance was reviewed in our last Report as it was reported that the General Practitioners *formerly MHO/SMHOs* were being called upon to stay on the premises to provide the night coverage.

18.10.49 In the context of the present review exercise, representations have been received to reconsider the existing mode of remuneration, to bring it in line with the prevailing arrangements for the medical profession at the Ministry of Health and Wellness. The Bureau has examined the argument put forward, particularly in relation to patient load, and is making appropriate provisions accordingly.

**Recommendation 20**

**18.10.50 We recommend that the General Practitioners *formerly MHO/SMHOs* on secondment at the MPS who are:**

**(i) drawing salary up to Rs 77750 and who are required to put in extra hours in excess of 40 hours should be paid overtime as provided at paragraphs 16.5.62 and 16.5.63 of the Chapter Working Week,**

**Flexitime, Workers on Shift/Roster/ Staggered Hours and Overtime of Volume 1 of this Report; and**

**(ii) drawing salary Rs 80000 and above should be compensated at the normal hourly rate based on the salary point reached in the salary scale, for every additional hour put in.**

**Inducement Allowance**

18.10.51 For encouraging and retaining the General Practitioners *formerly MHO/SMHOs* on secondment at the MPS who are required to work in difficult conditions, an Inducement Allowance is currently being paid to them. In view of its relevance, this provision should continue to be applicable.

**Recommendation 21**

**18.10.52 We recommend that General Practitioners *formerly MHO/SMHOs* on secondment to the Prisons Department should continue to be paid a monthly allowance equivalent to two increments at the salary point reached in the scale of the grade.**

**Psychologist/Senior Psychologist (Prisons)**
***formerly Prisons Psychologist/Senior Prisons Psychologist***

18.10.53 A request was made by the Allied Health Professional Council for the appellations of the different grades of Psychologist across the Public Service to be harmonised. After examination, we are restyling that of Prisons Psychologist/Senior Prisons Psychologist.

**Recommendation 22**

**18.10.54 We recommend that the grade of Prisons Psychologist/Senior Prisons Psychologist be restyled Psychologist/Senior Psychologist (Prisons).**

## MAURITIUS PRISON SERVICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 17 000 115 | **Rs 162000**<br>Commissioner of Prisons |
| 17 103 106 | **Rs 114000 x 4000 - 126000**<br>Deputy Commissioner of Prisons |

| Salary Code | Salary Scale and Grade |
|---|---|
| 17 087 103 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Assistant Commissioner of Prisons<br>Assistant Commissioner of Prisons (Trades)<br>Woman Assistant Commissioner of Prisons |
| 17 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Prisons Welfare Officer |
| 17 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Prisons Welfare Officer |
| 17 071 090 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Superintendent of Prisons/Senior Superintendent of Prisons<br>Superintendent of Prisons/Senior Superintendent of Prisons (Industries)<br>Superintendent of Prisons/Senior Superintendent of Prisons (Works)<br>Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons |
| 17 069 086 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Senior Prisons Welfare Officer |
| 17 065 083 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Assistant Superintendent of Prisons<br>Assistant Superintendent of Prisons (Industries)<br>Assistant Superintendent of Prisons (Works)<br>Prisons Welfare Officer<br>Woman Assistant Superintendent of Prisons |
| 17 056 077 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Principal Prisons Officer<br>Principal Prisons Officer (Industries)<br>Principal Prisons Officer (Works)<br>Principal Woman Prisons Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 17 039 074 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Prisons Officer/Senior Prisons Officer<br>Woman Prisons Officer/Senior Woman Prisons Officer |
| 17 054 065 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Senior Officer Cadet (Female) (Graduate)<br>Senior Officer Cadet (Male) (Graduate) |
| 17 051 064 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Senior Officer Cadet (Female) (Others)<br>Senior Officer Cadet (Male) (Others) |
| 17 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Head, Prisons Health Service |
| 17 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Prisons Health Service Officer (Female)<br>Principal Prisons Health Service Officer (Male) |
| 17 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Prisons Health Service Officer (Female)<br>Senior Prisons Health Service Officer (Male) |
| 17 050 081 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Prisons Health Service Officer (Female)<br>Prisons Health Service Officer (Male) |
| 17 041 082 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 076 098 | **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer |
| 19 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Psychologist/Senior Psychologist (Prisons)<br>*formerly Prisons Psychologist/Senior Prisons Psychologist* |
| 11 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Prisons Catering Administrator |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Automobile Electrician<br>Blacksmith<br>Carpenter<br>Mason<br>Motor Diesel Mechanic<br>Motor Mechanic<br>Panel Beater<br>Plumber and Pipe Fitter<br>Tinsmith |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Prisons Driver (on shift) |
| 24 036 062 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Senior Cook |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Vulcaniser |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 029 059 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565**<br>Cook (on roster) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

## *18.11 MINISTRY OF FINANCE*

18.11.1 The Ministry of Finance (MOF) is responsible for formulating economic development policies and managing the Government's economic affairs to promote rapid and sustainable economic growth. It also plays a central role in managing public finance; preparing the national budget; mobilising and allocating resources; developing cooperation with international financial institutions; and formulating Government economic reform strategy as well as coordinating its implementation.

18.11.2 In addition, the MOF is responsible for the overall administration and general supervision of all Departments and other Bodies falling under its purview. The Financial Secretary is the technical and administrative head of MOF and is assisted in his duties by Deputy Financial Secretaries, a Permanent Secretary and officers from the Analyst, Administrative, Human Resource Management, Financial Operations, Procurement and Supply, Internal Control Cadres as well as officers belonging to the General Services grades and Workmen's Group.

18.11.3 During consultative meetings, relevant explanations were provided to the stakeholders for those requests that could not be favourably considered including the creation of the grades of Principal Analyst and Deputy Director.

18.11.4 Overall, we consider the structure at the MOF to be adequate for it to fulfil its mandate. Hence, we do not propose to bring any change thereto. As regards salary, all demands in relation thereto have been carefully examined before recommending same.

**Higher Initial for Professionals joining the grade of Analyst/Senior Analyst**

18.11.5 In accordance with existing provision, a higher initial is granted to registered Accountants, Chartered Financial Analysts and Engineers joining the grade of Analyst/Senior Analyst. We are maintaining this provision while revising the salary points.

**Recommendation 1**

**18.11.6 We recommend that Registered Accountants, Chartered Financial Analysts and Engineers appointed to the grade of Analyst/Senior Analyst should continue to draw a higher initial salary point in the salary scale provided for the grade as hereunder:**

| Grade | Initial Salary (Rs) |
|---|---|
| **Accountant** | **41080** |
| **Chartered Financial Analyst** | **41080** |
| **Engineer** | **43990** |

**Lead Analyst**

18.11.7 Subject to satisfying certain conditions, Lead Analysts *formerly Assistant Directors* in post as at 30 June 2008 are allowed to move incrementally up to salary point Rs 103875 in the Master Salary Scale and are known as Assistant Director, Economic and Finance upon reaching this salary point. The present arrangement is maintained.

**Recommendation 2**

**18.11.8 We recommend that:**

**(i) Lead Analysts *formerly Assistant Directors* in post as at 30 June 2008 at the Ministry of Finance should be allowed to move incrementally up to salary point Rs 130000 in the Master Salary Scale provided they satisfy the performance criteria as per the Chapter on Observations and General Provisions of this Volume; and**

**(ii) on reaching salary point Rs 130000, these officers should bear the appellation of Assistant Director, Economic and Finance.**

**Senior Analyst (Personal)**

18.11.9 Senior Analysts (Personal) in post as at 30 June 2008 are allowed to move incrementally by two increments over and above the special provision set out at paragraph 16.9.18 of Volume 1 of this Report. This provision should continue to be applicable.

**Recommendation 3**

**18.11.10 We recommend that incumbents in the grade of Senior Analyst (Personal) in post as at 30 June 2008 should be allowed to move incrementally by two increments over and above the special provision set out at paragraph 16.9.18 of Volume 1 of this Report provided that they satisfy the performance criteria as per the Chapter on Observations and General Provisions of this Volume.**

**Scheme of Service**

18.11.11 In the course of this review exercise, a few discrepancies have been noted in the schemes of service, particularly in relation to the length of experience required for the aggregate period applicable to certain grades. To this effect, appropriate provision has been made in the Chapter on Review of Schemes of Service and Qualifications in Volume 1 of this Report which Ministries/Departments are expected to apply.

## MINISTRY OF FINANCE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 124 | **Rs 222000**<br>Financial Secretary |
| 01 000 120 | **Rs 190000**<br>Deputy Financial Secretary |
| 01 000 115 | **Rs 162000**<br>Director, Economic and Finance |
| 01 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Lead Analyst |
| 01 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Financial Management |
| 01 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Manager (Ex-SMEDA) (Personal) |
| 01 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Analyst/Senior Analyst<br>Senior Analyst (Personal)<br>Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer (Personal) |
| 01 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Financial Management Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *FINANCIAL OPERATIONS CADRE*

18.11.12 The Financial Operations Cadre comprises a seven-level structure, with the Director, Financial Operations at its apex. Officers of this Cadre are out-posted in Ministries and Departments and they play a key role in supporting and advising Accounting Officers on various financial issues. They also ensure that financial operations functions in Ministries/Departments are carried out efficiently, effectively and economically and in accordance with established procedures and government objectives are attained through the efficient use of allocated funds.

18.11.13 For this review, proposals were made, among others, for the creation of grades; upgrading of salary; amendments to schemes of service; and refund of the subscription fees payable to ACCA. During consultations, the parties concerned were explained the reasons as to why certain of their proposals could not be retained.

18.11.14 After examination, we are making appropriate recommendations for those proposals which we found to be justified.

**Trainee (Financial Operations) (New Grade)**

18.11.15 Provision was made in our previous Report for the grade of Assistant Financial Operations Officer (AFOO) to be filled by selection from Management Support Officers in post as at eve of the 2021 PRB Report, that is, 13 October 2021, and from officers in the new grade of Management Support Assistant. While the recommendation for the creation of the latter grade was not implemented by the Ministry of Public Service and Administrative Reforms, Management has submitted that there is a lack of interest from Management Support Officers to join the Financial Operations Cadre. As a result, the Ministry is facing an acute shortage of staff at the operational level which is hampering considerably the financial operations in line Ministries/Departments.

18.11.16 Consequently, a request has been made for the provision of a level of Trainee (Financial Operations) to ease the recruitment problem and provide for a pool of officers. We are making appropriate provisions in that direction.

**Recommendation 4**

**18.11.17 We recommend the creation of a grade of Trainee (Financial Operations). Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate or an equivalent qualification.**

**18.11.18 We also recommend that the selected candidates should be required to undergo training, both theoretical and practical, in financial operations for a duration of one year.**

**18.11.19 We further recommend that following the creation of the grade of Trainee (Financial Operations), consequential amendments should be brought to the scheme of service of the grade of AFOO.**

**Allowance for Coordination and Monitoring**

18.11.20 Both Management and Union have submitted that in large Ministries where there are several Managers, Financial Operations, a higher level be created to ensure coordination of their work, among others. We have examined the proposals and consider that there is need for the officers to synchronise their efforts for greater effectiveness. We are making an appropriate recommendation in this respect.

**Recommendation 5**

**18.11.21 We recommend that in Ministries/Departments where there are at least three Managers, Financial Operations and no other higher levels, the seniormost Manager, Financial Operations should be assigned the responsibility to coordinate, control and monitor the work of the other Managers, against payment of a monthly allowance of Rs 4500.**

**Adhoc Allowance to AFOOs in post as from 20 June 2022**

18.11.22 As per the approval of the Ministry of Public Service and Administrative Reforms, AFOOs in post as from 20 June 2022 are currently being paid an *adhoc* allowance equivalent to two increments at the point reached in their salary scale for performing additional duties and assuming higher responsibilities. However, the provision of this allowance is time bound. In the course of this exercise, we have re-examined the Job Descriptions of the incumbents and, on this basis, we are making appropriate recommendation for those who are entitled to the allowance.

**Recommendation 6**

**18.11.23 We recommend that Assistant Financial Operations Officers in post as from 20 June 2022 should be granted one additional increment on conversion and the allowance currently payable to them for shouldering extra duties and responsibilities should, henceforth, be discontinued.**

**Specific Provisions for Assistant Managers, Financial Operations and Financial Operations Officer/Senior Financial Operations Officers**

18.11.24 By virtue of existing provisions, Assistant Managers, Financial Operations and Financial Operations Officer/Senior Financial Operations Officers are allowed to move incrementally in the Master Salary Scale, subject to satisfying specific conditions. We are maintaining same while revising the salary points.

**Recommendation 7**

**18.11.25 We recommend that:**

**(i) Assistant Managers, Financial Operations possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a Degree with Finance as a major component or a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**

**(ii) Financial Operations Officer/Senior Financial Operations Officers possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600,**

**provided they satisfy the performance criteria as per the Chapter on Observations and General Provisions of this Volume.**

## FINANCIAL OPERATIONS CADRE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 103 106 | **Rs 114000 x 4000 - 126000**<br>Director, Financial Operations |
| 01 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director, Financial Operations |
| 01 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Financial Operations |
| 01 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager, Financial Operations |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 064 087 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Financial Operations Officer (Personal) |
| 01 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Financial Operations Officer |
| 01 055 080 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Financial Operations Officer/Senior Financial Operations Officer |
| 01 043 073 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Assistant Financial Operations Officer |
| 01 033 034 | **Rs 26045 x 300 - 26345**<br>Trainee (Financial Operations) (New Grade) |

## *INTERNAL CONTROL CADRE*

18.11.26 The responsibility for conducting internal audits for all Ministries and Departments and providing assurance to Accounting Officers/Supervising Officers on good governance, risk management and control processes rests with the Internal Control Cadre. For this purpose, internal audit teams are posted in different Ministries/Departments to: verify the existence of assets; assess compliance with laws, contractual policies and procedures and sound operational practices; review operations to ascertain whether results are consistent with established objectives; and assist the Accounting Officers in establishing the Risk Management Framework, among others.

18.11.27 As the head of the Cadre, the Director, Internal Control develops internal audit strategies; ensures that quality internal audit is maintained; and is responsible for the effective management of the Cadre. He is assisted in his functions by Deputy Directors and officers in the Internal Control Cadre.

18.11.28 All the submissions received were duly examined. We consider the entry requirement for the Internal Control Cadre to be appropriate, the moreso no major recruitment issue has been observed. Hence, we have not acceded to the proposal for the creation of a Trainee grade.

18.11.29 Taking into consideration the present functional requirement, it is considered that the present six-level structure is adequate to enable the Cadre to deliver on its mandate. We are, nevertheless, restyling the grades to more appropriate appellations to better reflect the duties performed.

### Restyling of grades

**18.11.30** A request has been made for the restyling of the different levels in the Cadre to more appropriate job appellations on the ground that the main duties pertain to carrying out internal audits and reporting on its findings. Based on our examination of the schemes of service and newly written Job Descriptions, we are reviewing the job appellations accordingly.

### Recommendation 8

**18.11.31 We recommend that the grades of the Internal Control Cadre be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Director, Internal Control** | **Director, Internal Audit** |
| **Deputy Director, Internal Control** | **Deputy Director, Internal Audit** |
| **Manager, Internal Control** | **Manager, Internal Audit** |
| **Assistant Manager, Internal Control** | **Assistant Manager, Internal Audit** |

| Grade | Restyled to |
|---|---|
| **Principal Internal Control Officer** | **Principal Internal Audit Officer** |
| **Internal Control Officer/Senior Internal Control Officer** | **Internal Audit Officer/Senior Internal Audit Officer** |

**Specific Provisions for Assistant Managers, Internal Audit *formerly Assistant Managers, Internal Control* and Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers***

18.11.32 As per existing provisions, Assistant Managers, Internal Audit *formerly Assistant Managers, Internal Control* and Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers* are allowed to proceed in the Master Salary Scale up to a certain salary point subject to satisfying certain criteria. We are maintaining the present provisions and revising the salary points.

**Recommendation 9**

**18.11.33 We recommend that:**

**(i) Assistant Managers, Internal Audit *formerly Assistant Managers, Internal Control* possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**

**(ii) Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers* 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 60600,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## INTERNAL AUDIT CADRE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 103 106 | **Rs 114000 x 4000 - 126000**<br>Director, Internal Audit<br>*formerly Director, Internal Control* |
| 01 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director, Internal Audit<br>*formerly Deputy Director, Internal Control* |
| 01 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Internal Audit<br>*formerly Manager, Internal Control* |
| 01 070 091 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Assistant Manager, Internal Audit (Personal)<br>*formerly Assistant Manager, Internal Control (Personal)* |
| 01 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager, Internal Audit<br>*formerly Assistant Manager, Internal Control* |
| 01 064 087 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Internal Audit Officer (Personal)<br>*formerly Principal Internal Control Officer (Personal)* |
| 01 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Internal Audit Officer<br>*formerly Principal Internal Control Officer* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 043 080 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Internal Audit Officer/Senior Internal Audit Officer<br>*formerly Internal Control Officer/Senior Internal Control Officer* |

## *PROCUREMENT AND SUPPLY CADRE*

18.11.34 The Procurement and Supply Cadre is responsible for advising and guiding Heads of Ministries and Departments in the efficient and effective management as well as control of their procurement and supply functions. The activities of the Procurement and Supply Cadre are regulated by the Procurement Act 2006 and the Financial Management Kit.

18.11.35 A Director (Procurement and Supply) heads the Cadre and is responsible for ensuring that the procurement and supply process of goods, works, consultancy services along with other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations. Officers of the Procurement and Supply Cadre are outposted to Ministries/Departments to assist and advise Accounting Officers in carrying out the procurement activities.

18.11.36 Representations from the staff side were mainly geared towards creation of grades; restyling and upgrading of certain levels; grant of Risk Allowance; and amendments to the mode of appointment of certain positions in the Procurement and Supply Cadre. Management, on the other hand, made proposals for a review of the structure, particularly at lower levels, in light of difficulties faced in the recruitment process; and upgrading of salaries of a few grades. We have examined the requests of all parties and are making appropriate recommendations.

**Trainee (Procurement and Supply) (New Grade)**

18.11.37 The grade of Assistant Procurement and Supply Officer (APSO), which is the first level in the Cadre, is currently filled by selection from officers in the grade of Management Support Officer. Management highlighted that many posts were vacant due to several reasons, namely high rate of turnover in the source grade and difficulties in attracting potential candidates. Hence, a request was made for the creation of a trainee grade to curb the recruitment problem and provide for a pool of officers. We are recommending accordingly.

**Recommendation 10**

**18.11.38 We recommend the creation of a grade of Trainee (Procurement and Supply). Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or an equivalent qualification.**

**18.11.39 We also recommend that selected candidates should be required to undergo training, both theoretical and practical, in Procurement and Supply Operations for a duration of one year.**

**18.11.40 We further recommend that following the creation of the grade of Trainee (Procurement and Supply), consequential amendments should be**

**brought to the scheme of service of the grade of Assistant Procurement and Supply Officer.**

**Allowance for Coordination and Monitoring**

18.11.41 Both Management and Union have submitted that in large Ministries/Departments, where there are several Managers (Procurement and Supply), a higher level be created to ensure coordination of their work, among others. We have examined the proposals and consider that there is need for the officers to synchronise their efforts for greater effectiveness. We are making an appropriate recommendation in this respect.

**Recommendation 11**

**18.11.42 We recommend that in Ministries/Departments where there are at least three Managers (Procurement and Supply) and no other higher levels, the seniormost Manager (Procurement and Supply) should be assigned the responsibility to coordinate, control and monitor the work of the other Managers, against payment of a monthly allowance of Rs 4500.**

**Adhoc Allowance to APSOs in post as from 11 April 2022**

18.11.43 As per the approval of the Ministry of Public Service and Administrative Reforms, APSOs in post as from 11 April 2022 are granted an *adhoc* allowance equivalent to two increments at the point reached in their salary scale, for performing additional duties and assuming higher responsibilities. Considering that the provision of this allowance is timebound, we have during this review exercise, re-examined Job Description Questionnaires of incumbents and on this basis, we are making appropriate recommendation for those who were entitled to the allowance.

**Recommendation 12**

**18.11.44 We recommend that Assistant Procurement and Supply Officers in post as from 11 April 2022 should be granted one additional increment on conversion and the allowance currently payable to them for shouldering additional duties and responsibilities should, henceforth, be discontinued.**

**Specific Provisions for Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers**

18.11.45 By virtue of existing provisions, Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the Master Salary Scale, subject to satisfying specific conditions. We are maintaining same while revising the salary points.

**Recommendation 13**

**18.11.46 We recommend that:**

**(i) officers in the grade of Assistant Manager (Procurement and Supply) who possess a Degree in Procurement and Supply Management or Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**

**(ii) Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 or an equivalent qualification should be allowed to proceed incrementally in the Master Salary Scale up to the salary point Rs 60600,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## PROCUREMENT AND SUPPLY CADRE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 21 103 106 | **Rs 114000 x 4000 - 126000**<br>Director (Procurement and Supply) |
| 21 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director (Procurement and Supply) |
| 21 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager (Procurement and Supply) |
| 21 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager (Procurement and Supply) |
| 21 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Procurement and Supply Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 21 055 080 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Procurement and Supply Officer/Senior Procurement and Supply Officer |
| 21 043 073 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Assistant Procurement and Supply Officer |
| 21 033 034 | **Rs 26045 x 300 - 26345**<br>Trainee *(*Procurement and Supply) (New Grade) |

## *PROCUREMENT POLICY OFFICE*

18.11.47 The Procurement Policy Office (PPO), an independent body established under the Public Procurement Act 2006, is responsible to ensure transparency, fairness and efficiency in procurement activities. Its key roles include policy formulation, monitoring and facilitating improvements of the procurement system as well as catering for training programmes for public officials, contractors and suppliers on procurement procedures. The PPO also communicates and cooperates with international institutions and other foreign entities on matters relating to procurement.

18.11.48 The administration of the PPO is statutorily vested in the Director and two independent members appointed by the President of the Republic. They are assisted in their tasks by officers of the Procurement and Supply Cadre, Analyst/Senior Analysts, General Services and other supporting grades.

18.11.49 In the context of this review, the Bureau did not receive any submission from Management. On the basis of information available, it is considered that the existing set-up is appropriate for enabling the PPO to deliver on its mandate.

### PROCUREMENT POLICY OFFICE

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 122 | **Rs 206000**<br>Director, Procurement Policy Office |

## *INDEPENDENT REVIEW PANEL*

18.11.50 The Independent Review Panel (IRP), operating under the *aegis* of Ministry of Finance, is mandated to hear and determine appeals filed by bidders who are not satisfied with decisions made by public bodies or the Central Procurement Board during a procurement process. By facilitating a transparent system for examining and rectifying procurement disputes, the IRP helps to maintain the integrity of public procurement and foster trust among suppliers, contractors and the public.

18.11.51 Currently, the structure of the IRP consists of a Chairperson, a Vice-Chairperson and four additional members, all appointed by the President of the Republic of Mauritius in accordance with the provisions of the Public Procurement Act 2006. The administrative responsibilities and day-to-day operations of the IRP rest upon the Secretary, who is supported by officers from grades belonging to the General Services.

18.11.52 No submission was received in the context of the present review exercise. Moreover, we consider the existing organisation set-up to be appropriate. We are, however, reviewing the qualifications requirement of the grade of Secretary, Independent Review Panel.

### Secretary, Independent Review Panel

18.11.53 Following an examination of the mode of appointment of the grade of Secretary, Independent Review Panel, we consider that there is a need to harmonise its qualifications requirement with comparable grades in the Civil Service. We are, therefore, making an appropriate recommendation to this end.

### Recommendation 14

**18.11.54 We recommend that, henceforth, appointment to the grade of Secretary, Independent Review Panel should be made by selection from among candidates possessing a Degree in Management or Business Administration or Public Administration or Procurement and Supply Management or Law or an equivalent qualification and reckoning at least two years' experience in administrative duties.**

## INDEPENDENT REVIEW PANEL

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Secretary, Independent Review Panel |

## *ASSESSMENT REVIEW COMMITTEE*

18.11.55 Established under the Mauritius Revenue Authority (MRA) Act No. 33 of 2004, the Assessment Review Committee (ARC) is a dispute resolution body in revenue matters. Its function is to hear and determine all representations filed by aggrieved parties against decisions, determinations, notices, or claims made by the Director-General of the MRA or the Registrar-General, as provided under relevant revenue laws.

18.11.56 The structure of the ARC comprises a Chairperson, Vice-Chairpersons, and other Members. The overall day-to-day management befalls the Clerk of the ARC, who is supported in his functions by Deputy Clerks, officers of the General Services and other ancillary staff.

18.11.57 The Revenue Tribunal Act, enacted in July 2025 but not yet proclaimed, provides for the establishment of a Revenue Tribunal, which would take over the functions and powers of the ARC. In this context, the latter is preparing for a transition into the newly established Revenue Tribunal.

18.11.58 For this review, both Management and the staff side requested, among others, for: alignment of salary of the Clerk, ARC to that of a Lead Analyst; and review of the mode of appointment of the grade of Deputy Clerk, ARC as well as an upgrading of its salary scale. Additionally, Management proposed to strengthen the structure with the creation of the grades of Senior Deputy Clerk and Principal Transcriber. Regarding a request for the payment of a Robing Allowance to the Chairperson and Vice-Chairpersons, we are addressing same.

18.11.59 Considering that the transition of the ARC to the Revenue Tribunal may entail a change in the organisation structure, it may not be appropriate at this stage to bring any change thereto.

### Judicial and Legal Allowance

18.11.60 Proposals were made for the Chairperson and Vice Chairpersons to be eligible for a yearly Robing Allowance. After analysis we are in lieu providing for the payment of a Judicial and Legal Allowance to incumbents in these two positions as an assistance towards meeting the cost of certain items related to the exercise of the profession, in line with what has been recommended in other Tribunals.

### Recommendation 15

**18.11.61 We recommend that the Chairperson, ARC and Vice Chairpersons, ARC be paid a yearly Judicial and Legal Allowance of Rs 26680.**

# ASSESSMENT REVIEW COMMITTEE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 120 | **Rs 190000**<br>Chairperson, Assessment Review Committee |
| 12 000 112 | **Rs 150000**<br>Vice-Chairperson, Assessment Review Committee |
| 12 086 098 | **Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Clerk, Assessment Review Committee |
| 12 060 088 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 -73600**<br>Deputy Clerk, Assessment Review Committee (Personal to officers in post as at 31.12.20) |
| 12 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Deputy Clerk, Assessment Review Committee |
| 08 062 083 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Transcriber (Personal) |
| 08 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 -57400**<br>Transcriber (Personal) |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Transcriber (Future Holder) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Transcriber (Future Holder) |

## *18.11.1 THE TREASURY*

18.11.1.1 The Treasury, operating under the umbrella of the Ministry of Finance, is responsible for supporting effective public financial management through the delivery of quality accounting, cash management and payment services. Its key roles are to maintain the accounts of government; prepare annual financial statements and monitor the cash flow positions of government so that adequate funds are available to meet government's payment obligations.

18.11.1.2 In addition, the Treasury operates as the Government's main payment centre and manages the dispensing of loans and passage benefits to Government employees, as well as the payment of public service pensions and other retiring allowances. Maintaining the Government Asset Register and acting as the custodian of the Government's main bank accounts also form part of its responsibilities.

18.11.1.3 The core activities of the Treasury are undertaken by officers belonging to professional and technical cadres and the latter, together with officers of the General Services grades, provide assistance to the Accountant-General who is the administrative head of the Treasury.

18.11.1.4 For this review exercise, request was, among others, made for the entry requirements of the grade of Accountant/Senior Accountant to be reviewed to cater for internal officers. However, it is noted that the serving officers can apply for this position provided they possess the required qualifications. Moreover, requests have also been made for the upgrading of salaries and provisions and allowances. As far as the creation of a grade of Senior Accounting Technician is concerned, this is examined hereunder.

**Senior Accounting Technician (New Grade)**

18.11.1.5 Management has averred that with the increase in number of Accounting Technicians over the years, an intermediate level is deemed essential to bridge the operational and supervisory gap between the Accounting Technicians and Accountant/Senior Accountants and provide adequate support in carrying out the accounting functions in an orderly and efficient manner. We are recommending accordingly.

**Recommendation 1**

**18.11.1.6 We recommend the creation of a grade of Senior Accounting Technician. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Accounting Technician who reckon at least four years' service in a substantive capacity and have completed Part 2 of the ACCA examinations (New Syllabus) or possess an equivalent qualification.**

18.11.1.7 The Senior Accounting Technician would, *inter alia,* be required to: conduct research and investigations; assist in the preparation of financial statements and financial reports; attend to queries; maintain, reconcile and review accounting and other records; maintain and update Cash Books; ensure that applications in respect of public service benefits including pensions, passage benefits and car loan are processed promptly; and provide training and guidance to subordinate staff as well as oversee their work.

**Treasury Voucher Records Cadre**
***formerly Treasury Voucher Room Operator Cadre***

18.11.1.8 The main representations of staff side were centred towards a change in the job title coupled with an upgrading in salary and qualifications requirement of the Treasury Voucher Room Operator Cadre. In examining the newly filled in Job Description Questionnaires, the Bureau has observed that incumbents are performing certain non-manual duties and there has also been an evolution in the work of officers in the Cadre. We are, therefore, bringing the appropriate amendments to reflect same.

**Recommendation 2**

**18.11.1.9 We recommend that:**

**(a) the grades of Treasury Voucher Room Operator and Treasury Voucher Room Supervisor be restyled Treasury Voucher Records Clerk and Treasury Voucher Records Supervisor respectively;**

**(b) henceforth, the post of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator* should be filled by selection from among candidates who show proof of having sat for the Cambridge School Certificate or the General Certificate of Education "Ordinary Level" Examination in at least five subjects at one sitting or an examination of equivalent standard;**

**(c) the scheme of service of the grade of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator* be amended such that incumbent would also be required to, *inter alia*, attend to queries through emails/memorandum from Internal/External Audit and other institutions; dispose obsolete bound volumes as per prescribed rules and guidelines as stipulated in the Financial Management Manual and the National Archives Act; and classify and retrieve strictly confidential payment vouchers upon request from higher authorities for audit purposes.; and**

**(d) the scheme of service of Treasury Voucher Records Supervisor *formerly Treasury Voucher Room Supervisor* be amended such that incumbent would also be required to supervise the work of officers in the grade of Treasury Voucher Records Clerk *formerly Treasury Voucher Room Operator.***

**18.11.1.10 These elements have been taken into consideration in arriving at the salary recommended for the grades.**

**Abolition of Grade**

18.11.1.11 Management has informed that the grade of Officer-in-Charge (Passages), which is currently vacant, would no longer be required given that the grade no longer aligns with the strategic objectives of the Department. **We are, therefore, abolishing this grade.**

## THE TREASURY

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 116 | **Rs 166000**<br>Accountant-General |
| 01 103 106 | **Rs 114000 x 4000 - 126000**<br>Deputy Accountant-General |
| 01 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Assistant Accountant-General |
| 01 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager (Pensions) |
| 01 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Accountant/Senior Accountant |
| 01 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager (Pensions) |
| 01 070 087 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Senior Accounting Technician (New Grade) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 054 083 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Accounting Technician |
| 08 031 067 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Treasury Voucher Records Supervisor<br>*formerly Treasury Voucher Room Supervisor* |
| 08 027 062 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Treasury Voucher Records Clerk<br>*formerly Treasury Voucher Room Operator* |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.11.2 STATISTICS MAURITIUS*

18.11.2.1 Statistics Mauritius is mandated to produce official statistics relating to all aspects of the country's economic, demographic and social activities except for health statistics which fall under the responsibility of the Ministry of Health and Wellness. It is responsible to collect, compile and analyse data collected through censuses and surveys, while also aiming to provide timely, relevant and reliable statistics, consistent with international principles and standards, for informed policy making and for monitoring national development processes.

18.11.2.2 The organisation is headed by the Director of Statistics. The incumbent is supported by Deputy Directors and officers of the Statistician/Senior Statistician and Statistical Officer/Senior Statistical Officer Cadres, as well as staff in General Services grades.

18.11.2.3 Both Management and Union have requested to increase the number of posts of its professional and technical grades on the ground that there is an acute shortage of staff. Given that this issue falls under the responsibility of the Management, the latter was accordingly informed during consultations. Moreover, the Bureau was apprised that further to recommendations made in the last Report, a Human Resource Planning exercise was carried out, but same was not to the satisfaction of both Management and Union.

18.11.2.4 Proposals made from both sides mainly relate to a restructuring of Statistics Mauritius, including restyling and upgrading of certain positions as well as reviewing the qualifications requirement of a few grades. However, in view of the impending changes that would be brought to the existing structure, we are bringing no change thereto.

**STATISTICS MAURITIUS**

**SALARY SCHEDULE**

| Salary Code | Salary Scale and Grade |
|---|---|
| 20 000 115 | **Rs 162000**<br>Director of Statistics |
| 20 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director of Statistics |

| Salary Code | Salary Scale and Grade |
|---|---|
| 20 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Statistician |
| 20 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Statistician/Senior Statistician |
| 20 064 082 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Principal Statistical Officer |
| 20 043 078 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 QB 50100 x 1100 - 54500 x 1450 - 55950**<br>Statistical Officer/Senior Statistical Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *18.11.3 CORPORATE AND BUSINESS REGISTRATION DEPARTMENT*

18.11.3.1 The Corporate and Business Registration Department (CBRD) falls under the *aegis* of the Ministry of Finance. Its functions are, among others, the incorporation, registration and striking-off of companies; registration of documents under the Companies Act 2001; provision of company information to the public; and enforcement of compliance with legal requirements.

18.11.3.2 The Registrar of Companies heads the CBRD and is responsible for its general administration and smooth running of the Department. She is assisted by officers in the Compliance Officer and Official Receiver Cadres along with those in the General Services grades and employees of the Workmen's Group.

18.11.3.3 Representations from the staff side pertain mainly to review of the salary scales and schemes of service of certain grades; and grant of specific allowances. Submissions of Management included, *inter alia*, creation of grades. During consultations, parties were provided with relevant explanations on certain requests which cannot be acceded to.

18.11.3.4 Management also advocated for a review of the salary scale of the grade of Compliance Officer, stating that additional duties are being performed. However, the grade has been re-assessed on the basis of newly filled-in Job Description Questionnaires and thus has been taken into account in arriving at the recommended salary.

18.11.3.5 Given that the existing structure is appropriate, we are not making any change to it.

**Office of the Official Receiver**

18.11.3.6 The Office of the Official Receiver comprises the grades of Official Receiver and Deputy Official Receiver. For this review exercise, Management requested the creation of a grade of Assistant Official Receiver to support the Official Receiver and Deputy Official Receiver in their duties and to cope with the increase in the load of work.

18.11.3.7 According to Management, the nature of work of the officers has changed considerably, necessitating a review of the schemes of service of the two above-mentioned grades. The Bureau was equally apprised that the Insolvency Act would be amended to cater for the proposed new grade of Assistant Official Receiver and subsequent amendments would also be brought to the schemes of service of the other grades. In the given circumstance, we consider that pending the proclamation of the amended Insolvency Act, the present structure should be maintained.

**Document Processing Officer (Personal)**

18.11.3.8 Management informed that the grade of Document Processing Officer would no longer be required due to technology advancement. **The Bureau is, therefore, recommending that the grade of Document Processing Officer be made evanescent.**

## CORPORATE AND BUSINESS REGISTRATION DEPARTMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 000 113 | **Rs 154000**<br>Registrar of Companies |
| 18 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Registrar of Companies |
| 01 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, XBRL |
| 18 074 092 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Assistant Registrar of Companies |
| 18 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Online Systems Coordinator |
| 18 070 087 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Chief Compliance Officer |
| 18 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Principal Compliance Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 040 073 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Compliance Officer |
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Official Receiver |
| 18 063 090 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Deputy Official Receiver |
| 08 027 066 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Document Processing Officer (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

## *18.11.4 REGISTRAR-GENERAL'S DEPARTMENT*

18.11.4.1 Operating under the *aegis* of the Ministry of Finance, the Registrar-General's Department (RGD) is responsible for maintaining a repository of all registered documents related to both immovable and movable property transactions, among others.

18.11.4.2 The Registrar-General acts as the Conservator of Mortgages, Receiver of Dues and is the Authorised Officer of Campement Site and Campement Tax. He is responsible for the effective and efficient management and day-to-day administration of the Department. The latter is assisted by officers in the Registration Officer Cadre and supported by officers in the General Services grades as well as employees in the Workmen's Group.

18.11.4.3 Representations made by the Union comprised, *inter alia*, review of salary; and grant of an allowance to the Principal Registration Officer/Chief Registration Officer for attending Objection Unit and Assessment Review Committee. The request for the payment of an allowance to the Principal Registration Officer/Chief Registration Officer, for attending Objection Unit and Assessment Review Committee was examined. However, it is observed that incumbents in the grade are also called upon to attend Court/Committees/ Objection Unit/Assessment Review Committee in accordance with the scheme of service. **Given that work arrangements rest upon Management, the Bureau is of view that same should be dealt with administratively by the Registrar-General's Department**.

18.11.4.4 Management's demand was mainly for the review of the salary scales of grades in the Registration Officer Cadre in view of the additional duties being performed by the officers following the setting up of the online one-stop shop of registration of motor vehicles. Regarding the creation of dedicated IT grades, it has been noted that the main issue concerns posting of staff. Relevant provision related thereto has been made under Ministry of Information Technology, Communication and Innovation.

18.11.4.5 During meeting, relevant explanations were provided to stakeholders. In some cases, issues discussed with Unions were raised with Management, seeking their stand thereon.

18.11.4.6 The Bureau considers the Department to be adequately structured to meet its objective. Therefore, we are not bringing any change to the present set up.

## REGISTRAR-GENERAL'S DEPARTMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 000 112 | **Rs 150000**<br>Registrar-General |
| 18 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Registrar-General |
| 18 074 093 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500**<br>Assistant Registrar-General |
| 18 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Registration Officer/Chief Registration Officer |
| 18 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Inscription and Check Clerk |
| 18 040 074 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Registration Officer/Senior Registration Officer |
| 18 030 068 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Copyist and Check Clerk (Personal) |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

## *18.11.5 CENTRAL PROCUREMENT BOARD*

18.11.5.1 The Central Procurement Board (CPB) is an independent body responsible for approving the award of major contracts by public bodies in Mauritius. Its functions and powers which are defined in the Public Procurement Act 2006, include the vetting of bidding documents, the public opening of bids and their evaluation by evaluators appointed by the Board. The CPB is also required to ensure value for money in public procurement and timely acquisition through a fair and transparent process.

18.11.5.2 While the provision of strategic direction rests upon the Board which comprises a Chairperson, Vice-Chairpersons and other Members, the Chief Executive is responsible for the control and management of the day-to-day business of the CPB. The latter is assisted in the performance of his duties by the Deputy Chief Executive and officers in the Central Procurement Officer Cadre. Officers from the General Services grades and employees of the Workmen's Group also provide support services.

18.11.5.3 For this review, the proposals were to: amend the scheme of service of the grade of Deputy Chief Executive along with an upgrading of the salary; reinstate the grade of Principal Central Procurement Officer; and provision of duty free facilities. These requests could not be considered and appropriate clarifications and explanations were given to the parties concerned.

18.11.5.4 The organisation structure was revisited in the last Report to render it fit for purpose. Since the set-up in place is enabling it to deliver on its mandate, we are not bringing any change thereto.

**Specific Provisions for Assistant Managers, Central Procurement and Central Procurement Officer/Senior Central Procurement Officers**

18.11.5.5 Assistant Managers, Central Procurement and Central Procurement Officer/Senior Central Procurement Officers are allowed to move beyond their top salaries subject to satisfying certain criteria. We are maintaining the present provisions and revising the salary points.

**Recommendation 1**

**18.11.5.6 We recommend that:**

**(i) Assistant Managers, Central Procurement possessing a Degree in Public Sector Financial Management with specialisation in Public Finance or Procurement and Supply Management or Accounting and Finance or having a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**

**(ii) Central Procurement Officer/Senior Central Procurement Officers possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## CENTRAL PROCUREMENT BOARD

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 109 | **Rs 138000**<br>Chief Executive, Central Procurement Board |
| 01 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Chief Executive, Central Procurement Board |
| 01 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Central Procurement |
| 01 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager, Central Procurement |
| 01 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Secretary of the Board |
| 01 055 080 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Central Procurement Officer/Senior Central Procurement Officer |

# 19. MINISTRY OF HOUSING AND LANDS

19.1 The Ministry of Housing and Lands envisions a planned development of Mauritius thereby fostering an environment where people can enjoy living and working. It further strives to provide a space where businesses can thrive while the country's natural beauty and environment are safeguarded for the benefit of future generations.

19.2 Its mission encompasses the following key points, *viz.*, to: facilitate access to decent, safe, affordable, and ecological housing units within green-conscious communities; ensure optimal utilisation of land resources to promote economic growth and social inclusiveness while protecting the environment and enhancing green living; and modernise and provide a platform for operational excellence in land information, land surveying and cartographic services.

19.3 Activities of the Ministry are organised under three main Divisions: Housing Division, responsible for housing-related initiatives; Planning Division, which oversees development and land use planning; and Survey Division, dedicated to land surveying and cartographic services.

19.4 Both Management and Unions shared a unified stance regarding the representations made for this review exercise. However, among the key challenges identified was the persistent shortage of manpower across various divisions. To address this issue effectively, **the Bureau advises Management to conduct a Human Resource Planning exercise.**

19.5 Demand for salary alignment/upgrading was a recurrent feature from various cadres. Based on data captured from the duly filled-in Job Description Questionnaires (JDQs) and detailed information submitted by both Management and Unions, a job evaluation exercise was conducted for all grades within the three Divisions. Altogether, these factors have served as the foundation for determining the salary recommended for the respective grade. In addition, numerous requests for duty exemption on a car were also received.

19.6 Continuous membership with certain professional bodies requires annual fulfilment of Continuous Professional Development (CPD) unit requirements. The Bureau holds that Management should stand guided by the recommendations made in respect of CPD as outlined in Chapter on 'Review of Schemes of Service and Qualifications' in Volume 1 of this Report.

19.7 As part of its assessment, the Bureau also conducted a site visit at the Ministry. The insights gained were instrumental in addressing various issues.

## HOUSING DIVISION

19.8 The Housing Division shapes social housing policies and oversees Government Social Housing Programmes. Moreover, it leads key projects, including residential housing construction, National Housing Development Co. Ltd, the National Housing Strategy and asbestos removal from ex-CHA houses. Managed by officers of the Housing Development Officer Cadre and supported by a diverse team from various other cadres, the Division handles the technical aspects of its wide-ranging operations.

19.9 A number of specific requests have been advanced by both Management and Unions for this Division, namely: introduction of a Deputy Chief position; restyling the grade of Housing Development Officer; and eligibility for enhanced duty exemption on a car.

19.10 Owing to an expansion in the scope of activities of the Housing Division, the need is felt for a Deputy level to provide support to the Chief Housing Development Officer in the discharge of his duties. We are recommending in this direction.

**Deputy Chief Housing Development Officer (New Grade)**

**Recommendation 1**

**19.11 We recommend the creation of a grade of Deputy Chief Housing Development Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Housing Development Officer reckoning at least three years' service in a substantive capacity in the grade.**

19.12 Incumbent would be responsible to assist the Chief Housing Development Officer in the overall management of the Housing Division and for making recommendations on social housing policies in line with the goals and objectives of the Ministry. The incumbent would be required, *inter alia*, to: support the Chief Housing Development Officer in the discharge of the day-to-day administration of the Housing Division; deputise the latter, as and when required; coordinate the preparation and execution of the housing strategies, policies and schemes; and review housing guidelines, standards and strategic frameworks to enhance the delivery of social housing.

**19.13 We also recommend that, with the creation of the grade of Deputy Chief Housing Development Officer, consequential amendments should be brought to the scheme of service of the grade of Chief Housing Development Officer.**

**Housing Development Officer/Senior Housing Development Officer**
***formerly Housing Development Officer***

**Recommendation 2**

**19.14 We recommend that the grade of Housing Development Officer be restyled Housing Development Officer/Senior Housing Development Officer.**

19.15 Incumbent would be responsible to the Principal Housing Development Officer and be required, among others, to: collect and analyse data and establishment of housing databases and indicators; implement housing policies and strategies; promote availability of land for housing and development; prepare housing schemes; advise on building materials, standards and techniques; prepare briefs and reports on implementation of housing projects and other housing matters; oversee the Housing Management Unit (HMU) which deals with ex-Central Housing Authority (CHA) matters; and examine and process applications received for sale of houses and plots of land found on ex-CHA housing estates.

19.16 During the Bureau's site visit, it was averred that the rising housing demand has significantly increased the workload of the officers in this Cadre, particularly as they have to leave their core duties to attend to members of the public all the time. **Management may consider deploying additional support staff to this Division.**

## PLANNING DIVISION

19.17 The Planning Division is responsible for developing and reviewing key planning instruments including National Development Strategy (NDS), Planning Policy Guidance (PPG) and Action Area Plans/Master Plans. These instruments support the local authorities and other institutions in permit and licence approvals. Further, the Planning Division oversees development control and grants planning clearances for leased state lands. The team of this Division comprises professionals and officers from the Development Control Officer and Technical Design Officer Cadres.

**Town Planner Cadre**
***formerly Town and Country Planning Officer Cadre***

19.18 Multiple requests have been made by both Management and Union for: restyling the grades in the Cadre to be in line with the Town Planners' Council Act along with the creation of a Trainee grade; grant of various types of allowances; salary alignment with professionals in other Island Developing States; setting up specific units at the Ministry; and general Conditions of Service.

19.19 To address its current requirement, the Bureau is advancing relevant recommendations for this Cadre.

**Change in appellation**

19.20 Pursuant to the Town Planners' Council Act, we are restyling the grades in the Town Planner Cadre *formerly Town and Country Planning Officer Cadre*.

**Recommendation 3**

**19.21 We recommend that the grades in the Town Planner Cadre *formerly Town and Country Planning Officer Cadre* be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Chief Town and Country Planning Officer** | **Chief Town Planner** |
| **Deputy Chief Town and Country Planning Officer** | **Deputy Chief Town Planner** |
| **Principal Town and Country Planning Officer** | **Principal Town Planner** |
| **Senior Town and Country Planning Officer** | **Senior Town Planner** |
| **Town and Country Planning Officer** | **Town Planner** |

**Trainee Town Planner (New Grade)**

**Recommendation 4**

**19.22 We recommend the creation of a grade of Trainee Town Planner. Trainees should be enlisted from among candidates possessing a Degree or a Postgraduate Degree in Town and Country Planning or an equivalent qualification.**

19.23 The Trainee Town Planner would be required to undergo both theoretical and practical training, including on-the-job training under the supervision of a Registered Town Planner for a period of at least two years in all aspects of the work of the latter. The Trainee Town Planner would also be required to prepare a project related to the field of Land Use Planning or Spatial Planning as the Town Planners' Council of Mauritius may assign to him.

**19.24 We also recommend that, henceforth, recruitment to the grade of Town Planner *formerly Town and Country Planning Officer* should be made by appointment of Trainee Town Planners who have obtained registration as Town Planners with the Town Planners' Council; and by selection from among officers in the grades of Development Control Officer and Senior Development Control Officer who are registered as Town Planners with the Town Planners' Council. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates who are registered as Town Planners with the Town Planners' Council.**

### Special Professional Premium

19.25 Officers in the Town Planner Cadre *formerly Town and Country Planning Officer Cadre* are required to be registered as Town Planner with the Town Planners' Council in order to practise town planning duties. In this light, the Bureau is extending the provision for the Special Professional Premium to this Cadre.

### Recommendation 5

**19.26 We recommend that, with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, registered professionals who reckon at least 10 years' service in the Town Planner Cadre formerly *Town and Country Planning Officer Cadre* should be paid a monthly Special Professional Premium equivalent to 5% of their monthly salary.**

**19.27 The above provision should equally apply to all registered professionals serving in the field of Town Planning across all Ministries/Departments/ Parastatal Bodies/Local Authorities/ Rodrigues Regional Assembly.**

### Development Control Officer Cadre

19.28 The Union representing the Development Control Officer Cadre has submitted several claims for: the creation of a principal level; increasing the number of posts of relevant position; restyling and reviewing the salary of the grades in this Cadre; eligibility for travel grant and 100% duty exemption on a car; amending the scheme of service of the grade of Senior Development Control Officer; Uniform Allowance; and carving a promotional pathway for eligibility to the grade of Town Planner *formerly Town and Country Planning Officer*.

19.29 Since officers of the Development Control Officer Cadre report directly to the Town Planners *formerly Town and Country Planning Officers,* establishing a principal level within this structure does not seem to be justified.

### Technical Design Officer Cadre

19.30 Proposals from Union of this Cadre have been advanced for the recruitment of Trainee Technical Design Officers to be made from among Diploma holders with experience in AutoCAD and/or GIS, coupled with the introduction of targeted training programmes to reinforce technical competencies. Management has relayed that recruits with Diploma/Degree in Graphic Design, Engineering, Town and Country Planning and related fields readily adapt to the software platforms in use, thereby enhancing service delivery.

19.31 Following examination, the Bureau is of the considered view that the implementation of structured and competency-based training programmes is imperative to address existing gaps in knowledge and skills among incumbents. Such training should be aligned with the operational exigencies

of the Drawing Office and the evolving technical requirements of the Cadre. We are making appropriate provision.

**Recommendation 6**

**19.32 We recommend that Management, in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation, should mount structured and competency-based training programmes for officers who do not possess the relevant qualifications but are expected to perform duties involving AutoCAD and/or GIS.**

**19.33 We further recommend that those officers who already possess the relevant qualifications and are performing the duties should be compensated by one additional increment at the point reached in their salary scale, subject to the top salary of the grade.**

**19.34 We also recommend that upon successful completion of the training and on performing these duties, the officers should be granted one additional increment at the salary point reached in their salary scale, subject to the top salary of the grade.**

## LAND SURVEY DIVISION
### *formerly SURVEY DIVISION*

19.35 The Land Survey Division *formerly Survey Division* plays an integral role in State Land development, overseeing land measurement, demarcation, subdivision and parcel setting. It also identifies private lands for acquisition when state lands are unavailable, and ensures smooth legal process, including fair compensation for landowners. Additionally, this Division provides essential data to guide decision-makers and supports land management by preparing topographical maps that highlight natural and man-made features. The Division is led by officers of the professional Cadre, with essential support from the Survey Technician and Cartographer Cadres.

**Land Surveyor Cadre**
***formerly Surveyor Cadre***

19.36 Union members have pointed out that, presently, officers in this Cadre are predominantly engaged in lease file processing, a task not specified in their schemes of service. They have expressed concerns regarding the segregation of duties within the Ministry, highlighting inefficiencies in utilising their expertise. Consequently, they have urged the Bureau to address these malpractices as many survey/'*arpentage*' works remain unattended. **The Bureau considers that ensuring compliance with the schemes of service is the responsibility of the Ministry and advises Management to take the necessary remedial action.**

19.37 Other demands from this Cadre relate to: salary alignment; creation of a division; restyling the grades to be in line with the Land Surveyors Act; payment of various allowances including CPD refund; and travelling and car benefits. Furthermore, for the Hydrographic Unit, representations were made for the establishment of an independent entity with creation of specific grades in the field of Hydrographic Survey; and a series of allowances.

19.38 With regard to the demand for a new division for State Land Lease Administration, Management has emphasised that the matter requires an appropriate job survey to be conducted by an independent body such as the Office of Public Sector Governance. Accordingly, in response to the other requests, we are making the necessary recommendation.

**Change in appellation**

**Recommendation 7**

**19.39 We recommend that the grades in the Land Surveyor Cadre *formerly Surveyor Cadre* be restyled as below:**

| Grade | Restyled to |
|---|---|
| **Chief Surveyor** | **Chief Land Surveyor** |
| **Deputy Chief Surveyor** | **Deputy Chief Land Surveyor** |
| **Principal Surveyor** | **Principal Land Surveyor** |
| **Senior Surveyor** | **Senior Land Surveyor** |
| **Surveyor** | **Land Surveyor** |
| **Trainee Surveyor** | **Trainee Land Surveyor** |

**Recruitment Problems**

19.40 According to the Public Service Commission, the post of Land Surveyor *formerly Surveyor* was advertised in 2021, 2023 and 2024 but no suitably qualified candidates applied for the post. As at December 2024, the vacancy rate stood at 37%. This shows the recruitment difficulties faced by the Ministry, which, in turn, affects service delivery. With a view to addressing this situation, the Bureau is making an appropriate recommendation, intending to attract qualified professionals for this post.

**Recommendation 8**

**19.41 We recommend that the Ministry of Public Service and Administrative Reforms may, subject to the approval of the High Powered Committee, grant a higher salary point, up to a maximum of three increments on the initial salary, for new entrants in the grade of Land Surveyor *formerly Surveyor*, based on their qualifications and experience and such adjustments in salary as may be required for officers in post. This recommendation shall lapse with the publication of the next Report.**

**19.42 The above provision should equally apply to Land Surveyor *formerly Surveyor* across all Parastatal Bodies/Local Authorities/Rodrigues Regional Assembly.**

**Survey Technician Cadre**

19.43 In addition to demands for: salary review, specialised training opportunities; allowances; and duty exemption on cars, Union members also called for a restructuring of the Survey Technician Cadre with the creation of a grade of Chief Survey Technician.

19.44 Recognising the relevance of AutoCAD and GIS software with respect to the responsibilities of Survey Technicians, Management has confirmed that appropriate arrangements would be made to support the specialised training. The current structure of the Survey Technician Cadre consists of three grades, *viz.,* Survey Technician, Senior Survey Technician and Principal Survey Technician. Officers within this Cadre report directly to the officers of the Land Surveyor Cadre *formerly Surveyor Cadre.* Under these circumstances, a new level above the Principal Survey Technician is not justified, given the existing well-defined reporting line. **However, taking into account internal relativity, job worth and principles of equity and fairness, the grades of the Survey Technician Cadre have been reassessed. All these elements have been considered in determining the salary recommended for the respective grade.**

**Cartographer Cadre**

19.45 Union representing the Cartographer Cadre has made several requests, including: creation of a Division; upgrading of basic entry qualification for the source grade from HSC to Diploma; realignment of salary; demerging the grade of Cartographer/Senior Cartographer; car and travelling benefits; and payment of a Risk Allowance. In advancing their demand for an upgrade in qualifications requirement, both Management and Union have emphasised the technical nature of cartographic work which includes digital cartography, photogrammetry, nautical charting, GIS and Remote Sensing, among others.

19.46 The Staff Side has also stated that the duties in the current scheme of service of the grade of Cartographer/Senior Cartographer are no longer reflective of the present day requirements. With the use of modern tools and software, officers in this grade, now, produce digital large-scale maps and undertake higher functions. Management has also indicated that the duties performed by officers in this cadre are essential for spatial data management and land use planning.

19.47 Based on information gathered from the duly completed Job Description Questionnaires as well as the observations made during the site visit, the Cartographer Cadre has been re-assessed. In view of the evolving need of this cadre, the Bureau is bringing forth the relevant recommendations.

**Recommendation 9**

**19.48 We recommend that officers in the grade of Cartographer/Senior Cartographer possessing a Diploma in the field of Geomatics or Land Surveying or Information Technology or Graphic Design or Geographic Information System or an equivalent qualification should be allowed to cross the Qualification Bar (QB).**

**19.49 We also recommend that, as from 01 January 2028, appointment to the grade of Principal Cartographer should be made by promotion, on the basis of experience and merit, of officers in the grade of Cartographer/Senior Cartographer who possess a Diploma in the field of Geomatics or Land Surveying or Information Technology or Graphic Design or Geographic Information System or an equivalent qualification and who reckon at least six years' service in a substantive capacity in the grade.**

**19.50 The above provisions should equally apply to similar grades in the RRA.**

**Specific Provision for Principal Cartographers**

**Recommendation 10**

**19.51 We recommend that officers in the grade of Principal Cartographer possessing a diploma in the field of Geomatics or Land Surveying or Information Technology or Graphic Design or Geographic Information System or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point of Rs 77750, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Allowance for Hydrographic Surveys**

19.52 Officers in the Land Survey Division *formerly Survey Division* who manage hydrographic survey data in challenging marine environments, currently, receive a daily allowance of Rs 840. We are revising the quantum of this allowance.

**Recommendation 11**

**19.53 We recommend that officers of the Land Survey Division *formerly Survey Division* who are required to perform duties in respect of Hydrographic Surveys in challenging marine environments should be paid an allowance of Rs 925 per day.**

**Training Scheme in Land Surveying**

19.54 To qualify for the Land Surveyor's Commission, Trainees are required to undergo training under the direct supervision of a Land Surveyor *formerly Surveyor*. During this period, they receive a monthly fee. This fee is being revised.

**Recommendation 12**

**19.55 We recommend that the fee payable to Trainees who are required to undergo training in Land Surveying be revised to Rs 35840 monthly.**

**Abolition of Grade**

19.56 Management has informed that the grade of Assistant Housing Officer is vacant and is no longer warranted. **We are, therefore, abolishing the grade.**

## MINISTRY OF HOUSING AND LANDS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 26 000 112 | **Rs 150000**<br>Chief Technical Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **HOUSING DIVISION** |
| 26 104 107 | **Rs 118000 x 4000 - 130000**<br>Chief Housing Development Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Chief Housing Development Officer (New Grade) |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Housing Development Officer |
| 26 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Housing Development Officer/Senior Housing Development Officer<br>*formerly Housing Development Officer* |
| 26 058 064 | **Rs 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Housing Development Cadet |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Executive Officer (Ex-SMEDA) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal) |
| 23 041 075 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Social Facilitator |
| | **PLANNING DIVISION** |
| 26 104 107 | **Rs 118000 x 4000 - 130000**<br>Chief Town Planner<br>*formerly Chief Town and Country Planning Officer* |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Chief Town Planner<br>*formerly Deputy Chief Town and Country Planning Officer* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Town Planner<br>*formerly Principal Town and Country Planning Officer* |
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Town Planner<br>*formerly Senior Town and Country Planning Officer* |
| 26 067 090 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Town Planner<br>*formerly Town* and Country Planning Officer |
| 26 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Town Planner (New Grade) |
| 26 073 092 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Chief Technical Design Officer |
| 26 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Principal Technical Design Officer |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Technical Design Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 26 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Technical Design Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Development Control Officer |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Development Control Officer |
| | **LAND SURVEY DIVISION** |
| 26 104 107 | **Rs 118000 x 4000 - 130000**<br>Chief Land Surveyor<br>*formerly Chief Surveyor* |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Chief Land Surveyor<br>*formerly Deputy Chief Surveyor* |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Land Surveyor<br>*formerly Principal Surveyor* |
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Land Surveyor<br>*formerly Senior Surveyor* |
| 26 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Land Surveyor<br>*formerly Surveyor* |
| 26 033 036 | **Rs 26045 x 300 - 26945**<br>Trainee Land Surveyor<br>*formerly Trainee Surveyor* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Survey Technician |
| 26 057 078 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Survey Technician |
| 26 036 073 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Survey Technician |
| 26 075 096 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Chief Cartographer |
| 26 069 089 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Principal Cartographer |
| 26 045 084 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 64200 QB 66050**<br>Cartographer/Senior Cartographer |
| 26 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Cartographer |
| 26 028 070 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Plans and Records Officer (Personal) |
| 08 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Secretary, Morcellement Board |

| Salary Code | Salary Scale and Grade |
|---|---|
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 24 042 067 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Head, Survey Field Worker |
| 24 023 060 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Survey Field Worker/Senior Survey Field Worker |
| | **NATIONAL PLANNING AND DEVELOPMENT COMMISSION** |
| 08 062 091 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Secretary, National Planning and Development Commission |

## *19.1 VALUATION DEPARTMENT*

19.1.1 The Valuation Department envisions to be the leading organisation in the provision of valuation and professional property advice to the Government of Mauritius.

19.1.2 To deliver on its mission, the Department provides independent, impartial and objective valuation and professional property advice to Government in matters pertaining to: property taxation, compensation payable to landowners on acquisition of their property by Government; rent payable and receivable by Government; policy matters relating to real estate; asset valuations for financial accounting purposes; and disposal and acquisition advice for Government properties. Besides, the Department is also required to serve as expert witness before Committees, Tribunals and Courts with independence, impartiality and integrity.

19.1.3 At present, the structure of the Valuation Department is divided into the professional and the technical Cadres. The professional one relates to the Government Valuer Cadre and has a Director at the apex of its hierarchy. The latter is assisted by Deputy Directors as well as other professionals. On the other hand, the technical cadre encompasses several grades in the Property Valuation Inspectorate Cadre and provides support to the professionals.

19.1.4 For this review exercise, both Management and Unions had common proposals, namely: upgrading of salaries; introduction of a Scarcity and Retention Allowance; Continuous Professional Development refunds; and provision for a Black Jacket Allowance for officers of the Government Valuer Cadre. Additionally, Unions representing both the professional and technical cadres submitted a range of other requests, such as: increasing the establishment size for certain grades; reviewing of duty exemption facilities; reinstating the grade of Trainee Government Valuer; and addressing issues related to general Conditions of Service.

19.1.5 During consultative meetings, both Management and Unions were informed that all matters related to the general Conditions of Service would be addressed in a holistic manner. Unions were subsequently directed to relevant provisions within the PRB Reports and appropriate channels concerning their requests for a Phone Allowance, Risk Allowance and Uniform Allowance.

19.1.6 It has been reported that the Department continues to face significant recruitment challenges for the grade of Government Valuer due to a shortage of qualified candidates available in the labour market. In this regard, Management was, during meeting, requested to consider the potential implications of reinstating the grade of Trainee Government Valuer. However, Management has not made any response thereto.

**Human Resource Planning and Succession Planning**

19.1.7 Both Unions have underscored the ongoing rise in workload following the transition from LAVIMS 1.0 to LAVIMS 2.0. Additionally, it was averred that a significant number of officers within the Government Valuer Cadre have either completed or are approaching 33⅓ years of service and are nearing retirement. Management was advised to conduct a comprehensive Human Resource Planning exercise. In this context, the Bureau is making some recommendations to address these issues.

**Recommendation 1**

**19.1.8 We recommend that the Valuation Department should:**

**(i) conduct a Human Resource Planning Exercise, as per provision made in the Chapter on Observations and General Provisions of this Volume;**

**(ii) consider a reorganisation of the present work arrangement, in a District-wise manner, for greater efficiency; and**

**(iii) develop a Succession Plan to ensure organisational continuity and smooth transition of work.**

**Recruitment and Retention Problems**

19.1.9 In past PRB Reports, a recommendation was made to offer a higher salary point to new entrants for the grade of Government Valuer in view of recruitment difficulties. That recommendation has now expired, yet recruitment challenges remain unresolved, significantly impacting the workload of current officers. However, the core issue appears to be the limited availability of qualified candidates in the labour market along with the stringent requirements for registration with the Royal Institution of Chartered Surveyors (RICS, UK). **To mitigate this and following a job evaluation exercise, the Bureau is now repurposing its earlier recommendation.** Furthermore, Management is advised to consult the **Chapter on Recruitment, Promotion and Retention in Volume 1 of this Report** to address the additional workload faced by officers due to recurring recruitment problems.

**Special Professional Premium**

19.1.10 Officers in the Government Valuer Cadre are required to be registered with the Royal Institute of Chartered Surveyors (RICS), UK, in order to practise as Valuers. In this light, the Bureau is extending the provision for the Special Professional Premium to this Cadre.

**Recommendation 2**

**19.1.11 We recommend that, with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, registered professionals who reckon at least**

**10 years' service in the Government Valuer Cadre should be paid a monthly Special Professional Premium equivalent to 5% of their monthly salary.**

### Continuous Professional Development (CPD)

19.1.12 Continuous membership with certain professional bodies requires members to meet annual Continuous Professional Development (CPD) unit requirements. Similarly, officers within the Government Valuer Cadre, by virtue of their membership with the Royal Institution of Chartered Surveyors (RICS, UK), must fulfill yearly CPD obligations. The Bureau holds that Management should stand guided by the recommendations made in respect of CPD as outlined in **Chapter on Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

### Special Professional Retention Allowance

19.1.13 Provision had previously been made for officers of the Government Valuer Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

## VALUATION DEPARTMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 000 109 | **Rs 138000**<br>Director, Valuation Department |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Valuation Department |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Lead Government Valuer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Government Valuer |
| 26 067 090 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Government Valuer |
| 26 070 087 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Chief Property Valuation Inspector |
| 26 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Property Valuation Inspector |
| 26 057 078 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Property Valuation Inspector |
| 26 036 073 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Property Valuation Inspector |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 20. MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

20.1 The Ministry of Environment, Solid Waste Management and Climate Change is committed to creating a "cleaner, greener, and safer Mauritius". It aims to achieve this objective by, *inter alia*: devising appropriate legal and policy framework regarding environment related issues; incorporating climate change adaptation and mitigation measures to ensure sustainable development initiatives; enshrining environmental conservation and protection and sustainable waste management in the culture of citizens and organisations; and devising effective waste management policy to minimise the negative impacts of solid and hazardous wastes.

20.2 Its activities are organised under the Department of Environment; the Department of Climate Change; the Living Environment Unit; and the Solid Waste Management Division. A Permanent Secretary is responsible for the overall management of the Ministry and is assisted by an array of administrative and technical officers as well as support staff in different grades.

## DEPARTMENT OF ENVIRONMENT

20.3 The Department of Environment is the technical arm of the Ministry and comprises several divisions, including: Integrated Coastal Zone Management; Environment Assessment; Law and Prosecution; Sustainable Development and Policy Planning; and Pollution Prevention and Control. It also has under its umbrella the National Environmental Laboratory.

20.4 A Director is at the apex of the Department. He is assisted by technical staff in the Environment Officer and Scientific Officer Cadres as well as by other support staff.

20.5 While Union made no representation, Management's proposals were focussed on: the creation of a grade of Environment Warden; grant of an allowance to officers proceeding to outer islands and islets; revision of a few allowances; and grant of an allowance to some officers who are not entitled to payment of overtime, for putting in excess hours in cases of oil spills, among others. As for the provision of an allowance to officers proceeding to outer islands and islets, it could not be examined for want of information. After examining the different requests, we are consolidating the structure with a new level.

### Environment Warden (on Roster) (New Grade)

20.6 Management requested for a new grade of Environment Warden, so that incumbents may work in close collaboration with the Police de L'Environnement with regard to enforcement duties. It is averred that this new level may contribute in providing effective and coordinated services for the

improvement of the environment and we are, therefore, recommending accordingly.

**Recommendation 1**

**20.7 We recommend the creation of a grade of Environment Warden (on Roster). Appointment thereto should be made by selection from among candidates possessing a Higher School Certificate or passes in at least two subjects obtained on one Certificate at the GCE "Advanced Level". Candidates should also satisfy the minimum physical requirements as determined by Management.**

20.8 Incumbents would be required, *inter alia*, to: enforce the relevant provisions of the Environment Act; assist in handling and operation of environmental monitoring equipment as well as crackdown operations; process applications for clearance, new registration certificates, renewal of certificates, authorisation to import plastic products; and assist in prosecution and appear as witness in court for environmental offences.

**On-Call and In-Attendance Allowances**

20.9 Currently, officers of certain grades are paid a commuted On-Call Allowance for being on-call beyond normal office hours for the whole month, and an In-Attendance Allowance for attending work, whenever required, whilst being on call. Since this arrangement is still in force, we are reiterating it and revising the quanta.

**Recommendation 2**

**20.10 We recommend that the monthly commuted On-Call Allowance for being on-call during the whole month after office hours and the In-Attendance Allowance payable per hour when attending work while on-call be revised as per the table below:**

| Grade | Commuted On-Call Allowance per month Amount (Rs) | In-Attendance Allowance per hour, inclusive of travelling time Amount (Rs) |
|---|---|---|
| **Scientific Officer (Environment)** | **1155** | **230** |
| **Senior Scientific Officer (Environment)** | **1415** | **280** |
| **Environment Officer/Senior Environment Officer** | **1270** | **255** |
| **Divisional Scientific Officer (Environment)**<br>**Divisional Environment Officer** | **1590** | **320** |

## DEPARTMENT OF CLIMATE CHANGE

20.11 In accordance with the Climate Change Act 2020, the Department of Climate Change is responsible, among others, to: promote adaptation and mitigation measures to address climate change in relevant sectors; develop and coordinate policies, projects, strategies, programmes and action plans to address the adverse effects of climate change and oversee their implementation by relevant stakeholders; and formulate and update guidelines for the conduct of vulnerability and risk assessments relating to climate change.

20.12 The Department is staffed by officers in the Environment Officer Cadre from the Department of Environment with a Director at the head.

20.13 To facilitate the operationalisation of the Climate Change Department a temporary measure was adopted, that is, the services of officers of the Department of Environment was solicited. However, in view of the ongoing challenges being encountered owing to climate change and Government's commitment to address same promptly, the strengthening of the Department is becoming imperative, as emphasised by Management. To this end, request has been made for a full-fledged cadre. In view of the growing importance of the issue, we are providing for same.

**Climate Change Officer/Senior Climate Change Officer (New Grade)**

**Recommendation 3**

**20.14 We recommend the creation of a grade of Climate Change Officer/Senior Climate Change Officer. Appointment thereto should be made by selection from among candidates who possess a Degree in Climate Science or Environment Science or Sustainable Development or Environmental Engineering or Chemical Engineering or an equivalent qualification.**

20.15 Incumbents would be required*, inter alia,* to: assist in the review of Mauritius Nationally Determined Contributions, formulation of long-term adaptation and mitigation strategies and action plan; coordinate and prepare the annual greenhouse gas report and national inventory report; conduct outreach activities on climate change; and carry out site visits/surveys, as well as organise technical meetings/workshops, as and when required.

**Principal Climate Change Officer (New Grade)**

**Recommendation 4**

**20.16 We recommend the creation of a grade of Principal Climate Change Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Climate Change Officer/Senior Climate Change Officer, who reckon at least six years' service in a substantive capacity in the grade. In the absence of qualified**

**serving officers, appointment thereto should be made by selection from among candidates possessing a Master's Degree in Climate Science or Environment Science or Sustainable Development or Environmental Engineering or Chemical Engineering or an equivalent relevant qualification and reckoning at least six years' experience in the management of climate change, sustainable development and environment related projects.**

20.17 Incumbent would be called upon to, amongst others: manage the Climate Change Information Centre and ensure that an updated climate change database system is maintained; implement and supervise outreach activities on climate change; undertake climate change impact assessments of projects, climate reporting and assess emerging trends; and ensure mobilisation of necessary technical and financial resources for the formulation, implementation and management of projects.

## LIVING ENVIRONMENT UNIT

20.18 The Living Environment Unit (LEU) of this Ministry is responsible for enhancing, landscaping and embellishment of the physical environment. Its core functions include the upgrading of public spaces, environmental clean-up support, and the promotion of greening initiatives. This Unit is managed by a Project Manager who is assisted by officers in the Engineering Cadre as well as other professionals. Officers from the Inspectorate Cadre and employees of the Workmen's Group also form part of the team.

20.19 Management has proposed the restyling of the grade of Project Officer. However, the Bureau did not accede to the request because of technical implications. A subsequent request was made to change the mode of appointment of the grade of Deputy Project Manager. In this regard, parties were apprised that changes to schemes of service should be dealt with administratively after consultations with relevant stakeholders.

20.20 Considering its adequacy, the Bureau is maintaining the existing structure of the LEU.

### Inspectorate Cadre

**20.21 After a comprehensive assessment, broad provisions concerning the Inspectorate Cadre have been made under the heading: Inspectorate Cadre at the Ministry of National Infrastructure of this Volume.**

## *20.1 SOLID WASTE MANAGEMENT DIVISION*

20.1.1 The Solid Waste Management Division (SWMD) plays a vital role in safeguarding both environmental and public health through the effective handling of solid and hazardous waste. Over time, the global landscape of waste management has undergone significant transformation. Traditionally guided by a linear economic model, defined by the "take-make-dispose" paradigm, waste management practices are, now, progressively aligning with the principles of a circular economy. Building on this transition, the Waste Management and Resource Recovery (WMRR) Act, of July 2024, marks a shift towards circular economy practices, promoting resource recovery across all sectors.

20.1.2 This Division is overseen by a Permanent Secretary who is assisted by officers in the Administrative and Technical Cadres. Its technical arm, the Department of Waste Management and Resource Recovery, is led by a Director and supported by a Deputy Director and officers from the Project Officer, Technical Enforcement Officer, and Technical Officer Cadres. With the rollout of the new Strategy and Action Plan, the Department is expected to take on expanded technical responsibilities, manage complex infrastructure projects, and meet ambitious deadlines in response to growing public expectations.

20.1.3 In alignment with these developments, a grade of Engineer/Senior Engineer (Department of Waste Management and Resource Recovery) was created on an *ad hoc* basis. Furthermore, pursuant to the WMRR Act, grades mentioned in the Table below were restyled to better reflect the evolving operational framework:

| Grade | Restyled to |
|---|---|
| Director, Solid Waste Management Division | Director, Department of Waste Management and Resource Recovery |
| Deputy Director, Solid Waste Management Division | Deputy Director, Department of Waste Management and Resource Recovery |
| Project Officer/Senior Project Officer (Solid Waste Management Division) | Project Officer/Senior Project Officer (Department of Waste Management and Resource Recovery) |

20.1.4 For this review, Management has made several key requests pertaining to: creation of a grade of Lead Engineer; amendments to relevant schemes of service; extension of the allowance for Exposure to Foul Odour and Putrefying Wastes to other grades; and salary readjustment.

20.1.5 During meeting, parties were apprised that changes to schemes of service should be dealt with administratively. After examination and with a view to strengthen the organisation structure of the SWMD, we are recommending accordingly.

**Change in Appellation**

**Recommendation 1**

**20.1.6 We recommend that the grade of Principal Project Officer be restyled to Principal Project Officer (Department of Waste Management and Resource Recovery).**

**Lead Engineer (Department of Waste Management and Resource Recovery) (New Grade)**

**Recommendation 2**

**20.1.7 We recommend the creation of a grade of Lead Engineer (Department of Waste Management and Resource Recovery). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Engineer/Senior Engineer (Department of Waste Management and Resource Recovery) reckoning at least five years' service in a substantive capacity in the grade.**

20.1.8 Incumbent would be responsible to the Director, Department of Waste Management and Resource Recovery through the Deputy Director, Department of Waste Management and Resource Recovery for the management of the Engineering Section. The incumbent would be required, *inter alia*, to: be responsible for the planning, development, operation and management of Waste Management Facilities; devise and implement a proper contract management system and quality control for works and services; and conduct feasibility studies and prepare Project write ups for the development and operations of Waste Management Facilities.

**Recommendation 3**

**20.1.9 We also recommend that, with the creation of the grade of Lead Engineer (Department of Waste Management and Resource Recovery), consequential amendments should be brought to the scheme of service of the grade of Deputy Director, Department of Waste Management and Resource Recovery *formerly Deputy Director, Solid Waste Management Division* to reflect selection from Principal Project Officers (Department of Waste Management and Resource Recovery) *formerly Principal Project Officer* who are Registered as Professional Engineer with the Council of Registered Professional Engineers of Mauritius and from Lead Engineers (Department of Waste Management and Resource Recovery) reckoning at least two years' service in a substantive capacity in their respective grades.**

**Technical Enforcement Unit**

20.1.10 The Technical Enforcement Unit (TEU), being the enforcement arm of the Solid Waste Management Division, plays a key role in ensuring that programmes and projects implemented by the Division are in accordance with contractual obligations. It enforces several legislations such as Environment Protection (collection, storage, treatment, use and disposal of Waste Oil) Regulations 2006; and Local Government (Dumping and Waste Carriers) Regulations 2021, among others.

20.1.11 A Principal Technical Enforcement Officer heads the TEU and is assisted by officers in the grades of Technical Enforcement Officer and Senior Technical Enforcement Officer.

20.1.12 No representation was made by the staff side for this review whilst Management's proposal for the Unit pertains mainly to an extension of existing allowances to other grades.

20.1.13 The existing structure is adequate and same is being maintained.

**Special Professional Retention Allowance**

**20.1.14** Provision had previously been made for officers of the Project Officer (Department of Waste Management and Resource Recovery) Cadre *formerly Project Officer Cadre* to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Exposure to Foul Odour and Putrefying Wastes**

20.1.15 Officers in the grades of Project Officer/Senior Project Officer (Department of Waste Management and Resource Recovery) *formerly Project Officer/Senior Project Officer (Solid Waste Management Division)*, Technical Officer and Technical Enforcement Officer, who are frequently exposed to foul odour and putrefying wastes are currently paid a monthly allowance equivalent to 1½ increments at the initial of their respective salary scale.

20.1.16 After examining the proposal of Management to extend this allowance to other grades, we are making appropriate provisions.

**Recommendation 4**

**20.1.17 We recommend that officers in the grades of Engineer/Senior Engineer (Department of Waste Management and Resource Recovery), Project Officer/Senior Project Officer (Department of Waste Management and Resource Recovery) *formerly Project Officer/Senior Project Officer***

***(Solid Waste Management Division)*, Technical Officer, Senior Technical Enforcement Officer and Technical Enforcement Officer, who are regularly exposed to foul odour and putrefying wastes, should be paid a monthly allowance equivalent to 1½ increments at the initial of their respective salary scale.**

**Personal Protective Equipment**

**20.1.18 To uphold workplace safety standards, Management should provide suitable personal protective equipment to all officers, who are required to handle putrefying waste and hazardous substances, regardless of their grade/unit/posting. This requirement aligns with the guidelines set out in the Chapter on Uniforms in Volume 1 of this Report.**

**Hours of Work**

20.1.19 In accordance with the prevailing schemes of service, officers in the grades of Technical Enforcement Officer, Senior Technical Enforcement Officer and Principal Technical Enforcement Officer are required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days. **This element has been taken into account in arriving at the revised salaries.**

**Abolition of Grades**

20.1.20 Management has informed that, according to the Civil Establishment Order, the grades of Inspector and Assistant Inspector of Works do not exist on the establishment of the SWMD. **We are, therefore, abolishing these grades.**

## MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Project Manager |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Deputy Project Manager |
| 26 067 090 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Project Officer |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Chief Inspector of Works<br>*formerly Chief Inspector* |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works<br>*formerly Senior Inspector* |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works<br>*formerly Inspector* |
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Cabinet Maker<br>Carpenter<br>General Assistant<br>Mason<br>Painter<br>Welder |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman’s Assistant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 032 065 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Leading Hand/Senior Leading Hand |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver, Mechanical Unit |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant<br>Office Helper (Ex-SPI) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **DEPARTMENT OF ENVIRONMENT** |
| 19 000 112 | **Rs 150000**<br>Director, Climate Change<br>Director of Environment |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director of Environment |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Divisional Environment Officer<br>Divisional Scientific Officer (Environment)<br>Principal Climate Change Officer (New Grade) |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Scientific Officer (Environment) |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Climate Change Officer/ Senior Climate Change Officer (New Grade)<br>Environment Officer/Senior Environment Officer |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Scientific Officer (Environment) |
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Environment Education and Communication Officer |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Environmental Laboratory Auxiliary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 033 070 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Environment Warden (on Roster) (New Grade) |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Environmental Laboratory Auxiliary |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Resource Centre Attendant |
| | **SOLID WASTE MANAGEMENT DIVISION** |
| 26 000 109 | **Rs 138000**<br>Director, Department of Waste Management and Resource Recovery<br>*formerly Director, Solid Waste Management Division* |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Department of Waste Management and Resource Recovery<br>*formerly Deputy Director, Solid Waste Management Division* |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Engineer (Department of Waste Management and Resource Recovery) (New Grade) |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer (Department of Waste Management and Resource Recovery) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Project Officer (Department of Waste Management and Resource Recovery)<br>*formerly Principal Project Officer* |
| 26 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Project Officer/Senior Project Officer (Department of Waste Management and Resource Recovery)<br>*formerly Project Officer/Senior Project Officer (Solid Waste Management Division)* |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer |
| 18 068 088 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Principal Technical Enforcement Officer |
| 18 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Technical Enforcement Officer |
| 18 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Technical Enforcement Officer |
| 24 032 065 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Leading Hand/Senior Leading Hand (Ex-Supervisor, Tourism Authority) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver<br>Driver (Ex-Driver/Cleaner – Tourism Authority) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker (Ex-Labourer, Tourism Authority) (Personal) |

# 21. MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES

21.1 The activities of the Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries are organised under two Divisions, namely: Agro-Industry and Food Security; and Blue Economy and Fisheries. Each Division is overseen by a Permanent Secretary while the whole Ministry is under the responsibility of a Senior Chief Executive.

## AGRO INDUSTRY AND FOOD SECURITY DIVISION

21.2 The Agro-Industry and Food Security Division envisions to be a driver, catalyst and facilitator for operators in agriculture and agro business and spearhead the development of small and medium sized commercial and professional agro business sector. Its operations are carried out by several sub-divisions/ units/departments**.**

## AGRICULTURAL SERVICES

21.3 As one of the technical arms of the Ministry, the Agricultural Services comprises 12 Divisions and two Units. It is responsible to: protect the country's agricultural economy and natural resources from introduction, establishment and spread of exotic pests; be an effective analytical support service provider to the farming community and agricultural sector for a sustainable agricultural development, among others. A Director is responsible for the overall management and smooth running of the Agricultural Services. The latter is assisted by an array of officers at various levels including professionals, technical, support as well as employees of the Workmen's Group.

21.4 For this review, Union requested for the: restyling/upgrading of a few grades; filling of posts; review of qualifications requirement; increase in establishment size; grant of travelling and car benefits; and payment of certain allowances. After examining the overall structure, we consider same fit-for-purpose.

21.5 During consultations, Union apprised that some core technical positions have not been filled since long, owing to a considerable delay in reviewing schemes of service. According to them, this situation is hampering the smooth running of activities. Given that Government is laying much emphasis on the modernisation of the agro-industry, the Bureau considers that **Management should expedite matters in reviewing schemes of service where the need is felt, so as to enable filling of core grades.**

### Laboratory Technologist Cadre

21.6 Staff side advocated for an upgrading and restyling of the grade of Laboratory Technologist to that of Scientific Officer, while Management on its side

requested for a merger of the grade of Laboratory Technologist and Senior Laboratory Technologist.

**Animal Production Division**

21.7 The Animal Production Division implements projects and policies for improving the sustainability and profitability of the livestock sector with the overall aim of securing the supply of food of animal origin. It is serviced by officers in professional, technical and support levels with a Principal Scientific Officer at the apex.

21.8 Union proposed for the restyling of the Scientific Officer Cadre to Scientific Officer (Livestock) Cadre and alignment of the proposed restyled Cadre to that of the Veterinary Officer.

**Veterinary Services Division**

21.9 The main services provided by the Veterinary Services Division include, among others, artificial insemination, pregnancy diagnosis, treatment of animal diseases and difficult calvings as well as laboratory diagnosis of diseases. The Division operates a number of sub-offices all around the island. An Assistant Director, Livestock and Veterinary heads the Division and is assisted by officers of the Veterinary Officer Cadre as well as other technical staff and employees in the Workmen's Group.

21.10 For this review, Union's proposals were focused on a major restructuring consisting of the veterinary services to operate as a separate entity, to be headed by a Chief Veterinary Officer; creation of a few levels; restyling existing grades, along with a change in the reporting line at the top. According to Union, these proposals are in accordance with the recommendations of the World Organisation on Animal Health and in line with relevant legislations. Given the magnitude of the proposed restructuring, we consider it more appropriate for Management to look into same in the first instance. We have, therefore, maintained the existing structure and provisions.

21.11 As regard a request from Management for the Livestock and Veterinary Services to be classified as "essential services", this does not fall to be considered by the Bureau and they were so informed.

**Movement in Salary Scale for Veterinary Officers**

21.12 Veterinary Officers are currently allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800, subject to satisfying the performance criteria. We are reviewing same.

**Recommendation 1**

**21.13 We recommend that Veterinary Officers should continue to be allowed to move incrementally in the Master Salary Scale up to salary point Rs 89250 on the same prevailing conditions, subject to satisfying the**

**performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Special Professional Retention Allowance**

21.14 Provision had previously been made for the officers of the Veterinary Officer Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Allowance to carry out Meat Inspections**

21.15 Veterinary Officers are currently paid a daily commuted allowance of Rs 880 for carrying out meat inspections at the Mauritius Meat Authority at odd hours during weekdays and Saturdays. Since this arrangement is still in place, we are maintaining the allowance while reviewing its quantum.

**Recommendation 2**

**21.16 We recommend that Veterinary Officers who are required to carry out meat inspections at the Mauritius Meat Authority at odd hours during Weekdays and Saturdays should be paid a daily commuted allowance of Rs 970.**

**On-Call and In-Attendance Allowances**

21.17 At present, On-Call and In-Attendance Allowances are paid to Veterinary Officers for providing services to the breeding community and non-breeding community, namely at the Airport, beyond normal working hours to ensure a 24-hour service. Since this arrangement is still valid, we are maintaining payment of the allowances.

21.18 For this review, Management informed that the Veterinary Officers are also placed on an on-call roster programme to attend to cases related to the non-breeding community at the Seaport. In view thereof, request has been made for the payment of On-Call and In-Attendance Allowances to officers concerned. On the basis of the additional information obtained, we observed that the frequency of intervention at the Seaport is relatively much lower. In such circumstance, we consider that it would not be appropriate to accede to the request.

**21.19 However, Management may contemplate requiring one of the Veterinary Officers who are placed on-call to attend to cases of the breeding community at the Mauritius Meat Authority, to also cater for issues at the Seaport, given the low occurrence of cases thereat. In the event this course of action is adopted, the rates payable for attending duty at the Seaport should be as recommended at paragraph 21.21.**

**Recommendation 3**

**21.20 We recommend that Veterinary Officers who are required to be on-call after normal working hours, for providing a 24-hour service to the breeding community and non-breeding community at the Airport, be paid the following allowances:**

| Period | On-Call Allowance (Rs) |
|---|---|
| **Breeding Community** | |
| **Weekdays**<br>**1530 hours to 0900 hours the next day** | **490** |
| **Saturdays**<br>**Noon to 1800 hours**<br>**1800 hours to 0900 hours the following day** | **230**<br>**380** |
| **Sundays and Public Holidays**<br>**0900 hours to 1700 hours**<br>**1700 hours to 0900 hours the following day** | **320**<br>**435** |
| **Non-Breeding Community at the Airport** | |
| **Weekdays**<br>**1600 hours to 0900 hours the next day** | **475** |
| **Saturdays**<br>**0900 hours to 0900 hours the next day** | **725** |
| **Sundays and Public Holidays**<br>**0900 hours to 0900 hours the next day** | **755** |

**21.21 We additionally recommend that the Veterinary Officers be paid an In-Attendance Allowance of Rs 230 per hour, inclusive of travelling time for attending work while on-call for the breeding and non-breeding communities, subject to a maximum of:**

| | |
|---|---|
| **Weekdays** | **Rs 1190** |
| **Saturdays** | **Rs 1430** |
| **Sundays and Public Holidays** | **Rs 1910** |

**Agricultural Support Officer/Senior Agricultural Support Officer**

21.22 Union proposed for a restructuring comprising the restyling and upgrading of the grade of Agricultural Support Officer/Senior Agricultural Support Officer; phasing out of the grade of Agricultural Superintendent; and incorporating the duties of latter grade to those of the proposed restyled grade. Other demands relate to the review of scheme of service; increase in establishment size; review/grant of allowances; and general Conditions of Service.

**Movement in salary scale for Technical Assistants (Ex-SPI) (Personal)**

21.23 Technical Assistants (Ex-SPI) (Personal) are allowed to move incrementally in the Master Salary Scale up to salary Rs 41250. We are maintaining the provision whilst revising the salary point.

**Recommendation 4**

21.24 **We recommend that Technical Assistants (Ex-SPI) (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 53400 on the same prevailing conditions and subject to satisfying the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Allowance for Accreditation and ISO Certification**

21.25 Union proposed for two officers to be designated for work related to ISO Certification and Accreditation and for these officers to be selected from the technical pool instead of the Scientific Officer Cadre only. Since this issue mainly befalls Management, the views of the latter were sought. However, for dearth of information, we could not further examine the request. We are, therefore, maintaining the current provision whilst reviewing the quantum.

**Recommendation 5**

**21.26 We recommend that a designated officer of the Scientific Officer Cadre who performs duties related to ISO certification and accreditation on a rotational basis, should be paid a monthly allowance of Rs 3300.**

**Redeployment of Staff**

**Recommendation 6**

**21.27 We recommend that in respect of Ex-TDA, Teafac and Tea Board employees who have been re-deployed in the Civil Service by virtue of a decision of Government, the aggregate number of years of service should be taken into consideration for implementing the recommendations made at paragraph 16.9.27 of Volume 1 of this Report irrespective of their grades and the duties they have been performing. This recommendation is not applicable to officers, if any, qualifying for additional increments by virtue of provisions made at paragraph 16.9.17 of Volume 1 of this Report.**

**Agricultural Office Assistant (Personal)**
***formerly Office Assistant* (Ex-*Sampler) (Personal)***

**Agricultural Clerk (Personal)**
***formerly in GSC 9***

21.28 In the context of this review exercise, requests were made by Unions, among others, to upgrade the qualifications requirement of the grades of Agricultural Office Assistant (Personal) *formerly Office Assistant* (Ex-*Sampler) (Personal)* and Agricultural Clerk (Personal) *formerly in GSC 9* together with a change in their appellations. After examination, the Bureau could not accede to the requests owing to technical constraints and associated implications.

**Other Allowances**

21.29 A monthly allowance is presently paid to officers in the grade of Agricultural Support Officer/Senior Agricultural Support Officer for carrying out specific duties and assuming higher responsibilities beyond their normal working hours or for working at outstations on a roster basis.

21.30 For this review, Union proposed for the allowance to be extended to a few officers. However, we did not retain the proposal based on additional information obtained. Hence, we are reiterating the existing provision whilst revising the quantum.

**Recommendation 7**

**21.31 We recommend that the quantum of the allowances payable to eligible officers should be revised as hereunder:**

| | | |
|---|---|---|
| **(a)** | **Agricultural Support Officer/Senior Agricultural Support Officers residing on stations for shouldering higher responsibilities outside normal working hours** | **Rs 275 monthly** |
| **(b)** | **Agricultural Support Officer/Senior Agricultural Support Officers working on a roster basis at outstations** | **Rs 550 monthly** |

**Agricultural Engineering Cadre**

21.32 Owing to a lean structure, Management did not endorse the proposal submitted by the Union representing the Agricultural Engineering Cadre for the creation of a grade of Assistant Director (Engineering). **Nonetheless, the Bureau considers that the onus is on the Ministry to support the continued development of this Cadre. Accordingly, Management is advised to re-evaluate the need and feasibility of increasing the number of posts of the grade of Assistant Director, Agricultural Services, while ensuring an appropriate balance between Engineering and Scientific disciplines for the effective execution of duties.**

### Trainees in Engineering/Agricultural Engineering

21.33 Graduates in Engineering or Agricultural Engineering are required, in accordance with prevailing legislation, to undergo a period of pre-registration practical training in order to be eligible for professional registration and practice. In this context, a monthly fee of Rs 26050 is currently payable to such trainees. The quantum of this fee is being revised.

### Recommendation 8

**21.34 We recommend that the monthly fee payable to graduates in Engineering or Agricultural Engineering who are required to undergo pre-registration practical training in accordance with legislation in force to qualify for professional registration, be revised to Rs 35840.**

**21.35 We further recommend that trainees in Engineering or Agricultural Engineering who use their personal vehicle for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled, at the rate of Rs 9.05 per km, or be refunded bus fares, whichever amount is higher.**

### Abolition of Grades

21.36 Management informed that certain grades are vacant and are no longer warranted. Consequently, they should be abolished and we are recommending accordingly.

### Recommendation 9

**21.37 We recommend that the grades of Livestock Officer and Agricultural Engineer (Ex-SPI) (Personal) be abolished.**

## FORESTRY SERVICES

21.38 The Forestry Services is committed to protect, conserve and promote the sustainable use and rehabilitation of forests, woodlands, range lands, river reserves and other green spaces. To that end, it is responsible for the enforcement of forest laws; restoration and maintenance of forest plantations; and conservation of biological diversity, among others.

21.39 The Conservator of Forests is at the apex of the Forestry Services. He is assisted in his functions by officers at professional and technical levels. Staff of the General Services grades and employees in the Workmen's Group provide support to the core team as well.

21.40 For this Report, Unions requested, among others, for an enhancement in their salaries and Conditions of Service, including review of allowances. However, for want of information, the latter proposal could not be examined further. Union also pointed out the inability to fill vacant posts as officers concerned do not yet possess the required number of years of experience. In that respect, they proposed for the scheme of service of certain core grades to be amended. **We consider that Management should carry out a proper succession planning exercise to ensure that such situation does not recur.**

21.41 Union and Management equally proposed for the qualifications requirement of the grade of Forest Conservation and Enforcement Officer to be upgraded to a Higher School Certificate.

21.42 As regards the structure, Management requested for the restyling of grades of the professional cadre and creation of a grade of Forest Extentionist. We noted that the nature and level of duties to be devolved on the proposed grade are similar to those befalling the Forest Conservation and Enforcement Officer. We, therefore, consider that it may be more appropriate to enlarge the duties of the grade of Forest Conservation and Enforcement Officer and increase its establishment size as well as for that of the Senior Forest Conservation and Enforcement Officer Cadre. We deem the present structure appropriate and are bringing no change thereto.

### Movement in salary scale for Forest Conservation and Enforcement Officers and Senior Forest Conservation and Enforcement Officers

21.43 As per existing provisions, Forest Conservation and Enforcement Officers and Senior Forest Conservation and Enforcement Officers are allowed to move incrementally in the Master Salary Scale upon possession of a Diploma in Forestry and satisfying certain other conditions. We are maintaining this provision.

**Recommendation 10**

**21.44 We recommend that officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Diploma in Forestry or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47950 and Rs 51200 respectively, on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Allowance for participating in Expeditions to Islets and on Mountain Tops**

21.45 A daily All-Inclusive Allowance is currently paid to officers of the Forestry Services for participating in expeditions to islets and on mountain tops. We are revising the quantum of the allowance.

**Recommendation 11**

**21.46 We recommend the payment of a daily All-Inclusive Allowance, in lieu of overtime, to officers of the Forestry Services for participating in expeditions to islets and on mountain tops, as hereunder:**

| Grade | Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs) |
|---|---|
| **Conservator of Forests** | **4025** |
| **Deputy Conservator of Forests** | **4025** |
| **Assistant Conservator of Forests/Senior Assistant Conservator of Forests** | **4025** |
| **Divisional Forest Officer** | **3385** |
| **Chief Forest Conservation and Enforcement Officer** | **2540** |
| **Principal Forest Conservation and Enforcement Officer** | **2195** |

| Grade | Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs) |
|---|---|
| **Senior Forest Conservation and Enforcement Officer** | **1695** |
| **Forest Conservation and Enforcement Officer** | **1525** |
| **Head Survey Field Worker** | **1310** |
| **Survey Field Worker/Senior Survey Field Worker** | **1250** |
| **Senior Gardener/Nursery Attendant** | **1250** |
| **Gardener/Nursery Attendant** | **1185** |
| **Chemical Sprayer Operator** *formerly Insecticide Sprayer Operator* | **1185** |
| **Carpenter** | **1185** |
| **Mason** | **1185** |
| **Painter** | **1185** |
| **Welder** | **1185** |
| **Woodcutter** | **1185** |
| **Tradesman's Assistant** | **1020** |
| **General Worker** | **950** |

### Walking Allowance

21.47 Officers in the Forest Conservation and Enforcement Officer Cadre are paid a monthly Walking Allowance of Rs 300 as they have to cover long distances by foot to reach certain sites which are not accessible by vehicles. We are revising the quantum.

### Recommendation 12

**21.48 We recommend that officers of the Forest Conservation and Enforcement Officer Cadre and Divisional Forest Officers be paid a monthly Walking Allowance of Rs 330.**

### Rent Allowance

21.49 We are maintaining the provision for the payment of a monthly Rent Allowance to officers of the Forestry Services who do not occupy Government quarters.

**Recommendation 13**

**21.50 We recommend the continued payment of a monthly Rent Allowance to the following officers of the Forestry Services who do not occupy Government quarters:**

| Grade | Amount (Rs) |
|---|---|
| **Forest Conservation and Enforcement Officer** | **680** |
| **Senior Forest Conservation and Enforcement Officer** | **730** |
| **Principal Forest Conservation and Enforcement Officer** | **940** |
| **Chief Forest Conservation and Enforcement Officer** | **1035** |
| **Divisional Forest Officer** | **1120** |

**Bad Road Allowance**

21.51 Presently, officers of the Forest Conservation and Enforcement Officer Cadre are paid a Bad Road Allowance of Rs 880 per month, for using their cars, in the performance of their duties, on rugged and uneven terrains. Following representations made with respect thereto, we are extending payment of the allowance to those officers who use their double cabin pickup vehicles on bad roads in the performance of their duties.

**Recommendation 14**

**21.52 We recommend that officers of the Forest Conservation and Enforcement Officer Cadre should be paid a monthly Bad Road Allowance for using their vehicle regularly on bad roads as below:**

**(i) Rs 970 for using their cars; and**

**(ii) Rs 1375 for using their double cabin pickup vehicle (2x4 or 4x4).**

## NATIONAL PARKS AND CONSERVATION SERVICE

21.53 The National Parks and Conservation Service (NPCS) is responsible for the management of our native terrestrial biodiversity and its ecosystem. It ensures a sustainable management and restoration of native terrestrial Mauritian fauna and flora so as to retain its genetic diversity for the future generations through *in-situ* and *ex-situ* conservation strategies, ecosystem restoration, public awareness, promotion of ecotourism and implementation of international biodiversity agreements.

21.54 A Director is at the helm of the NPCS and is assisted by a Deputy Director along with a team of officers at both professional and technical level. Officers in the Park Ranger Cadre as well as Forest Conservation and Enforcement Officer Cadre equally give assistance whilst employees of the Workmen's Group provide support services.

21.55 In the context of this Report, Union and Management made a few similar proposals regarding structure namely creation of grades, restyling/merging of some positions and upgrading of a few levels. Additionally, Union requested for a few grades to be paid On-Call and In-Attendance Allowances. However, in the light of additional information obtained, we could not accede to same.

### Incremental Movement for Technical Officer/Senior Technical Officers (Conservation)

21.56 Technical Officer/Senior Technical Officers (Conservation) are allowed to move incrementally in the Master Salary Scale on possessing a Degree in the relevant field and subject to satisfying a few conditions. We are reiterating same.

### Recommendation 15

**21.57 We recommend that officers in the grade of Technical Officer/Senior Technical Officer (Conservation) who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in either Agriculture or Biology or Zoology or Botany or Ecology or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 71700 on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**subject to satisfying the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Bad Road Allowance – Park Ranger Cadre**

21.58 A Bad Road Allowance of Rs 1250, monthly is presently paid to officers of the Park Ranger Cadre for using their 4x4 or 2x4 vehicles on rough, mountainous and steep terrains in the conduct of official duties. We are maintaining same while revising the quantum.

**Recommendation 16**

**21.59 We recommend that officers of the Park Ranger Cadre who regularly use their double cab pickups, namely 4x4 or 2x4 vehicles on rough, mountainous and steep terrains in the performance of their duties, should be paid a monthly Bad Road Allowance of Rs 1375.**

**Allowance to NPCS Officers for Participating in Expeditions to Islets**

21.60 Officers of the NPCS who participate in expeditions to islets are currently paid a daily All-Inclusive Allowance, inclusive of Meal Allowance, in lieu of overtime. We are recommending for its continued payment.

**Recommendation 17**

**21.61 We recommend that officers posted at the National Parks and Conservation Service, who participate in expeditions to islets, should continue to be paid a daily All-Inclusive Allowance, inclusive of Meal Allowance, in lieu of overtime, as per the table below:**

| Grade | Daily All-Inclusive Allowance (including Meal Allowance) Amount (Rs) |
|---|---|
| **Director, National Parks and Conservation Service** | **4025** |
| **Deputy Director, National Parks and Conservation Service** | **4025** |
| **Senior Scientific Officer (Conservation)** | **4025** |
| **Scientific Officer (Conservation)** | **3385** |
| **Technical Officer/Senior Technical Officer (Conservation)** | **2720** |
| **Senior Park Ranger** | **2540** |
| **Park Ranger** | **2195** |
| **Assistant Park Ranger** | **1695** |

| Grade | Daily All-Inclusive Allowance (including Meal Allowance) Amount (Rs) |
|---|---|
| **Senior Forest Conservation and Enforcement Officer** | **1695** |
| **Forest Conservation and Enforcement Officer** | **1525** |
| **Senior Gardener/Nursery Attendant** | **1250** |
| **Gardener/Nursery Attendant** | **1185** |
| **Chemical Sprayer Operator** *formerly Insecticide Sprayer Operator* | **1185** |
| **Mason** | **1185** |
| **Tradesman's Assistant** | **1020** |
| **General Worker** | **950** |

**Allowance for participating in Overnight Surveys on Mountain Tops**

21.62 An All-Inclusive Allowance is paid to officers of the NPCS for participating in overnight surveys on mountain tops. We are reiterating same.

**Recommendation 18**

**21.63 We recommend that officers of the National Parks and Conservation Service who participate in overnight surveys on mountain tops, should be paid a daily All-Inclusive Allowance, inclusive of Meal Allowance, in lieu of overtime, as follows:**

| Grade | Daily All-Inclusive Allowance (including Meal Allowance) Amount (Rs) |
|---|---|
| **Director, National Parks and Conservation Service** | **4025** |
| **Deputy Director, National Parks and Conservation Service** | **4025** |
| **Senior Scientific Officer (Conservation)** | **4025** |
| **Scientific Officer (Conservation)** | **3385** |
| **Technical Officer/Senior Technical Officer (Conservation)** | **2715** |

| Grade | Daily All-Inclusive Allowance (including Meal Allowance) Amount (Rs) |
|---|---|
| **Senior Park Ranger** | **2540** |
| **Park Ranger** | **2195** |
| **Assistant Park Ranger** | **1695** |
| **Field Supervisor** | **1250** |
| **Gardener/Nursery Attendant** | **1185** |
| **Tradesman's Assistant** | **1020** |
| **General Development Worker (Personal)** ***formerly Warehouse Operative (Ex-Tobacco Board)*** | **950** |
| **General Worker** | **950** |

**Walking Allowance – Park Ranger Cadre**

21.64 Officers of the Park Ranger Cadre are paid a monthly Walking Allowance of Rs 300 as they are called upon to walk relatively long distances to reach certain locations that are inaccessible by vehicles. This allowance is being maintained but at a revised rate.

**Recommendation 19**

**21.65 We recommend that Assistant Park Rangers, Park Rangers and Senior Park Rangers of the NPCS be paid a monthly Walking Allowance of Rs 330.**

**Rent Allowance**

21.66 As per existing provision, officers of the Park Ranger Cadre who do not occupy Government quarters are paid a monthly Rent Allowance. We are reiterating same.

**Recommendation 20**

**21.67 We recommend that officers of the Park Ranger Cadre who do not occupy Government quarters should be paid Rent Allowance as follows:**

| Grade | Amount (Rs) |
|---|---|
| **Assistant Park Ranger** | **730** |
| **Park Ranger** | **940** |
| **Senior Park Ranger** | **1035** |

## Abolition of Grades

21.68 Management has informed that the grades of Agricultural Executive Assistant (Personal) *formerly in GSE 10,* Agricultural Executive Assistant (Personal) *formerly in GSE 5,* Agricultural Executive Assistant (Personal) *formerly in GSE 3,* Agricultural Executive Assistant (Personal) *formerly in GSE 2,* Agricultural Clerk (Personal) *formerly in GSC 10,* Agricultural Executive Assistant are vacant and no longer warranted. **We are, therefore, abolishing the grades.**

## Ex-VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION

21.69 Following the proclamation of the Vallée D'Osterlog Endemic Garden Foundation (Repeal) Act 2025, all activities of the garden have been transferred to the National Parks and Conservation Service (NPCS).

21.70 The NPCS is now responsible for the maintenance, development, conservation and management of the Garden. Management has submitted that the 31 employees of the Ex-VOEG Foundation have been transferred to the NPCS on the same terms and conditions as their previous employment and thus the grades should be listed as personal. Further, the employees of the Ex-VOEG Foundation are required to report to the Director, NPCS.

21.71 On the basis of the foregoing, we are providing for the revised salaries of the grades and reiterating the specific conditions of service which are still applicable to the employees of the Ex-VOEG Foundation.

### Loan Facilities for the purchase of Autocycle/Motorcycle

21.72 At present, incumbents in the grades of Park Assistant (Roster) (Ex-VOEG Foundation) (Personal), Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Surveillant (Ex-VOEG Foundation) (Personal) who have to travel long distances using their own vehicle to attend to duty at the Garden, are provided with loan facilities to purchase a motorcycle or an autocycle with engine capacity of up to 125 cc and are refunded appropriate mileage. This provision should continue to exist.

### Recommendation 21

**21.73 We recommend that Park Assistants (Roster) (Personal) (Ex-VOEG Foundation), Driver/Messengers (Roster) (Ex-VOEG Foundation) (Personal) and Surveillants (Ex-VOEG Foundation) (Personal) should continue to be granted loan facilities for the purchase of a motorcycle or an autocycle with engine capacity of up to 300 cc at interest rate of 3% per annum, refundable in 84 monthly instalments and be refunded mileage as per provision made at paragraph 16.2.82 (No 6 and 7) of the 2021 PRB Report of Volume 1 of this Report.**

### Walking Allowance

21.74 The employees of the Ex-VOEG Foundation who are not provided with any means of transport or have not benefitted from any loan facilities and duty exemption and have to cover a distance of more than six kilometres daily to and from their site of work are currently granted a Walking Allowance of Rs 630 per month. As these conditions still prevail, we are maintaining the allowance while revising the quantum thereof.

**Recommendation 22**

**21.75 We recommend that employees of the Ex-VOEG Foundation, excluding those who are provided with any means of transport or granted loan facilities or duty exemption and have to cover a distance of at least six kilometres per day to and from their site of work should be paid a Walking Allowance of Rs 695 a month.**

**Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal)**

21.76 In the last report, following proposal made by Management, the Bureau recommended that the use of quad bike be included in the scheme of service of the grade of Park Assistant (Roster) (Ex-VOEG Foundation) (Personal) and officers in the grade, in post as at eve of the publication of the 2021 PRB Report, that is, 13 October 2021, be granted one additional increment at salary point reached in the salary scale, subject to the top salary of the grade. In the context of this Review exercise, Management has informed that this recommendation could not be implemented and proposed to include the duty of driving quad bike in the scheme of service of the grade of Driver/Messenger (Ex-VOEG Foundation) (Personal). After analysing the request, the Bureau is making the following recommendation.

**Recommendation 23**

**21.77 We recommend that Management should promptly amend the scheme of service of the grade of Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) by enlarging its duties to include the use of quad bike.**

**21.78 We further recommend that the Driver/Messengers (Roster) (Ex-VOEG Foundation) (Personal) in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale, subject to the top salary, as from the date they effectively start performing the additional duties.**

**Bad Road Allowance**

21.79 At present, employees in the grades of Park Assistant (Roster) (Ex-VOEG Foundation) (Personal), Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Surveillant (Ex-VOEG Foundation) (Personal) are paid a monthly Bad Road Allowance of Rs 375 for using their motorcycle or Rs 250 for using their autocycle, on bad road for official travelling to and from their site of work. We are, in this report, maintaining the provision whilst revising the quantum of the allowance.

**Recommendation 24**

**21.80 We recommend that officers in the grades of Park Assistant (Roster) (Ex-VOEG Foundation) (Personal), Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Surveillant (Ex-VOEG Foundation) (Personal) should be paid a monthly Bad Road Allowance as follows:**

**(i) Rs 415 for using their motorcycle; or**

**(ii) Rs 275 for using their autocycle,**

**for official travelling to and from their site of work.**

**Allowance to Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Driver/ Office Attendant (Ex-VOEG Foundation) (Personal)**

21.81 In the 2021 Report, we introduced the payment of a monthly non-pensionable allowance of Rs 425 to employees in the grades of Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Driver/Office Attendant (Ex-VOEG Foundation) (Personal) who transport visitors on a regular basis in vehicle of more than 5 tons for sightseeing at the viewpoint. Given the continued relevance of the current arrangement, we are revising the quantum of the allowance.

**Recommendation 25**

**21.82 We recommend that the allowance payable to incumbents in the grades of Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) and Driver/Office Attendant (Ex-VOEG Foundation) (Personal) who are required to drive, on a regular basis, vehicle of more than 5 tons for transportation of visitors for sightseeing be revised to Rs 470.**

## MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES
## *(AGRO-INDUSTRY DIVISION)*

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Chief Agricultural Policy and Programme Development Officer |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Agricultural Policy and Programme Development Officer |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Agricultural Policy and Programme Development Officer |
| 01 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Agricultural Analyst |
| 08 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Higher Executive Officer (Ex – Tea Board) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerk/Word Processing Operator (Ex – Tea Board) (Personal) |
| 08 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Agricultural Clerk (Personal)<br>*formerly in GSC 9* |
| 08 027 065 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Clerk Assistant/Senior Clerk Assistant (Ex – Tobacco Board) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tons) |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **AGRICULTURAL SERVICES** |
| 19 000 112 | **Rs 150000**<br>Director, Agricultural Services |
| 19 104 107 | **Rs 118000 x 4000 - 130000**<br>Deputy Director, Agricultural Services |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director, Agricultural Services<br>Assistant Director, Livestock and Veterinary |
| 19 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Principal Veterinary Officer |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Scientific Officer |
| 19 076 096 | **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Senior Veterinary Officer |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Scientific Officer |
| 19 071 092 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Veterinary Officer |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Scientific Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Herbarium Officer (ex-SPI) (Personal) |
| 19 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Senior Agricultural Superintendent |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Agricultural Superintendent<br>Senior Laboratory Technologist (Personal) |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Laboratory Technologist (Personal)<br>Senior Laboratory Technologist<br>Senior Technical Officer (Ex-Tobacco Board) (Personal) |
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Apicultural Officer<br>Laboratory Technologist<br>Technical Officer (Ex-Tea Board) (Personal) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Principal Agricultural Engineer |
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Agricultural Engineer |
| 26 067 090 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Agricultural Engineer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Technical Design Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 26 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Technical Design Officer |
| 19 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Agricultural Support Officer/Senior Agricultural Support Officer |
| 19 055 076 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Senior Technical Assistant (Ex-Control Board) (Personal) |
| 19 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Animal Care Officer<br>Technical Assistant (ex-SPI) (Personal)<br>Technical Assistant (Ex-Tobacco Board) (Personal) |
| 26 051 085 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Transport Superintendent |
| 08 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Agricultural Clerk (Personal)<br>*formerly in GSC 9* |
| 10 034 073 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Visual Artist (Graphics) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 21 027 069 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Sales Officer/Senior Sales Officer, Agricultural Extension Shop |
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Workshop Supervisor |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Blacksmith<br>Chief Cabinet Maker<br>Chief Carpenter<br>Chief Mason<br>Chief Motor Mechanic<br>Chief Panel Beater<br>Chief Welder<br>Foreman |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Automobile Electrician<br>Blacksmith<br>Cabinet Maker<br>Carpenter<br>Coach Painter<br>Fitter<br>General Assistant<br>Mason<br>Motor Mechanic<br>Painter<br>Panel Beater<br>Plumber and Pipe Fitter<br>Sailmaker<br>Turner and Machinist<br>Upholsterer<br>Welder |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Maintenance Handy Worker (Personal) |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Maintenance Handy Worker<br>Tradesman's Assistant |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Laboratory Auxiliary |
| 24 042 067 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Head Survey Field Worker |
| 24 041 065 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Senior Field Supervisor |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Laboratory Auxiliary<br>Laboratory Auxiliary (Ex-SPI) (Personal) |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Agricultural Implement Operator<br>Driver (Mechanical Unit) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy vehicles above 5 tons) |
| 24 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (on shift) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 029 063 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Forklift Driver |
| 24 033 062 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Senior Livestock Attendant |
| 24 041 061 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Head Gardener/Nursery Attendant |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Incinerator Operator<br>Vulcaniser |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tons)<br>General Development Worker (Personal)<br>*formerly Gangman (TDA) or Driver (TDA)* |
| 24 024 060 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>General Development Worker (Personal)<br>*formerly Telephone Operator (TDA)*<br>*Telephone Operator (Tea Board)* |
| 24 023 060 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Survey Field Worker/Senior Survey Field Worker<br>Survey Field Worker/Senior Survey Field Worker (ex-SPI) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 029 058 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840**<br>General Development Worker (Personal)<br>*formerly Leaf Weigher (TDA)* |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Plant and Equipment Operator<br>Senior Gardener/Nursery Attendant |
| 24 025 056 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Livestock Attendant (on roster) |
| 24 025 055 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160**<br>Irrigation Operator (on roster) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Chemical Sprayer Operator<br>*formerly Insecticide Sprayer Operator*<br>Factory Operative Assistant<br>Gardener/Nursery Attendant<br>General Development Worker (Personal)<br>*formerly Office Attendant (TDA/TEAFAC)*<br>*Office Attendant, Tea Board*<br>General Worker/Gardener (Ex-SPI) (Personal)<br>Hatchery Operator<br>Office Attendant (Ex-SPI) (Personal)<br>Office Attendant (Ex-Tea Board) (Personal)<br>Operator Pumping Station<br>Toolskeeper |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>General Development Worker (Personal)<br>*formerly Watchman (TDA)*<br>Surveillant<br>Surveillant (Ex-SPI) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 050 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>General Development Worker<br>*formerly Warehouse Worker (Ex-Tobacco Board) (Personal)* |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>General Development Worker (Personal)<br>*formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)*<br>General Development Worker<br>*formerly Warehouse Operative (Ex-Tobacco Board) (Personal)*<br>Lorry Attendant<br>*formerly Lorry Loader*<br>Sanitary Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Development Worker (Personal)<br>*formerly Agricultural Development Assistant*<br>General Worker |
| | **FORESTRY SERVICES** |
| 19 000 109 | **Rs 138000**<br>Conservator of Forests |
| 19 087 101 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250**<br>Deputy Conservator of Forests |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Conservator of Forests/Senior Assistant Conservator of Forests |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Divisional Forest Officer |
| 19 063 083 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Chief Forest Conservation and Enforcement Officer |
| 19 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950**<br>Principal Forest Conservation and Enforcement Officer |
| 19 048 072 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Senior Forest Conservation and Enforcement Officer |
| 19 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Forest Conservation and Enforcement Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 08 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Agricultural Clerk (Personal)<br>*formerly in GSC 9* |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Mason |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Carpenter<br>Mason<br>Motor Mechanic<br>Painter |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 042 067 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Head, Survey Field Worker |
| 24 041 065 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Senior Field Supervisor |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver (Mechanical Unit) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy vehicles above 5 tons) |
| 24 041 061 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Head Gardener/Nursery Attendant |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tons) |
| 24 023 060 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Survey Field Worker/Senior Survey Field Worker<br>Survey Field Worker/Senior Survey Field Worker (Ex-SPI) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Senior Gardener/Nursery Attendant |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Chemical Sprayer Operator<br>*formerly Insecticide Sprayer Operator*<br>Gardener/Nursery Attendant<br>Woodcutter |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant<br>Surveillant (Ex-SPI) (Personal) |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>General Development Worker<br>*formerly Warehouse Operative (Ex Tobacco Board) (Personal)*<br>Lorry Attendant<br>*formerly Lorry Loader*<br>Sanitary Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **NATIONAL PARKS AND CONSERVATION SERVICE** |
| 19 104 107 | **Rs 118000 x 4000 - 130000**<br>Director, National Parks and Conservation Service |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director, National Parks and Conservation Service |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Scientific Officer (Conservation) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 062 090 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Scientific Officer (Conservation) |
| 19 051 085 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Technical Officer/Senior Technical Officer (Conservation) |
| 19 063 082 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Park Ranger |
| 19 055 076 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Park Ranger |
| 19 048 072 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Assistant Park Ranger<br>Senior Forest Conservation and Enforcement Officer |
| 19 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Forest Conservation and Enforcement Officer |
| 08 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Agricultural Clerk (Personal)<br>*formerly in GSC 9* |
| 08 028 066 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 -43020**<br>Ticket/Sales Officer |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Carpenter<br>Mason |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tonnes) |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Senior Gardener/Nursery Attendant |
| 24 025 056 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Livestock Attendant (on roster) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Chemical Sprayer Operator<br>*formerly Insecticide Sprayer Operator*<br>Gardener/Nursery Attendant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>General Development Worker<br>*formerly Warehouse Operative (Ex Tobacco Board) (Personal)*<br>Lorry Attendant<br>*formerly Lorry Loader* |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 027 063 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 40110**<br>Agricultural Office Assistant (Personal)<br>*formerly Office Assistant (Ex-Sampler) (Personal)* |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Laboratory Auxiliary (Personal) |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver (Mechanical Unit) (Personal) |
| | **Ex-VALLÉE D'OSTERLOG ENDEMIC GARDEN FOUNDATION** |
| 19 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Technical Manager (Ex-VOEG Foundation) (Personal) |
| 02 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Administrative Manager (Ex-VOEG Foundation) (Personal) |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Scientific Officer (Ex-VOEG Foundation) (Personal) |
| 10 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Publications and Liaison Officer (Ex-VOEG Foundation) (Personal) |
| 19 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Technical Officer/Senior Technical Officer (Ex-VOEG Foundation) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Human Resource Officer (Ex-VOEG Foundation) (Personal) |
| 01 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Accounts Officer (Ex-Tobacco Board) (Personal)<br>Accounts Officer (Ex-VOEG Foundation) (Personal) |
| 21 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Assistant Procurement and Supply Officer (Ex-VOEG Foundation) (Personal) |
| 19 035 072 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Park Assistant (Roster) (Ex-VOEG Foundation) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerk/Word Processing Operator (Ex-VOEG Foundation) (Personal) |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver/Messenger (Roster) (Ex-VOEG Foundation) (Personal) |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor (Ex-VOEG Foundation) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver/Office Attendant (Ex-VOEG Foundation) (Personal) |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Senior Gardener/Nursery Attendant (Ex-VOEG Foundation) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant (Ex-VOEG Foundation) (Personal) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant (Ex-VOEG Foundation) (Personal) |
| 24 004 051 | **Rs 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>General Worker/General Handy Worker (Roster) (Ex-VOEG Foundation) (Personal) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker (Ex-VOEG Foundation) (Personal) |

## *21.1 BLUE ECONOMY AND FISHERIES DIVISION*

21.1.1 The Blue Economy and Fisheries Division envisions to make the blue economy an important pillar to sustain economic diversification and growth, having due regard to the conservation of marine ecosystems. Its core services include, among others: monitoring, control and surveillance of fisheries resources; combat of illegal, unreported and unregulated fishing; licensing of boats, verification and control of fish and fish products; mapping of the seafloor through bathymetry maps for shallow and deep sea for characterisation and identification of seafloor structures.

21.1.2 A Permanent Secretary is at the Head of the Division whilst on the technical side, the Director of Fisheries and Director of Shipping are responsible for the administration and management of the Fisheries and Shipping Divisions respectively. The core functions are performed by officers at professional and technical level while employees in the Workmen's Group provide support. Activities thereat are organised under two Divisions namely Shipping and Fisheries.

### SHIPPING DIVISION

21.1.3 The Shipping Division is responsible for maritime safety, security and prevention of pollution of the marine environment from ships. It ensures compliance with International Maritime Laws and Conventions and acts as the Maritime Administration responsible for the development of maritime activities which include, *inter alia*, registration of ships; implementation of the Merchant Shipping Act; enforcement of international conventions; training, certification; and assessment of seafarers. Moreover, the Mauritius Maritime Training Academy (MMTA) falls under the Division and is the sole public body to deliver courses for seafarers and prospective seafarers.

21.1.4 At the helm of the Division, there is a Director of Shipping who is assisted by the Secretary for Shipping Development and Deputy Director of Shipping and supported by officers in professional as well as technical grades. On its side, at the MMTA the Management of the Academy befalls the Head, MMTA.

21.1.5 While the staff side and Management requested for a review of salary, the Ministry also made proposals for, among others, creation of additional levels; grant of specific allowances; and review the quantum of existing allowances. During consultations, parties were provided with adequate information on each request and justifications on those which cannot be entertained.

21.1.6 The existing structure is fit-for-purpose. We are, therefore, bringing no change thereto. However, in view of persistent recruitment issues being faced by the Ministry, we are making appropriate provision in a bid to attract and retain candidates.

**Grades falling under Scarcity Areas**

21.1.7 The Ministry has been facing difficulties in attracting and retaining potential candidates in certain grades under the Shipping Division including the MMTA resulting into several positions remaining vacant for years. This situation, in turn, impedes on the proper functioning of the Division and the MMTA as well as on succession planning.

21.1.8 In the last review exercise, provisions were made for a negotiable entry point to new entrants in specific grades as an attempt to attract candidates. However, it has been reported that the Ministry has still not been able to fill these positions.

21.1.9 Against this backdrop and considering the specific nature of duties and profile required, we are, in this Report, making appropriate provisions to facilitate recruitment in these grades.

**Recommendation 1**

**21.1.10 We recommend that new entrants in the grades of Nautical Surveyor; Marine Engineering Surveyor; Training, Certification and Standards Officer; Naval Architect; Nautical Inspector; Marine Engineering Inspector; Fishing Boat Inspector (Engineering); and Fishing Boat Inspector (Nautical) at the Shipping Division, and in the grades of Head, Deck Department and Head, Engineering Department at the MMTA be granted a negotiable salary in the salary range of respective level, taking into consideration the following:**

**(i) skills and competencies;**

**(ii) international experience/exposure in the specific fields;**

**(iii) proven track record (locally and at international level);**

**(iv) alternative modes of recruitment; and**

**(v) fairness in relation to holders of substantive post in the organisation performing at more or less similar level.**

**Recommendation 2**

**21.1.11 We also recommend the payment of a Special Allowance to officers in the following grades as specified in the ensuing table:-**

| Grade | Special Allowance (% of monthly salary) |
|---|---|
| **Nautical Surveyor; Marine Engineering Surveyor; Training, Certification and Standards Officer; Head, Deck Department; and Head, Engineering Department.** | **5** |

| Grade | Special Allowance (% of monthly salary) |
|---|---|
| **Principal Nautical Surveyor; Principal Marine Engineering Surveyor; and Principal, Mauritius Maritime Training Academy** | **5** |
| **Deputy Director of Shipping** | **10** |
| **Director of Shipping** | **10** |

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

21.1.12 Officers in the grades of Superintendent of Shipping and Assistant Superintendent of Shipping are currently being paid a monthly Extra Allowance for the issue of Outward Port Clearance of Vessels before and after their normal working hours, during Weekends and Public Holidays. This provision is being maintained while the quantum of the allowance is being revised.

**Recommendation 3**

**21.1.13 We recommend that the monthly Extra Allowance payable to incumbents in the grades of Superintendent of Shipping and Assistant Superintendent of Shipping for the issue of Port Clearance of Vessels before and after their normal working hours, during Weekends and Public Holidays, be revised to Rs 14310 and Rs 12800 respectively.**

## FISHERIES DIVISION

21.1.14 The Fisheries Division is one of the technical arms of the Ministry. It is responsible for the development of the fisheries sector, the training of fishers, the provision of fishing licenses, monitoring and combating Illegal, Unregulated and Unreported (IUU) fishing and the regulation of import and export of fish and fish products. At the apex is the Director of Fisheries who is supported by an array of officers of different levels.

**Fisheries Protection Service**

21.1.15 The Fisheries Protection Service (FPS) is involved in the enforcement of fisheries legislations with the objective to combat illegal fishing; protect the marine environment; and ensure marketing of fish and fish products are safe for human consumption. It is headed by a Controller of Fisheries and incumbent is assisted by officers of the Fisheries Protection Officer Cadre.

21.1.16 For this review, Union members raised concern about a few implementation issues mainly relating to the establishment of a bank scheme, increasing the number of posts and amending schemes of service, among others. Other proposals pertain to the upgrading/restyling of a few grades and providing an enhanced salary to the officers within the cadre. A few demands could not be examined further owing to want of information.

21.1.17 No representation was made with regard to the structure, which we consider appropriate. We are, however, making some observations in the ensuing paragraphs, regarding a few demands.

**Posting of Officers**

21.1.18 While examining the proposals, we observed that some officers of the Fisheries Protection Officer Cadre are posted in specific units while the majority operate at the different fisheries posts on a shift basis. **We consider that for the sake of polyvalence and to ensure parity of treatment and opportunities, officers of the FPS should rotate among the different postings, including in the specific units.**

**Requirement for a Skipper License**

21.1.19 During consultations, we have been apprised that Fisheries Protection Officers are called upon to operate vessels or patrol boats or speed boats which require a Skipper Licence. Given the legal requirement to possess same, we view that **Management may consider the advisability of amending the qualifications requirement of the grade of Fisheries Protection Officer, such that incumbents be appointed in a substantive capacity, upon obtention of a Skipper License, among others. In that perspective, we consider that Management should make the necessary arrangements for officers of the Fisheries Protection Officer Cadre to follow the appropriate training in view of obtaining the said licence.**

**Movement Beyond Top Salary-Technical Officer (Fisheries)**

21.1.20 Technical Officers (Fisheries) are allowed to move in the Master Salary Scale on reaching the top salary of their scale. We are reiterating the provision whilst reviewing the salary points.

**Recommendation 4**

**21.1.21 We recommend that Technical Officers (Fisheries):**

**(i) in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, should be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 66050 on a personal basis, on the same prevailing conditions; and**

**(ii) who join the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, should be allowed to move incrementally in the Master Salary Scale by one increment,**

**subject to satisfying the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Diploma Course**

21.1.22 Officers of the Fisheries Protection Officer Cadre are sponsored to follow a Diploma course in Fisheries Science or Fisheries Enabled Services. Furthermore, Principal Fisheries Protection Officers possessing the relevant Diploma are allowed to cross the Qualification Bar in their salary scale.

**Recommendation 5**

**21.1.23 We recommend that:**

**(i) Management should continue to sponsor officers of the Fisheries Protection Officer Cadre to follow the Diploma course in Fisheries Science or Fisheries Enabled Services or an equivalent qualification; and**

**(ii) Principal Fisheries Protection Officers possessing a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale.**

**Movement Beyond Top Salary- Fisheries Protection Officer and Senior Fisheries Protection Officer**

21.1.24 Presently officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer are allowed to move incrementally in the Master Salary Scale on possessing a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification. We are reiterating same.

**Recommendation 6**

**21.1.25 We recommend that officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47950 and Rs 51200 respectively, on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is,**

**14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**subject to satisfying the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## Allowances

21.1.26 A few allowances are presently being paid to certain officers of the Fisheries Division. Since they are still valid, we are maintaining same whilst revising the quanta.

| Allowance | Eligible Officers | Quantum (Rs) |
|---|---|---|
| **In-Attendance Allowance for effectively working outside normal working hours in emergency cases** | **Scientific Officers**<br>**Technical Officers**<br>**Officers of the Fisheries Protection Officer Cadre** | **145 per hour** |
| **Monthly Rent Allowance to those not occupying Government quarters** | **Fisheries Protection Officer** | **680** |
| | **Senior Fisheries Protection Officer** | **735** |
| | **Principal Fisheries Protection Officer** | **940** |
| | **Assistant Controller, Fisheries Protection Service** | **1035** |
| | **Deputy Controller, Fisheries Protection Service** | **1060** |
| | **Controller, Fisheries Protection Service** | **1120** |
| **Diving Allowance - For performing diving duties to carry out observation and data collection underwater**<br><br>**For the purpose of implementation, "Diving" refers to the activity of working below the surface of water/under water with the aid of a breathing apparatus, excluding a snorkel"** | **Officers of the Fisheries Division** | **Rs 765 per dive, subject to a maximum of Rs 11475 a month.** |

| Allowance | Eligible Officers | Quantum (Rs) |
|---|---|---|
| **Monthly Special Duty Allowance to officers posted in Flying Squads** | **Officers of the Fisheries Protection Service** | **One and a half increments at the initial of their respective salary scale.** |
| **Night Duty Allowance for effectively working on night shift** | **Fisheries Protection Officer**<br>**Senior Fisheries Protection Officer**<br>**Principal Fisheries Protection Officer** | **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.** |

**Sea-Going Allowance**

21.1.27 At present, a Sea-Going Allowance is paid to officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), as well as those participating in surveillance missions outside our EEZ. We are, in this Report, revisiting its mode of payment for the sake of harmonisation.

**Recommendation 7**

**21.1.28 We recommend that officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), as well as officers participating in Surveillance Missions outside our EEZ, should be paid a Sea-Going Allowance as follows:**

**(i) Rs 1155 per day for those who are not eligible for overtime; and**

**(ii) those who are eligible for overtime, as hereunder:**

**(a) one day's pay for working in the open sea for four hours up to 12 hours on working days.**

**(b) one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**

**(c) one day's pay and one day off for working four hours to 12 hours on Public Holidays and Sundays.**

21.1.29 This allowance is also paid to Scientific/Technical staff and officers of the Fisheries Protection Officer Cadre for going out at sea to carry out some specific tasks. We are accordingly reviewing same for a uniform application.

**Recommendation 8**

**21.1.30 We recommend that Scientific/Technical Staff and officers of the Fisheries Protection Officer Cadre who are required to go at sea for: placing; maintaining and monitoring of Fish Aggregating Devices (FADs); research work; training of those fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and afloat patrol and surveillance, should be paid a Sea-Going Allowance in accordance with the rates and conditions provided at paragraph 21.1.28 (i) and (ii) above.**

**Creation of a Bank of Fisheries Protection Officers**

21.1.31 During consultations, Union deplored the non-implementation of the provision made in the 2016 and 2021 PRB Reports regarding the establishment of a Bank of Fisheries Protection Officers to palliate the shortage of staff at the FPS, which according to them, is impacting adversely on the delivery of services. In such circumstance, we are reiterating for **Management to expedite matters for the establishment of a bank of Fisheries Protection Officers to ensure an efficient and effective service.**

21.1.32 In the same breath and in view of the reported problem of a significant number of vacant posts, we consider that **Management should conduct a Human Resource Planning exercise to assess and address any manpower needs of the Service**.

**Competent Authority Seafood**

21.1.33 The Competent Authority Seafood is responsible for the verification and certification of fish and fish products for export. Its core activities include: registration of fish business operators; issue of export health certificates and inspection of all consignments of fish and fish products as well as fishing vessels providing raw materials to processing plants.

21.1.34 The Head, Competent Authority oversees activities thereat and is supported by officers of the Veterinary Officer (Competent Authority) and Technical Officer (Competent Authority) Cadres, among others. For this review, we received no proposal from the staff side or Management. A few requests regarding payment of allowances were dealt with on an *ad hoc* basis. After examining the structure, we view same fit for purpose.

**Veterinary Officer (Competent Authority)**

21.1.35 Veterinary Officers (Competent Authority) are allowed to move incrementally up to salary point Rs 69800 subject to satisfying the performance criteria. We are maintaining the provision while reviewing the salary point.

**Recommendation 9**

**21.1.36 We recommend that Veterinary Officers (Competent Authority) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 89250 on the same prevailing conditions, subject to satisfying the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Special Professional Retention Allowance**

21.1.37 Provision had previously been made for the officers of the Veterinary Officer (Competent Authority) Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Fish Inspection**

21.1.38 Veterinary Officers (Competent Authority) and Senior Veterinary Officers (Competent Authority) are paid an allowance of Rs 880 per day for inspection and certification of fish consignments, on a roster basis, during weekends. Since this arrangement is still valid, we are maintaining same.

**Recommendation 10**

**21.1.39 We recommend that officers in the grade of Veterinary Officer (Competent Authority) and Senior Veterinary Officer (Competent Authority) be paid an allowance of Rs 970 per day for inspection and certification of fish consignments during Weekends.**

## BLUE ECONOMY AND FISHERIES DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| | **SHIPPING DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 13 000 112 | **Rs 150000**<br>Director of Shipping |
| 13 000 108 | **Rs 134000**<br>Secretary for Shipping Development |
| 13 095 104 | **Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director of Shipping |
| 13 087 101 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250**<br>Principal Marine Engineering Surveyor<br>Principal Nautical Surveyor |
| 13 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Marine Engineering Surveyor<br>Nautical Surveyor<br>Principal Maritime Officer<br>Registrar of Ships<br>Training, Certification and Standards Officer |
| 13 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Superintendent of Shipping<br>Senior Maritime Officer |
| 13 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Maritime Security Officer |
| 13 062 090 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Naval Architect |

| Salary Code | Salary Scale and Grade |
|---|---|
| 13 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Marine Scientist |
| 13 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Superintendent of Shipping<br>Maritime Officer |
| 13 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Marine Engineering Inspector<br>Nautical Inspector |
| 13 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Marine Information Officer<br>Shipping Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tonnes) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **FISHERIES DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 19 000 112 | **Rs 150000**<br>Director of Fisheries |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director (Fisheries) |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Divisional Scientific Officer (Fisheries) |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Scientific Officer/Senior Scientific Officer (Fisheries) |
| 19 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Controller, Fisheries Protection Service |
| 19 070 085 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Deputy Controller, Fisheries Protection Service |
| 19 063 083 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Assistant Controller, Fisheries Protection Service |
| 19 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950**<br>Principal Fisheries Protection Officer |
| 19 048 072 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Senior Fisheries Protection Officer |
| 19 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Fisheries Protection Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Technical Officer (Fisheries) |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Fisheries) |
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (Fisheries) |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical and Mechanical Officer (Fisheries) |
| 13 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Fishing Boat Inspector (Engineering)<br>Fishing Boat Inspector (Nautical) |
| 13 040 065 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Motorman/Engine Driver<br>Second-Hand Fishing (Limited) |
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Library Officer |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Laboratory Auxiliary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Laboratory Auxiliary |
| 24 037 065 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Driver (Heavy Vehicles above 5 tons) (on roster-day and night) |
| 24 042 063 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Head Nursery Attendant (Fisheries) (on roster) |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver (on roster) |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver<br>Nursery Attendant/Senior Nursery Attendant (Fisheries) (on roster) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Carpenter<br>Mason<br>Painter<br>Plant Mechanic |
| 13 047 080 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 58850**<br>Skipper |
| 13 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Deckhand/Fisherman |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| | **COMPETENT AUTHORITY** |
| 19 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Head, Competent Authority |
| 19 076 096 | **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Senior Veterinary Officer (Competent Authority) |
| 19 071 092 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Veterinary Officer (Competent Authority) |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Competent Authority) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (Competent Authority) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **MAURITIUS MARITIME TRAINING ACADEMY** |
| 06 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Head, Mauritius Maritime Training Academy |
| 06 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Principal, Mauritius Maritime Training Academy |
| 06 067 096 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Head, Deck Department<br>Head, Engineering Department |
| 06 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Marine Training Officer |
| 06 049 083 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Instructor, Mechanical Workshop |
| 13 048 072 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Petty Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 13 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Petty Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tonnes) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>School Caretaker |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 22. MINISTRY OF NATIONAL INFRASTRUCTURE

22.1 The Ministry of National Infrastructure (MNI) is entrusted with the formulation, execution and supervision of infrastructure-related programmes and initiatives. These include construction and rehabilitation of road networks as well as the maintenance of Government buildings and other public assets. The MNI also provides technical services to Ministries and Departments, particularly in the areas of design, execution, monitoring and supervision of infrastructure projects undertaken by Government institutions.

22.2 It operates through two main divisions, namely: the National Infrastructure Division which oversees infrastructure projects and the Energy Services Division which manages lighting and energy efficiency.

## NATIONAL INFRASTRUCTURE DIVISION

22.3 The National Infrastructure Division serves as the core technical arm of the Ministry. It is structured around specialised sections, *viz.*: Civil Engineering, Mechanical Engineering, Architecture and Quantity Surveying. Each section is headed by a Director who is supported by a hierarchy of professional cadres. They are assisted by officers in the Technical Design Officer and Inspectorate Cadres. Additionally, employees of the Workmen's Group form part of the operational workforce at this Ministry.

### PROFESSIONAL CADRES

### Civil Engineering Cadre

22.4 Unions representing the Civil Engineering Cadre have submitted several proposals and expressed various concerns for consideration. Among the main requests were: adjustment and harmonisation of salaries; introduction of a special allowance related to exposure and risk; specific provision of training courses; appropriate Human Resource Planning exercise; and support for Continuous Professional Development (CPD), including a Book Allowance. This Cadre has also urged the Bureau for either an additional Car Allowance or the reclassification of Professional Engineers engaged in extensive field duties into a new category. A one-off increment has been proposed for those remaining in the grade of Engineer/Senior Engineer for more than four years, along with supplementary benefits for officers assigned to the Geotechnical Unit.

22.5 Further issues raised include: the limited pension benefits due to late entry in the Civil Service; an imbalance in the staffing structure across grades; and a reduction of the duty-free eligibility period from seven to five years. Moreover, officers have proposed interest rates between 1% and 2% for loans on hybrid and electric vehicles, a Retention Allowance of 10% of basic salary after completing seven years' service, and reimbursement of registration fees for memberships with recognised international institutions.

### Geotechnical Specialist Cadre

22.6 Individual submissions from officers within this Cadre included requests for: salary revision; improved career progression; a Retention Allowance; duty remission on vehicles with high engine capacity; an enhanced monthly car allowance; free telephone benefits; and reimbursement of Continuous Professional Development (CPD) expenses. Management was consulted on the potential career pathway for the Cadre. However, due to its lean structure and existing reporting line, the proposal could not be onboarded at this stage. **Nevertheless, Management may consider the creation of a grade of Head, Geotechnical Specialist upon obtention of sufficient staff at subordinate level.**

### Mechanical Engineering Cadre

22.7 Union representatives for the Mechanical Engineering Cadre requested that the Survey Fee be revised and should exclude travelling costs.

### Architect Cadre

22.8 In the context of this Report, the Civil Service Architects and Technical Staff Union was invited to depone at the Bureau. During the session, Union members stated that they had no proposals to submit for the Architect Cadre. Given that, the officers of this Cadre who were selected to fill-in the Job Description Questionnaires (JDQs) have not submitted the documents to the Bureau, all the analysis were based on the previous JDQs and orientation of Management.

### Quantity Surveying Cadre

22.9 Initially, no representations were submitted by the Quantity Surveying Cadre for the present review. Eventually, a late submission was received from Union members, comprising a series of proposals, namely: review of salaries/allowances and car benefits, among others. In addition, officers serving in the grade of Assistant Quantity Surveyor have requested the creation of a grade of Senior Assistant Quantity Surveyor. Assistant Quantity Surveyors report directly to registered professionals within the Quantity Surveying Cadre and have a clear promotional pathway to the grade of Quantity Surveyor/Senior Quantity Surveyor, subject to registration with the relevant professional council. The Bureau has examined all the proposals submitted for the Quantity Surveying Cadre as well as their implications.

### Examination of proposals from the Professional Cadres

22.10 All requests submitted for consideration in the context of this review exercise have duly been examined. Matters pertaining to the general Conditions of Service have holistically been dealt with in the relevant Volume. Moreover, all stakeholders were apprised of matters that fall outside the jurisdiction of the Bureau.

### Continuous Professional Development (CPD)

22.11 Continuous membership with certain professional bodies requires members to meet annual Continuous Professional Development (CPD) unit requirements. **The Bureau holds that Management should stand guided by the recommendations made in respect of CPD as outlined in Chapter on Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

### Special Professional Premium

22.12 The Bureau conducted a survey on recruitment and retention. The findings revealed difficulties in recruiting and retaining registered professionals in the Engineering, Architecture and Quantity Surveying Cadres, which are central to national development, effective delivery of public services and the implementation of infrastructure projects. Despite several recruitment exercises, existing vacancies could not be filled, thereby affecting organisational productivity. Given the importance of these professionals in the construction of new buildings and the upkeep of existing ones, coupled with their employability and competitiveness in the labour market, the Bureau is making an appropriate recommendation.

### Recommendation 1

**22.13 We recommend that, with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, registered professionals serving in the fields of Engineering, Architecture and Quantity Surveying and reckoning at least 10 years' service in their respective cadre/grade should be paid a monthly Special Professional Premium equivalent to 5% of their monthly salary.**

**22.14 The above provision should equally apply to all registered professionals serving in the fields of Engineering, Architecture and Quantity Surveying across all Ministries/Departments/Parastatal Bodies/Local Authorities/Rodrigues Regional Assembly.**

### Allowance for Extensive Field Duty

22.15 Representations from the Civil Engineering Cadre emphasised that the officers are subject to an operational environment that differs fundamentally from that of office-based staff. Due to extensive field duties, these officers must frequently commute to construction sites using uneven roads. Consequently, such off-road exposure and intensive usage result in accelerated wear and tear of their vehicles. To address this issue, we are, therefore, making an appropriate provision.

**Recommendation 2**

**22.16 We recommend that officers of the Civil Engineering Cadre should be paid an all-inclusive monthly allowance of Rs 3000 for performing extensive field duties and to cover the cost of wear and tear arising therefrom.**

**22.17 We further recommend that the above payment should strictly be contingent upon the officer having performed a minimum of 2000 km per month of official field mileage during a period of at least six months, with effect from 01 January 2026.**

**22.18 The above provisions should equally apply to officers of the Civil Engineering Cadre across all Ministries/Departments/Parastatal Bodies/Local Authorities/Rodrigues Regional Assembly.**

**Incremental Salary Movement**

**Recommendation 3**

**22.19 We recommend that officers in the grades of Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Quantity Surveyor/Senior Quantity Surveyor and Architect/Senior Architect who were in post as at 31 December 2012, should be allowed to progress incrementally by one additional increment over and above the special provision outlined at paragraph 16.9.18 in Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report, under the same terms and conditions.**

**22.20 We further recommend that officers serving in the grades of Lead Engineer, Lead Mechanical Engineer, Lead Quantity Surveyor, Lead Architect, Deputy Director (Civil Engineering), Deputy Director (Mechanical Engineering), Deputy Director (Quantity Surveying), and Deputy Director (Architecture), who were in post as at 31 December 2012, should be allowed to progress incrementally by two additional increments beyond the provision detailed out at paragraph 16.9.18 in Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report, under the same terms and conditions.**

**22.21 The above recommendations should likewise be extended to the equivalent grades within the disciplines of Engineering, Architecture, and Quantity Surveying throughout the Public Sector.**

**On-Call Allowance to officers posted in the Geotechnical Unit**

22.22 Officers in the grades of Engineer/Senior Engineer (Civil) and Technical Officer posted to the Geotechnical Unit are presently required to remain 'on-call' to ensure timely and effective intervention as and when operational exigencies arise. They are paid On-call and In-attendance Allowances. For this review, a request has been received from Management to include the

grade of Geotechnical Specialist under this provision, we are making the appropriate recommendation as well as revising the respective quantum.

**Recommendation 4**

**22.23 We recommend that the On-call and In-attendance Allowances payable to officers in the grades of Geotechnical Specialist, Engineer/Senior Engineer (Civil) and Technical Officer posted in the Geotechnical Unit should be as hereunder:**

| Grade | Period | On-call Allowance (Rs) | In-attendance Allowance for attending duty while On-call (Rs/hour) |
|---|---|---|---|
| **Geotechnical Specialist** | **Weekdays** 1600 hours to 0845 hours the following day | 855 | 415 |
| | **Saturdays, Sundays and Public Holidays** 0845 hours to 0845 hours the following day | 1225 | |
| **Engineer/Senior Engineer (Civil)** | **Weekdays** 1600 hours to 0845 hours the following day | 565 | 290 |
| | **Saturdays, Sundays and Public Holidays** 0845 hours to 0845 hours the following day | 815 | |
| **Technical Officer** | **Weekdays** 1600 hours to 0845 hours the following day | 380 | 180 |
| | **Saturdays, Sundays and Public Holidays** 0845 hours to 0845 hours the following day | 550 | |

**22.24 We further recommend that, in instances where officers are on-call for fewer hours than those prescribed within a given period, the payment of the On-Call Allowance should be effected on a *pro-rata* basis.**

**Special Professional Retention Allowance**

22.25 Provision had previously been made for officers of the Engineering, Architecture and Quantity Surveying Cadres to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In

continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

### Trainees in Engineering and Architecture

22.26 Graduates in Engineering and Architecture are required, in accordance with prevailing legislation, to undergo a period of pre-registration practical training in order to be eligible for professional registration and practice. In this context, a monthly fee of Rs 26050 is currently payable to such Trainees. The quantum of this fee is being revised.

### Recommendation 5

**22.27 We recommend that the monthly fee payable to graduates in Engineering and Architecture, who are required to undergo pre-registration practical training in accordance with legislation in force to qualify for professional registration, be revised to Rs 35840.**

**22.28 We further recommend that Trainees in Engineering and Architecture who use their personal vehicle for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled, at the rate of Rs 9.05 per km, or be refunded bus fares, whichever amount is higher.**

### Survey Fee for the Mechanical Engineering Cadre

22.29 Officers of the Mechanical Engineering Cadre are presently paid a survey fee of Rs 855 per examination. The fee covers the examination of duty-free vehicles of public officers and taxi owners involved in accidents and declared total loss. It also applies for the examination and advice on adapted or modified vehicles for persons with disabilities to enable duty-free purchase. The survey fee is being reviewed.

### Recommendation 6

**22.30 We recommend that a survey fee of Rs 940 per examination should be payable to officers of the Mechanical Engineering Cadre for duties performed in connection with vehicle inspections.**

### Examination Fee for the Mechanical Engineering Cadre

22.31 An examination fee of Rs 855 is currently payable to officers of the Mechanical Engineering Cadre for conducting vehicle road worthiness assessments outside normal working hours, as requested by the National Land Transport Authority, Ministries, and other concerned authorities. We are revising the quantum.

**Recommendation 7**

**22.32 We recommend that the fee payable to officers of the Mechanical Engineering Cadre for conducting vehicle examinations outside normal working hours be revised to Rs 940 per examination.**

**Duty Allowance**

22.33 Currently, officers of the Technical and Mechanical Officer Cadre as well as officers of the Mechanical Engineering Cadre are paid a Duty Allowance of Rs 1050 monthly. This quantum is being revised.

**Recommendation 8**

**22.34 We recommend that officers of the Technical and Mechanical Officer Cadre and Mechanical Engineering Cadre who are required to examine Government vehicles involved in accidents after normal working hours should be paid a monthly Duty Allowance of Rs 1155.**

**TECHNICAL CADRES**

22.35 The technical grades which encompass various cadres at the MNI have also submitted their respective claims for this review. These submissions are outlined under each corresponding cadre in the following paragraphs. Based on their individual merits, the Bureau is making the appropriate recommendations.

**Technical Officer Cadre**

22.36 Requests from the Technical Officer Cadre were for: the creation of a grade of Technical Superintendent; additional posts; provision of professional indemnity insurance; and the possibility for Technical Officers to progress beyond their top salary. They were informed of issues which do not fall under the ambit of the Bureau. Management, on its part, was not in favour of the creation of the proposed grade of Technical Superintendent. We have examined the issues and are recommending accordingly.

**Recommendation 9**

**22.37 We recommend that the seniormost Principal Technical Officer should be paid a monthly allowance equivalent to two increments at the point reached in his salary scale for assuming the team leadership role.**

**Technical and Mechanical Officer Cadre**

**22.38** Management had requested a review of the required years of service for eligibility to the post of Principal Technical and Mechanical Officer. During consultations, **the Bureau informed Management that the issue being an administrative one, can be addressed on *ad hoc* basis even prior to the publication of the Report.**

**Technical Design Officer Cadre**

22.39 Requests submitted by the Union for this Cadre, include: amending and upgrading the qualification of the grade of Trainee Technical Design Officer to a diploma level; the provision of specialised training; and fair salary/compensation.

22.40 Following examination, the Bureau is of the considered view that the implementation of structured and competency-based training programmes is imperative to address existing gaps in knowledge and skills among incumbents. Such training should be aligned with the operational exigencies of the Drawing Office and the evolving technical requirements of the Cadre. We are making appropriate provision.

**Recommendation 10**

**22.41 We recommend that Management, in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation, should mount structured and competency-based training programmes for officers who do not possess the relevant qualifications but are expected to perform duties involving AutoCAD and/or GIS.**

**22.42 We further recommend that those officers who already possess the relevant qualifications and are performing the duties should be compensated by one additional increment at the point reached in their salary scale, subject to the top salary of the grade.**

**22.43 We also recommend that upon successful completion of the training and on performing these duties, the officers should be granted one additional increment at the salary point reached in their salary scale, subject to the top salary of the grade.**

**Inspectorate Cadre**

22.44 The Bureau has been apprised that difficulties have been encountered in the recruitment of Assistant Inspector of Works, leading to several demands, namely: creation of a Trainee grade; change in the mode of appointment for Inspector of Works and Superintendent of Works; review of travelling and benefits; salary adjustment; and various types of allowances.

22.45 In view of the persistent recruitment difficulties affecting the grade of Assistant Inspector of Works at the MNI and within the Civil Service, Parastatal Bodies and Local Authorities, particularly among candidates holding a Brevet in Building or Construction, the Bureau has conducted an in-depth study. The findings highlight vacancy rates, ranging from 47% to 100% across various sectors, thereby impacting service delivery and operational efficiency. In alignment with the policy framework on trainee grades to support recruitment at entry-level, the Bureau is implementing measures to address the staff shortage in the Inspectorate Cadre. This initiative aims to ease recruitment

constraints and facilitate the development of a pool of qualified personnel to meet organisational needs. Furthermore, the study revealed inconsistencies in the appellation of grades in the Inspectorate Cadre across various Ministries and Departments, resulting in a lack of uniformity in nomenclature. In this light, we are, in the current review exercise, restructuring the Inspectorate Cadre and making the necessary recommendations.

**Recommendation 11**

**22.46 We recommend that grades in the Inspectorate Cadre in Ministries and Department, wherever applicable, be restyled as follows:**

| Grade | Restyled to |
|---|---|
| **Chief Inspector** | **Chief Inspector of Works** |
| **Senior Inspector** | **Senior Inspector of Works** |
| **Inspector** | **Inspector of Works** |
| **Assistant Inspector** | **Assistant Inspector of Works** |

**22.47 We also recommend:**

**(i) that the grades of Assistant Inspector of Works and Assistant Inspector of Works *formerly Assistant Inspector* be made evanescent; and**

**(ii) the creation of a grade of Trainee Inspector of Works. Trainees should be enlisted from among candidates who hold a Cambridge School Certificate with credit in at least five subjects or an equivalent qualification.**

22.48 Incumbents would be required to undergo on-the-job training for a period of at least two years.

**22.49 We further recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.**

**22.50 We additionally recommend that:**

**(i) with the creation of a Trainee grade, consequential amendments should be brought to the scheme of service of the grades of Inspector of Works and Inspector of Works *formerly Inspector*, such that, upon the complete phasing out of the aforementioned two grades, appointment thereto should be made from Trainees Inspector of Works who have successfully completed their on-the-job training and acquired the prescribed qualifications; and**

**(ii) the above provisions should apply across all Ministries/ Departments/Parastatal Bodies/Local Authorities/Rodrigues Regional Assembly where the grade/Cadre is established.**

**Special Events**

22.51 Officers of the Inspectorate Cadre who work beyond normal hours during nationally celebrated events and festivals such as Independence Day and Mahashivratree. These officers do not qualify for overtime payment as their total weekly working hours remain below 40. However, given its effectiveness, this provision is being maintained.

**Recommendation 12**

**22.52 We recommend that officers of the Inspectorate Cadre, who are called upon to put in beyond 33¾ hours and less than 40 hours weekly, should be compensated at the normal hourly rate provided that the officers put in a minimum of five hours in excess of 33¾ hours weekly.**

**Materials Testing Laboratory**

22.53 The Materials Testing Laboratory (MTL) conducts a variety of tests on materials commonly used for building and road construction projects, for both the public and private sector, such as soil, aggregates, concrete, bitumen and field, against payment of the appropriate fees. Activities thereat are overseen by the Principal Materials Testing Officer, who ensures that the MTL operates according to specific standards. The latter is assisted by Senior Materials Testing Officers and Materials Testing Officers and supported by officers in the Laboratory Auxiliary Cadre.

22.54 Whilst Management made no representation regarding the Materials Testing Laboratory, Union on its part requested for a merging of the MTL with that of the Road Development Authority's laboratory for optimisation of resources. Members were informed during consultations that such issue does not fall within our purview.

22.55 Further proposals include the merging and restyling of some grades at the Materials Testing Laboratory as well as an upgrading of the qualifications requirement of the grade of Materials Testing Officer to a degree level.

22.56 We consider that the current structure is fit-for-purpose.

**Movement for Materials Testing Officer**

22.57 Materials Testing Officers are presently allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis, subject to being efficient and effective in their performance during the preceding year and are not under report. This is being maintained.

**Recommendation 13**

**22.58 We recommend that Materials Testing Officers:**

**(i) in post as at the eve of the publication of the 2021 Report, that is, 13 October 2021, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 66050 on a personal basis; and**

**(ii) who joined the grade following the publication of the 2021 PRB Report, that is, as from 14 October 2021, should be allowed to move incrementally in the Master Salary Scale by one increment.**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume**.

**Plan Printing Operator**

22.59 The Plan Printing Operators have put forth requests to: update their scheme of service; restyle the grade of Plan Printing Operator to Digital Printing Officer; be provided with additional office space; upgrade qualifications; and have further training. **The Bureau holds that reviewing the qualifications of a grade may be resorted by Management after consultation with relevant stakeholders and also considers that it is incumbent upon Management to make appropriate arrangements with the supplier to provide training on how to operate new and high-tech machines.**

**Movement for Plan Printing Operators**

22.60 Incumbents in the grade of Plan Printing Operator (PPO) who hold a Certificate in AutoCAD, along with the prescribed qualification for this position, may advance beyond their top salary by one increment if they meet the specified criteria. This provision which was reviewed in the previous Report is being maintained.

**Recommendation 14**

**22.61 We recommend that, upon obtaining a Certificate in AutoCAD or a relevant equivalent qualification, Plan Printing Operators should be granted one additional increment subject to the top salary recommended for the grade.**

**Health Surveillance**

22.62 In the previous Report, the Bureau recommended that arrangements be made for Plan Printing Operators to undergo health check-ups at no cost, given their continuous exposure to potentially harmful substances emitted by printing machines. This recommendation, aiming at safeguarding their well-being through regular health surveillance, is being maintained.

**Recommendation 15**

**22.63 We recommend that Management should continue to make the necessary arrangement with the Health Authorities to enable Plan Printing Operators to undergo regular health check-up, free of charge.**

**Abolition of Grades**

22.64 The Bureau has been informed that the Technician (Quantity Surveying) Cadre is no longer serving its purpose and request has been made to abolish the grades therein.

**Recommendation 16**

**22.65 We recommend the abolition of the grades of Chief Technician (Quantity Surveying), Principal Technician (Quantity Surveying) and Senior Technician (Quantity Surveying).**

## MINISTRY OF NATIONAL INFRASTRUCTURE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 25 035 070 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Technical Assistant (Ex-SMEDA) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **CIVIL ENGINEERING SECTION** |
| 26 000 109 | **Rs 138000**<br>Director (Civil Engineering) |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Civil Engineering) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Geotechnical Specialist<br>Lead Engineer |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer (Civil) |
| 26 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Geologist |
| | **MECHANICAL ENGINEERING SECTION** |
| 26 000 109 | **Rs 138000**<br>Director (Mechanical Engineering) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Mechanical Engineering) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Mechanical Engineer |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Mechanical Engineer/Senior Mechanical Engineer |
| 26 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Technical Officer (Civil Engineering)<br>Principal Technical and Mechanical Officer |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Civil Engineering)<br>Senior Technical and Mechanical Officer |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer<br>Technical and Mechanical Officer |
| 22 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Automobile Electronics Technician |
| | **QUANTITY SURVEYING SECTION** |
| 26 000 109 | **Rs 138000**<br>Director (Quantity Surveying) |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Quantity Surveying) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Quantity Surveyor |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Quantity Surveyor/Senior Quantity Surveyor |
| 26 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Quantity Surveyor |
| 26 079 093 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500**<br>Head, Works Cadre |
| 26 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Superintendent of Works |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Chief Inspector of Works |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Inspector of Works (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Materials Testing Officer |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Materials Testing Officer |
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Materials Testing Officer |
| 16 028 067 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Plan Printing Operator |
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Workshop Supervisor |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Automobile Electrician<br>Chief Blacksmith<br>Chief Cabinet Maker<br>Chief Carpenter<br>Chief Coach Painter<br>Chief Fitter<br>Chief Locksmith<br>Chief Mason<br>Chief Motor/Diesel Mechanic<br>Chief Painter<br>Chief Panel Beater<br>Chief Plumber and Pipe Fitter<br>Chief Turner and Machinist<br>Chief Welder<br>Foreman |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Multi-Skilled Tradesman (Building Construction)<br>Multi-Skilled Tradesman (Automotive Electricity and Electronics) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Automobile Electrician<br>Blacksmith<br>Cabinet Maker<br>Carpenter<br>Carpenter (Works)<br>Coach Painter<br>Fitter<br>Locksmith<br>Mason<br>Mason (Works)<br>Mechanic (Works)<br>Motor Mechanic<br>Motor/Diesel Mechanic<br>Painter<br>Panel Beater<br>Panel Beater (Works)<br>Plumber and Pipe Fitter<br>Turner and Machinist<br>Welder<br>Welder (Works)<br>Wood Machinist |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Laboratory Auxiliary |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Laboratory Auxiliary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver (Mechanical Unit) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy Vehicles above 5 tons) |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Vulcaniser |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Plant and Equipment Operator<br>Toolskeeper (Plaine Lauzun – Workshop) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant (Works) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker (Works) |
| | **ARCHITECT SECTION** |
| 26 000 109 | **Rs 138000**<br>Director (Architecture) |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Architecture) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Architect |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 075 095 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 89250**<br>Principal Architect (Personal to officers in post as at 31.12.15) |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Architect/Senior Architect |
| 26 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Landscape Architect |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer |
| 26 073 092 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Chief Technical Design Officer |
| 26 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Principal Technical Design Officer |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Technical Design Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 26 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Technical Design Officer |

## ENERGY SERVICES DIVISION

22.66 The Energy Services Division (ESD) provides consultancy services to Ministries and Departments on all aspects of electrical works. It is responsible, *inter alia*, to: cater for the operation, maintenance, and repair of electrical installations and equipment; provide technical assistance for official functions and events; undertake the design and preparation of technical specifications for the refurbishment of electrical works; and offer consultancy services for capital projects.

22.67 Staffing structure of the Division consists of a Director as head. He is assisted in his duties by the Deputy Director, officers of the Electrical Engineer, Technician and Inspector Cadres, as well as staff of the General Services and Workmen's Group.

22.68 Representations from professional and technical Cadres consisted of, among others, upgrading of salaries; restyling of grades; and grant of a special retention allowance to professionals. Regarding the last request, same has been examined in the light of the survey findings on Recruitment and Retention in the Public Sector. Union members have been apprised during consultations about demands that need to be addressed administratively. A request was also made regarding payment of a Height Allowance. However, same could not be analysed for want of information.

22.69 After examining all the proposals, we consider the present structure of the Division to be adequate. We are maintaining the existing provisions and reviewing others to ease implementation.

### Special Professional Retention Allowance

22.70 Provision had previously been made for officers of the Electrical Engineering Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

### Incremental Movement

22.71 The specific provision regarding incremental movement for the Lead Electrical Engineers *formerly Chief Engineers* in post as at 31 December 2012, is still valid and is being reiterated.

### Recommendation 17

**22.72 We recommend that officers in the grade of Lead Electrical Engineer *formerly Chief Engineer* in post as at 31 December 2012 should be allowed to move incrementally by two increments over and above the**

**provision set out at paragraph 16.9.18 in Chapter Incremental Credit and Incremental Movement of Volume 1 of this Report, on the same terms and conditions.**

**Survey Fees to Engineers and Officers of the Inspector and Technician Cadres**

22.73 Presently, Engineers and officers of the Inspector and Technician Cadres of the ESD who are called upon to carry out surveys on sites of fire/electrocution are paid a survey fee of Rs 855 and Rs 550 per survey respectively. Request was made to harmonise the quantum payable. We have examined the proposal and consider that the present recommendation is appropriate. We are, therefore, maintaining this recommendation and revising the quanta.

**Recommendation 18**

**22.74 We recommend that the survey fees payable to the Engineers and officers of the Inspector and Technician Cadres of the Energy Services Division who are required to carry out a survey on site of fire/electrocution be revised to Rs 940 and Rs 605 per survey respectively.**

**Training Schemes for Graduates in Engineering**

22.75 Currently, graduates in Engineering who are undergoing training to acquire the two years' experience for registration purposes with the Council of Registered Professional Engineers of Mauritius, are paid a monthly allowance of Rs 26050. We are revising the quantum of the allowance.

**Recommendation 19**

**22.76 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 35840.**

**Travelling Allowance to Graduates in Engineering**

22.77 Graduates in Engineering who use their cars in the performance of their duties, are refunded mileage for official travelling, whereas those who perform official travelling by bus are refunded bus fares. We are maintaining the present recommendation, whilst reviewing the rate at which mileage is being refunded.

**Recommendation 20**

**22.78 We recommend that graduates in Engineering under the training scheme who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 9.05 per km or should be refunded bus fares, whichever is higher.**

### Risk Allowance

22.79 In the last Report, provision was made for officers of the ESD who effectively work on high tension voltage (22000 volt) to be paid a Risk Allowance. During consultations, Unions informed that this provision has not been implemented. Upon request for additional information, Management apprised that no claim for the payment of a monthly Risk Allowance has been submitted by the officers concerned. The Bureau was also apprised that the provision of the 2021 PRB Report for concerned officers of the ESD to take part in the relevant competency test with a view to enabling them to work on high tension voltage, has also not been implemented. **We consider that Management should stand guided by our recommendations and take appropriate measures to implement same.** In view thereof, we are recommending accordingly.

### Recommendation 21

**22.80 We recommend that:**

**(i) the Ministry of National Infrastructure should make necessary arrangements for concerned officers of the ESD to take part in the relevant competency test with a view to enabling them to work on high tension voltage; and**

**(ii) officers who effectively work on high tension voltage (22000 volt) be paid a monthly Risk Allowance equivalent to one and a half increments at the initial point of their respective salary scale.**

### Human Resource Planning

22.81 Provision was made in past Reports, for Management to carry out a Human Resource Planning exercise with a view to enhancing organisational effectiveness. Management apprised that such exercise has not been carried out, as a restructuring plan of the ESD is in the pipeline. Nevertheless, we are reiterating this provision, the moreso requests have been made to increase the establishment size.

### Recommendation 22

**22.82 We recommend that Management of the ESD should carry out a Human Resource Planning exercise as per the general recommendation made in the Chapter on Recruitment, Promotion and Retention in Volume 1 of this Report, with a view to determining the right establishment size at all levels at the Division.**

# ENERGY SERVICES DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| | **ENERGY SERVICES DIVISION** |
| 22 000 109 | **Rs 138000**<br>Director, Energy Services Division |
| 22 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Energy Services Division |
| 22 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Electrical Engineer |
| 22 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Electrical Engineer/Senior Electrical Engineer |
| 22 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Engineer (Electrical) |
| 22 069 085 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Chief Technician |
| 22 064 081 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Principal Technician |
| 22 052 078 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Technician |
| 22 037 071 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Technician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Technician |
| 22 069 085 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Chief Inspector |
| 22 064 081 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Principal Inspector |
| 22 052 078 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Inspector |
| 22 037 071 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Inspector (Personal) |
| 25 049 072 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Chief Electrician (Shift)<br>Chief Plant Mechanic (Shift) |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Electrician<br>Chief Plant Mechanic |
| 25 031 064 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Electrician (Shift)<br>Plant Mechanic (Shift) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Electrician<br>Plant Mechanic |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 23. MINISTRY OF HEALTH AND WELLNESS

23.1 As the prime institution responsible for the health sector, the Ministry of Health and Wellness (MOHW) ensures that quality and equitable health services are accessible to the entire population at all time. It also carries out measures aimed at promoting a healthy lifestyle and is entrusted with other key functions such as sustaining the right health infrastructure and regulating the medical sector. In addition, it conducts bio-medical health studies of diseases of major importance in the country.

23.2 Its core services are dispensed by the health workforce which is composed of medical doctors, nurses, midwives, dentists, pharmacists and other paramedical professionals. Moreover, the non-medical staff from the different cadres namely Administrative, Analyst, Health Promotion and Research, Statistical, Health Records, Human Resources Management, Financial Operations, Procurement and Supply and other technical cadres as well as officers in the General Services grades and employees of the Workmen's Group provide support in the day-to-day running of the health services. The responsibility for the overall management of the MOHW rests upon the Senior Chief Executive.

23.3 The numerous proposals from the Unions representing the different grades/cadres mentioned above as well as Management's submissions are discussed under the respective groups, units or departments. To properly assess some issues, additional information was sought from the parties concerned. However, in several cases, the information requested was either not submitted or was incomplete, thereby preventing an in-depth study and formulation of appropriate recommendations.

23.4 We are hereunder making certain general provisions for issues which cut across.

**Human Resource Planning**

23.5 The staff side have once again raised concerns regarding the non-filling of various posts at the MOHW. It has also been reported that this situation is negatively impacting service delivery across various sectors such as Medical Group, dental services, community health rehabilitation, pharmacy services, Nursing Group, Medical Technician, Technologist and Paramedical Group, among others. Our attention has also been drawn to the fact that for several grades/cadres, a proper shift system could not be implemented, due to acute shortage of staff and delays in recruitment. In this respect, the Bureau is reiterating the provision for the MOHW to undertake a proper Human Resource Planning exercise to ensure that it has the required number of staff to effectively deliver its services.

**Recommendation 1**

**23.6 We recommend that the MOHW should conduct a Human Resource Planning exercise as recommended in the Chapter Recruitment, Promotion and Retention of Volume 1 of this Report with a view to determining the right number of people required in each grade for it to deliver effectively on its mandate.**

**Schemes of Service**

23.7 To render the structure of certain cadres at the MOHW more effective, a few grades have been created and others merged. As a result, consequential amendments need to be brought to the schemes of service of related grades within these cadres.

23.8 Moreover, during the course of this exercise, we have been apprised by the staff side that the schemes of service of many grades at the MOHW do not reflect the duties being performed as they have not been updated at regular intervals for instance those of the Health Surveillance Officer Cadre date as far back as 1976. As a scheme of service cannot remain static and needs to reflect the evolution in the jobs, we are making appropriate recommendation in that direction.

**Recommendation 2**

**23.9 We recommend that:**

**(i) where grades have been created or merged, Management should bring consequential amendments to the schemes of service of the relevant grades to reflect the required profiles, roles and duties/responsibilities devolving upon the incumbents; and**

**(ii) Management should, at regular intervals, update the schemes of service of the grades on its establishment to ensure that they reflect the actual duties being performed.**

**Conducive Working Environment**

23.10 A conducive working environment, is essential as it directly impacts on the employees' wellbeing, productivity and quality of services provided. The Bureau has during the present review exercise, received several representations from the healthcare personnel requesting for the provision of a more favourable working environment. We are, therefore, maintaining the provision for the MOHW to make necessary arrangements related thereto.

**Recommendation 3**

**23.11 We recommend that the MOHW should make necessary arrangements to provide, to the extent possible, a conducive working environment to officers belonging to the health sector.**

### Provision of Training Facilities

23.12 The Bureau has, in each of its Report, underscored the importance of providing appropriate training to employees in order to enhance their skills and knowledge and ensure that they are well equipped to handle new challenges and adapt to changes. Given the particular needs of the health sector and the numerous requests for both formal training and refresher courses from the staff side, we consider that it is imperative that the MOHW gives due attention to the training requirements of its employees and takes appropriate action for implementation of the recommendations made in the Chapter Training and Development in Volume 1 of this Report.

### Recommendation 4

**23.13 We recommend that the MOHW should, on an on-going basis, accord priority to the training of health sector employees and implement the recommendations made in the Chapter Training and Development of Volume 1 of this Report.**

### Digital Library

23.14 Recommendation for the setting up of a Digital Library was first made in the 2016 Report to enable health sector employees to have access to relevant information and databases and keep abreast of latest developments in their respective field.

23.15 For this review, representations have anew been received from employees of the health sector for the payment of a Book Allowance to enable them to purchase books. The Bureau, however, considers that with the global trend for digitalisation, a Digital Library would be a more effective mechanism in facilitating the acquisition of knowledge relevant to their professional fields. In this respect, the provision for the setting up of a Digital Library is being maintained.

### Recommendation 5

**23.16 We recommend that the MOHW, in collaboration with the Ministry of Information Technology, Communication and Innovation, should make necessary arrangements for:**

**(i) the setting up of a Digital Library to enable health sector employees to have access to relevant information and databases; and**

**(ii) officers to have access to both local and international E-libraries as per the strategic requirements of the Ministry.**

## MEDICAL GROUP

23.17 The Medical Group, a vital component of our healthcare system, comprises doctors at various levels. These professionals contribute significantly to clinical and public healthcare delivery, primarily through: consultations;

diagnosis of diseases; treatment of patients; and surgeries. The group is headed by the Director-General, Health Services, who is responsible for the smooth running of the work of all professional and technical staff and for coordination and implementation of health policies and programmes.

23.18 While a few proposals from this group concern organisation structure including creation and restyling of grades, most of the submissions relate to administrative issues, improvement in Conditions of Service and salary upgrading/adjustments. For proposals which could not be retained, the parties concerned were provided with the relevant explanations related thereto. Some proposals, including those concerning organisation structure, could not be properly assessed due to non-submission of information sought from the relevant parties.

23.19 As regards the proposals for the payment for an allowance for Medical Reports; and provision of Life Insurance and Travel Insurance to concerned officers, we consider that the Unions should take up the matter with Management for appropriate action. Concerning the representation made by the Community Physicians that their request for casual leave is often not approved, the Bureau considers that Management should, to the extent possible, ensure that these officers are allowed to take their leave.

23.20 Save for the issue of shortage of staff, we consider the existing structure and arrangements for the different cadres of the Medical Group to be adequate for an efficient delivery of service. The recommended salary for the Medical Group has been determined taking into consideration the total remuneration package of the doctors, external relativities, findings of the survey on Recruitment and Retention Problems in the Public Sector and the job evaluation exercise.

23.21 Following examination of all the proposals, we are restyling the grade of MHO/SMHO to a more appropriate appellation*;* extending certain benefits which are presently applicable to the members of the Medical Profession to those of the Dental Profession; and enhancing certain specific Conditions of Service.

**General Practitioner**
***formerly Medical and Health Officer/Senior Medical and Health Officer***

23.22 A proposal has been made for the grade of MHO/SMHO to be restyled General Practitioner/Senior General Practitioner on the ground that incumbents in the grade are registered as General Practitioner with the Medical Council of Mauritius. Taking into consideration prevailing international practice, we are making appropriate recommendation related thereto.

**Recommendation 6**

**23.23 We recommend that the grade of MHO/SMHO be restyled General Practitioner.**

**Shift System for General Practitioners *formerly MHO/SMHOs***

23.24 Strong representations have been made by various Unions regarding the present shift system as well as the recommendation of the 2021 PRB Report for the introduction of a three-tier shift system for the General Practitioners *formerly MHO/SMHOs.* According to Unions, the present system is not efficient and has many shortcomings compared to the previous work pattern. In addition, Unions have highlighted the acute shortage of staff in the grade. Appropriate provisions are being made to address these issues.

**Recommendation 7**

**23.25 We recommend that Management:**

**(a) in consultation with Unions/Federations, should re-examine the current work pattern of the General Practitioners *formerly MHO/SMHOs* for the benefit of the service; and**

**(b) should undertake a proper Human Resource Planning exercise as recommended at paragraph 23.6 to determine the number of additional staff needed to properly deliver its services in addition to ensuring a timely recruitment of personnel.**

**Specialist (Ayurvedic Services)**

23.26 In our last Report, we recommended that the MOHW considers the advisability of creating a grade of Specialist (Ayurvedic Services) given the evolution within the sector. We are reiterating this provision.

**Recommendation 8**

**23.27 We recommend that the MOHW considers the advisability of creating a grade of Specialist (Ayurvedic Services) which should be filled by selection from among candidates who are fully registered as Ayurvedic Practitioners and as Specialist with the Traditional Medicine Board of Mauritius in accordance with legislation in force in the country.**

**Allowance for working beyond normal working hours**

23.28 Under existing provisions, General Practitioners *formerly MHO/SMHOs* who are required to work extra hours beyond 40 hours and draw salary up to Rs 62700 are eligible for the payment of overtime. Those drawing Rs 64400 and above are remunerated at the normal hourly rate based on the salary point reached in their salary scale. These provisions also apply to other officers of the group who are required to work beyond their normal working hours. Taking into account the nature of duties performed by the officers, we are maintaining the present arrangements.

**Recommendation 9**

**23.29 We recommend that officers of the Medical Group who are drawing salary:**

**(i) up to Rs 77750 and are required to put in extra hours in excess of 40 hours should be paid overtime as provided at paragraphs 16.5.62 and 16.5.63 of the Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime in Volume 1 of this Report; and**

**(ii) Rs 80000 and above should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale, for every additional hour put in.**

**23.30 We also recommend that:**

**(i) when a Medical Officer moves from one worksite to another after normal working hours, he should be compensated by the payment of overtime or the normal hourly rate at the salary point reached in the respective salary scale, whichever is applicable, for every additional hour put in, inclusive of travelling time;**

**(ii) Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists in the fields of Obstetrics and Gynaecology and Paediatrics who are required to perform night duty should be compensated at the normal hourly rate based on salary point reached in their respective salary scale for every additional hour worked. The provision for working on night shift is optional for Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists who were already in service as at 30.06.08 either in a substantive capacity or have been in an acting capacity for at least a year and is mandatory for new entrants to the grade of Specialist/Senior Specialist as from 01.01.13; and**

**(iii) should the need arise, the recommendation at sub paragraph (ii) may be extended to other fields.**

**Rotation of General Practitioners *formerly MHO/SMHOs***

23.31 In line with existing provisions, General Practitioners *formerly MHO/SMHOs* should be made to rotate across various units/departments to get them acquainted with the different aspects of the job, enrich their experience and enable them to acquire new skills. As this provision is still relevant, it should continue to prevail.

**Recommendation 10**

**23.32 We recommend that General Practitioners *formerly MHO/SMHOs* be rotated across various units and departments to enable them acquire relevant skills and enrich their experience.**

**Allowance to acting Specialist/Senior Specialist**

23.33 General Practitioners *formerly MHO/SMHOs* who are assigned the duties of Specialist/Senior Specialist and are later appointed to the grade in a substantive capacity are hypothetically granted one increment for each completed year of actingship subject to the top salary of the grade. These increments are used to determine their starting salary in the new grade. This provision is being extended to Dental Surgeon/Senior Dental Surgeons.

**Recommendation 11**

**23.34 We recommend that General Practitioners *formerly MHO/SMHOs* and Dental Surgeon/Senior Dental Surgeons who are assigned the duties of Specialist/Senior Specialist and Specialist (Dental Services) should hypothetically be granted one increment for each completed year of actingship subject to the top salary of the grade, upon their substantive appointment as Specialist/Senior Specialist and Specialist (Dental Services) respectively. These increments should be used to determine their salary point in their new salary scales.**

**Lying-in period**

23.35 Due to emergency or urgency, General Practitioners *formerly MHO/SMHOs* are at times unable to benefit from their lying-in period as they are called upon to look after urgent cases. To this effect, one-hour lying-in period foregone by the doctors is accounted for when computing their actual hours of work. As the situation of emergency/urgency would continue to occur in the future, the present arrangement of compensation for the lying-in time foregone should continue to be applicable.

**Recommendation 12**

**23.36 We recommend that, exceptionally, in the event of emergency or urgency and subject to the approval of the Duty Manager, one hour of the lying-in period foregone by General Practitioners *formerly MHO/SMHOs* should be taken into account while computing their actual hours of work.**

**Night Duty Allowance**

23.37 Presently, General Practitioners *formerly MHO/SMHOs* who effectively work on night shift are, exceptionally, paid a Night Duty Allowance equivalent to 25% of the normal rate per hour including up to a maximum of two hours lying-in-period on the basis of eight hours in respect of the present night shift of 16 hours. This provision remains valid.

**Recommendation 13**

**23.38 We recommend that General Practitioners *formerly MHO/SMHOs* who effectively work on night shift should be, exceptionally, paid a Night Duty Allowance equivalent to 25% of the normal rate including up to a**

**maximum of two hours lying-in-period and on the basis of eight hours in respect of the present night shift of 16 hours.**

**Refund of Unutilised Casual Leaves**

23.39 Given the specific nature of their duties, General Practitioners *formerly MHO/SMHOs* are refunded their untaken casual leaves at the rate of 1/66 of their last monthly salary per day in the corresponding year. We consider this provision to be appropriate and are maintaining same until the next Report.

**Recommendation 14**

**23.40 We recommend that, until the publication of the next Report:**

**(i) General Practitioners *formerly MHO/SMHOs* should be refunded their untaken casual leave annually at the rate of 1/66 of their last monthly salary per day in the corresponding year; and**

**(ii) the unutilised casual leave should be refunded on a *pro rata* basis for the year in which the officers proceed on retirement or pass away while in service.**

**Incremental Credits for Specialist Qualifications**

23.41 The grant of Incremental Credits to General Practitioners *formerly MHO/SMHOs* for specialist qualifications was reinstated in our previous Report, but was restricted to specialist qualifications in scarce fields. We have received proposals to extend this benefit to members of the Dental Profession and consider the grant of the incremental credit for all postgraduate qualifications. A request was also made to waive the scarcity criteria as these areas are dynamic and subject to change over time, which may create challenges in implementing the recommendation.

23.42 While we are extending the provision to Dental Surgeon/Senior Dental Surgeons, we consider it appropriate to restrict the grant of incremental credits to scarcity areas. Nevertheless, to facilitate the implementation process in response to the concerns raised, we are providing necessary clarifications. Moreover, Management may consider circulating the list of scarcity areas to the doctors so that they are aware of the fields considered as scarce before embarking on a particular course.

**Recommendation 15**

**23.43 We recommend that:**

**(i) on obtention of a specialist qualification in a field listed as scarce by the MOHW, General Practitioners *formerly MHO/SMHOs* and Dental Surgeon/Senior Dental *Surgeons* who are appointed in a substantive capacity, should be granted up to two incremental credits as follows:**

**(a) up to two years' study full-time or equivalent part-time - One increment**

**(b) above two years' study full-time or equivalent part-time - Two increments**

**(ii) General Practitioners *formerly MHO/SMHOs* and Dental Surgeon/Senior Dental Surgeons who had already embarked on a course previously listed as scarce but which is subsequently removed from the list, should be entitled to the grant of the incremental credits recommended above; and**

**(iii) the incremental credits should be payable either as from the date of appointment in the grade or as from the date of confirmation or as from the date the additional qualification has been awarded, whichever is the latest.**

**Allowance to officers entrusted with the responsibility of Duty Manager in hospitals after normal working hours**

23.44 Medical Superintendents, Senior Emergency Physicians, Emergency Physicians and the seniormost General Practitioners *formerly MHO/SMHOs* are required to act as Duty Manager after normal working hours to ensure proper coordination of all managerial and clinical activities in the hospitals.

23.45 We have received representations for the services of the Duty Manager to be extended for day duty and the responsibility to be allocated to Medical Superintendents and the seniormost General Practitioners *formerly MHO/SMHOs* only. To enable a proper examination of these proposals, additional information was sought from the relevant parties but was not obtained. In the absence thereof, the current arrangements should, therefore, continue to prevail.

**Recommendation 16**

**23.46 We recommend that the Medical Superintendents, Senior Emergency Physicians, Emergency Physicians and seniormost General Practitioners *formerly MHO/SMHOs*, who provide coverage after normal working hours and assume the function of Duty Manager should be compensated at the normal hourly rate based on salary point reached in their respective salary scale, for every additional hour put in.**

**On-call and In-attendance Allowances**

23.47 As per existing arrangements, Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants; Consultants-in-Charge and the Director, Emergency Services are paid an On-call Allowance whenever they are required to be on-call and an In-attendance Allowance for attending hospitals while on-call. We are revising the quantum thereof.

**Recommendation 17**

**23.48 We recommend that the On-call Allowance payable to Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services should be revised as hereunder:**

| On-call | Specialist/ Senior Specialist and Specialist (Dental Services) (Rs) | Specialist/ Senior Specialist known as Consultant (Rs) | Consultant-in-Charge and Director, Emergency Services (Rs) |
|---|---|---|---|
| Weekday 1600 hours to 0900 hours the following day | 1135 | 1195 | 1260 |
| Saturday 1200 hours to Sunday 0900 hours<br>Sunday/Public Holiday 0900 hours to 0900 hours the following day | 1680 | 1800 | 1885 |

**23.49 We also recommend that when attending hospitals while 'on-call', the rate of the In-attendance Allowance, inclusive of travelling time, payable to the above officers, should be as follows:**

| | | |
|---|---|---|
| **(i)** | **Specialist/Senior Specialist and Specialist (Dental Services)** | **Rs 915 per hour** |
| **(ii)** | **Specialist/Senior Specialists known as Consultant** | **Rs 970 per hour** |
| **(iii)** | **Consultant-in-Charge and Director, Emergency Services** | **Rs 1080 per hour** |

**Allowance at the Hyperbaric Medicine Unit**

23.50 A monthly *ad hoc* allowance is paid to the Consultants-in-Charge and Specialist/Senior Specialists posted to the Hyperbaric Medicine Unit for accompanying patients inside the decompression chambers given the risk involved, for instance ears and eyes trauma, fire, explosion and other illness due to working in such an environment. This provision should continue to be applicable.

**Recommendation 18**

**23.51 We recommend that the monthly *ad hoc* allowance paid to the Consultants-in-Charge and the Specialist/Senior Specialists posted to the Hyperbaric Medicine Unit for accompanying patients inside the decompression chamber should be revised to Rs 2890.**

**Allowance to Regional Public Health Superintendents**

23.52 Regional Public Health Superintendents provide coverage at port and airport to ensure that ships and aircrafts entering the port and the airport comply with Regulations in force. They are also required to attend to any public health problems, including treatment of malaria cases and visit patients in private hospitals and/or at their place of residence after normal working hours. The quantum of the allowance payable to them is being revised.

**Recommendation 19**

**23.53 We recommend that the Regional Public Health Superintendents who are required to provide coverage at port and airport in connection with the arrival of ships and planes and attend to public health problems, including treatment of malaria cases after normal working hours, should be paid a monthly allowance of Rs 3300.**

**On-call and In-attendance Allowances to Regional Public Health Superintendents**

23.54 In view of the growing movement of passengers at the port and airport which increases the risk of communicable diseases, arrangements exist for the Regional Public Health Superintendents to be on-call, for which they are paid an On-call Allowance. They are also paid an In-attendance Allowance whenever their physical presence is required for the management of patients. As these arrangements would continue to exist, we are revising the quantum.

**Recommendation 20**

**23.55 We recommend that the Regional Public Health Superintendents should be paid an On-call Allowance as follows:**

| Period | On-call Allowance (Rs) |
|---|---|
| **Weekdays:**<br>**1600 hours to 0900 hours the following day** | **1260** |
| **Saturdays:**<br>**1200 hours to Sunday 0900 hours**<br>**Sundays and Public Holidays:**<br>**0900 hours to 0900 hours the following day** | **1885** |

**23.56 We also recommend that the Regional Public Health Superintendents should be paid an In-attendance Allowance of Rs 1080 per hour only in situations warranting their physical presence for the management of patients.**

**Allowance to Consultants-in-Charge responsible for the Specialised Hospitals**

23.57 Consultants-in-Charge who are responsible for specialised hospitals such as the Subramanian Bharati Eye Hospital and the Ear, Nose and Throat (ENT)

Hospital are required to perform certain administrative duties in addition to their clinical work. The present arrangement is being maintained and the quantum of the allowance revised.

**Recommendation 21**

**23.58 We recommend that Consultants-in-Charge who are responsible for specialised hospitals should be paid a monthly allowance of Rs 3300.**

**On-call/In-attendance Allowances to Doctors posted to Agalega Island**

23.59 Doctors posted on a tour of service to Agalega are required to be on-call throughout the month and they are presently being paid a monthly On-call Allowance of Rs 23000. Further, an In-attendance Allowance of Rs 460 per hour is paid to them whenever they attend duty while on-call. We are revising the quantum of these allowances.

**Recommendation 22**

**23.60 We recommend that:**

**(i) the monthly On-call Allowance payable to the doctors who are posted on a tour of service to Agalega and are on-call during the whole month should be revised to Rs 25300; and**

**(ii) the In-attendance Allowance payable to them, whenever they have to attend duty while on-call should be revised to Rs 505 per hour.**

**Allowance for performing aeromedical retrieval of patients**

23.61 Senior Emergency Physicians, Emergency Physicians as well as General Practitioners *formerly MHO/SMHOs* who are required to perform aeromedical retrieval of patients are entitled to an allowance of Rs 1600 per visit from Rodrigues and Rs 2415 per visit from Agalega. The quantum of these allowances are being revised.

**Recommendation 23**

**23.62 We recommend that officers of the Emergency Physician Cadre as well as General Practitioners *formerly MHO/SMHOs* who are required to perform aeromedical retrieval of patients should be paid an allowance as follows:**

**(i) Rs 1760 per visit for retrieval from Rodrigues; and**

**(ii) Rs 2655 per visit for retrieval from Agalega.**

**Insurance Cover**

23.63 We have, in our previous Reports, made provision for the MOHW to consider the advisability of providing insurance coverage to Emergency Physicians, Senior Emergency Physicians and General Practitioners *formerly*

*MHO/SMHOs* going to Agalega and Rodrigues islands to perform aeromedical retrieval of patients. We are reiterating the provision.

**Recommendation 24**

**23.64 We recommend that the MOHW considers the advisability of providing insurance coverage to officers of the Emergency Physicians Cadre as well as General Practitioners *formerly MHO/SMHOs* who are called upon to perform aeromedical transfers from Rodrigues and Agalega.**

**Bank Scheme – Doctors**

23.65 The Bank Scheme for doctors includes Medical Officers and Specialists from the private sector as well as retired Medical Officers and Specialists below the age of 70. These doctors are enlisted on a sessional basis as and when their services are required. Given that there is still shortage of doctors, the current arrangements should prevail.

**Recommendation 25**

**23.66 We recommend that:**

**(a) Doctors operating at the level of General Practitioners *formerly MHO/SMHOs* should be paid:**

**(i) an All-inclusive Allowance (excluding travelling) of Rs 2215 per session of three hours during Weekdays and Rs 2670 per session of three hours on Sundays and Public Holidays; and**

**(ii) the above allowance on a *pro rata* basis whenever they are required to work for more than or less than the specified number of hours.**

**(b) Doctors operating at the level of Specialist/Senior Specialist should be paid:**

**(i) an All-inclusive Allowance (excluding travelling) of Rs 2670 per session of three hours during Weekends and Rs 3335 per session of three hours on Sundays and Public Holidays; and**

**(ii) On-call and In-attendance Allowances at the same rate as recommended at paragraphs 23.48 and 23.49 for the grade of Specialist/Senior Specialist.**

23.67 Presently, doctors employed under the Bank Scheme are refunded mileage for the distance from residence to place of posting at approved rates. In addition, those who are officially required to attend Courts from their place of posting are paid Mileage Allowance at approved rate. These arrangements are being maintained.

**Recommendation 26**

**23.68 We recommend that doctors working under the Bank Scheme:**

**(i) who are officially required to attend Courts from their place of posting should be paid Mileage Allowance at approved rates; and**

**(ii) should be refunded mileage for the distance from residence to place of posting at approved rates.**

**Pre-Registration Training Scheme for Doctors**

23.69 Newly qualified doctors must undergo pre-registration and practical training in hospitals to obtain the right to practice. Those who undergo such training in public hospitals are paid a monthly allowance of Rs 27400 and are reimbursed for travel expenses by bus. The quantum of the allowance is being revised.

**Recommendation 27**

**23.70 We recommend that newly qualified doctors undergoing their pre-registration and practical training in public hospitals should be paid a monthly allowance of Rs 37290 and should be refunded travelling by bus.**

**Book Allowance/Smart phones for members of the Medical and Dental Professions**

23.71 As per prevailing provisions, members of the Medical and Dental Professions are eligible for an annual allowance of Rs 13500 for expenses incurred for the purchase of medical books, e-materials, journals and other publications. This allowance is, however, meant to lapse upon the grant of smart phones. We have taken note that the MOHW has, up to now, not provided the officers with smartphones and the latter are still benefitting from the Book Allowance. On the other hand, the Unions have made demands for the provision of Book Allowance and grant of smartphone to be kept separate. A few Unions have also requested for the Book Allowance to be combined with the annual CPD Allowance.

23.72 In view of technical reasons, the proposal to combine the Book Allowance with CPD Allowance could not be retained. Moreover, taking into account the shift towards digital resources and the various advantages offered by smartphones such as instant access to real time information and communication with other doctors, we consider the existing arrangement for the smartphone to replace the traditional Book Allowance to be a more appropriate arrangement.

**Recommendation 28**

**23.73 We recommend that:**

**(i) the MOHW should make necessary arrangements for the provision of a smartphone of equivalent value to the allowance payable for the purchase of books and other items to every member of the**

**Medical and Dental Professions who are appointed in a substantive capacity; and**

**(ii) the concerned officers should be paid an annual allowance of Rs 14500 for the purchase of medical books, e-materials, journals and other publications until such time that they are provided with the smart phone.**

**Continuing Professional Development**

23.74 For members of the Medical Profession, Continuing Professional Development (CPD) is vital to stay up-to-date with latest medical advancements and maintain their competence, among others. Currently, as an assistance to meeting the CPD requirement, doctors are provided with an annual CPD Allowance, cumulative over three years, along with special leave to attend CPD programmes. We reviewed the provisions governing the allowance in the last Report and we are, in this review, based on the demand of the staff side, bringing further improvements with regard to the cumulative period. We are also reflecting the decision of the HPC for this allowance to be extended to the Dental Profession.

**Recommendation 29**

**23.75 We recommend that members of the Medical and Dental Professions on the permanent and pensionable establishment of the MOHW should be:**

**(i) paid an allowance of Rs 13345 annually, cumulative over a period of four years, to meet the expenses towards their professional development on presentation of documentary evidence. The CPD accumulated for the first year would, however, be forfeited on the fifth year if not benefited from; and**

**(ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of CPD Programmes either locally or abroad. However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.**

**Special Medical Service Allowance**

23.76 Members of the Medical and Dental Professions who are not allowed the privilege of private practice are eligible for a Special Medical Service Allowance. Proposals have been made for this provision to be optional for the officers. Moreover, it has been represented that this allowance is no longer being paid to a few categories of officers and they are presently allowed to undertake private practice. The authority to allow private practice or not does not fall under the purview of the Bureau. We are, however, bringing improvement to the eligibility criteria in respect of certain category of officers.

**Recommendation 30**

**23.77 We recommend that, until the next Report, members of the Medical and Dental Professions who are not allowed the privilege of private practice should be eligible for the payment of a monthly Special Medical Service Allowance as shown in table, hereunder:**

| Category | Special Medical Service Allowance % of monthly salary |
|---|---|
| **Officers drawing salary in a scale the maximum of which is Rs 97000 and Rs 102500 and:**<br>**(i) reckoning at least eight years' service as at 01 January 2026; and**<br>**(ii) reckoning at least seven years' service as at 01 January 2027.** | **7** |
| **Officers drawing salary in a scale the maximum of which is Rs 114000.** | **7** |
| **Officers drawing salary in a scale the maximum of which is between Rs 122000 and Rs 130000.** | **12** |
| **Officers drawing salary more than Rs 130000.** | **15** |

**Allowance for Officers of the Medical and Dental Professions in post as at 30 June 2008**

**Recommendation 31**

**23.78 We recommend that members of the Medical and Dental Professions in post as at 30 June 2008, should on retirement, be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond 30 years of pensionable service as from 01 January 2013, provided that such officers:**

**(a) have attained the optional retirement age (that is 60 years);**

**(b) reckon at least 30 years of pensionable service; and**

**(c) have opted for the Pension Reforms on 01 July 2008 and contributed effectively to the Pension Scheme.**

**All-inclusive Allowance In lieu of Meal**

23.79 Due to unavailability of catering services at the Dr. Yves Cantin Community Hospital, doctors who work for 31 hours continuously, from 0900 hours to 1600 hours the following day at the hospital are paid an All-inclusive

Allowance of Rs 450 in lieu of meal. But, for services provided on the specified day and time below, the All-inclusive Allowance in lieu of meal is Rs 300:

(a) from Friday 0900 hours to noon on Saturday;

(b) from Saturday 0900 hours to 0900 hours on Sunday; and

(c) from 0900 hours to 0900 hours the following day, when it happens to be a Public Holiday.

The quantum of these allowances are being revised.

**Recommendation 32**

**23.80 We recommend that doctors who are required to provide their services from 0900 hours to 1600 hours the following day in health institutions where they are not provided with meals and/or where such facilities are not available, should be paid an allowance of Rs 525 for that specified number of hours.**

**23.81 In respect of their services provided on the specified day and time below, the All-inclusive Allowance in lieu of meal is revised to Rs 350:**

**(a) from Friday 0900 hours to noon on Saturday;**

**(b) from Saturday 0900 hours to 0900 hours on Sunday; and**

**(c) from 0900 hours to 0900 hours the following day, when it happens to be a Public Holiday.**

**Rent Free Telephone and Free Calls**

23.82 Officers of the Medical and Dental Professions are provided with rent free telephone and free calls in view of the specific nature of duties performed. This provision is being maintained.

**Recommendation 33**

**23.83 We recommend that rent free telephone and free calls or equivalent for mobile phones should continue to be provided to officers of the Medical and Dental Professions.**

**Special Provisions for officers of the Medical and Dental Professions**

23.84 Members of the Medical and Dental professions drawing salary in scales the maximum of which is not less than Rs 77750 and not more than Rs 97675 having reached their top salary are allowed to move incrementally up to a maximum of two increments in the Master Salary Scale subject to meeting certain conditions. Provisions for enhanced car benefits also exist for those reckoning 14 years' service. Both arrangements should continue to be applicable.

**Recommendation 34**

**23.85 We recommend that members of the Medical and Dental Professions:**

**(i) drawing salary in scales the maximum of which are not less than Rs 97000 and not more than Rs 122000, should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume; and**

**(ii) reckoning 14 years' service in their respective grade should be entitled to car benefits as per provision at paragraph 16.2.17 (No. 2) of the Chapter on Travelling and Car Benefits in Volume 1 of this Report though drawing a monthly salary in a scale the maximum of which is less than Rs 118000.**

**23.86 We also recommend that the above provisions should equally apply to members of the Medical and Dental Professions on the establishment of other Ministries/Departments.**

**Allowance to Specialist/Senior Specialists in fields requiring subspecialisation**

23.87 Presently, Specialist/Senior Specialists, Specialists known as Consultant and Consultants-in-Charge who possess subspecialist qualifications are paid a monthly allowance of Rs 5670 subject to satisfying certain conditions. This allowance is also payable to Specialist/Senior Specialists in scarce fields. As an incentive to encourage the doctors to obtain further specialisation as well as specialist qualifications in scarce fields, we are maintaining the existing provisions and revising the quantum thereof.

**Recommendation 35**

**23.88 We recommend that:**

**(i) a monthly allowance of Rs 6235 should be paid to Specialist/Senior Specialists, Specialist/Senior Specialists known as Consultant and Consultants-in-Charge possessing subspecialist qualifications which are directly relevant for the performance of their duties and where incumbents do participate in the medical activities relating to their speciality;**

**(ii) the subspecialty qualification should have been obtained after having followed a full-time course in the relevant subspeciality;**

**(iii) the allowance would be paid on a case-to-case basis subject to the approval of the MOHW; and**

**(iv) the allowance should also be paid to Specialist/Senior Specialists in fields listed as scarce by the MOHW.**

**Medical and Dental Specialists**

23.89 Specialist/Senior Specialists and Specialist (Dental Services) are known as Consultant on reaching salary point of Rs 94500. We have, in the course of this exercise, been requested to review this provision so that Specialists/Senior Specialists are known as Consultant based on number of years of service in the grade instead of salary point reached. However, for technical reasons we could not retain this proposal. We are, therefore, maintaining the existing provisions and reviewing the salary point.

**Recommendation 36**

**23.90 We recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be known as Consultant on reaching salary point Rs 118000.**

**Support Staff**

23.91 Provision exists for the MOHW to make necessary arrangements for officers of the Medical Group to be provided with support services by officers of General Services grades. However, due to lack of staff, the Ministry has, up to now, not been able to implement this recommendation. We are, maintaining this provision and urge Management to ensure that the officers of the Medical Group are provided with the necessary assistance for an efficient delivery of services.

**Recommendation 37**

**23.92 We recommend that the MOHW should make necessary arrangements for officers of the Medical Group to be provided support services by officers of the General Services grades.**

**Leave Without Pay to General Practitioners *formerly MHO/SMHOs***

23.93 General Practitioners *formerly MHO/SMHOs* who serve as Médecins Sans Frontières (MSF) are presently granted leave without pay for a minimum period of six months up to a maximum of 12 months over a period of 10 years. This provision remains valid.

**Recommendation 38**

**23.94 We recommend that General Practitioners *formerly MHO/SMHOs* of the MOHW should exceptionally be granted leave without pay to service the organisation Médecin Sans Frontières, for a minimum period of six months up to a maximum of 12 months over a period of 10 years, subject to the exigencies of the service and approval of the MPSAR.**

# MINISTRY OF HEALTH AND WELLNESS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 09 000 120 | **Rs 190000**<br>Director-General, Health Services |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 09 000 113 | **Rs 154000**<br>Director, Health Services |
| 09 000 112 | **Rs 150000**<br>Director, Dental Services<br>Director, Diabetes and Vascular Services<br>Director, Laboratory Services<br>Regional Health Director |
| 09 000 109 | **Rs 138000**<br>Consultant-in-Charge<br>Deputy Director, Laboratory Services<br>Deputy Director, Health Services<br>Director, Emergency Services<br>Head, AIDS Unit<br>Head, Ayurvedic Unit<br>Head, Occupational Health Unit<br>Regional Public Health Superintendent |
| 09 000 108 | **Rs 134000**<br>National HIV/AIDS Coordinator |
| 09 104 107 | **Rs 118000 x 4000 - 130000**<br>Lead Diabetologist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 093 107 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000**<br>Medical Superintendent |
| 09 091 107 | **Rs 80000 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000**<br>Regional Dental Superintendent<br>Specialist/Senior Specialist<br>Specialist (Dental Services) |
| 09 093 105 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**<br>NCD Coordinator<br>Officer-in-Charge, Harm Reduction Section<br>Senior AIDS Physician<br>Senior Community Physician<br>Senior Emergency Physician<br>Senior Occupational Health Physician |
| 09 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Diabetes Public Health Coordinator |
| 09 081 103 | **Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>AIDS Physician<br>Community Physician<br>Emergency Physician<br>Occupational Health Physician<br>Registrar |
| 09 076 100 | **Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>General Practitioner<br>*formerly Medical and Health Officer/Senior Medical and Health Officer* |
| 09 075 098 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer<br>Dental Surgeon/Senior Dental Surgeon |

## PHARMACY DIVISION

23.95 The Pharmacy Division is responsible for overseeing pharmacy services in both the public and the private sector. It ensures that the population at large has access to drugs which are of required quality, safety and efficacy and that the practice of Pharmacy is in line with relevant legislations. The division is headed by the Director, Pharmaceutical Services who is supported by professional and technical staff from the Pharmacist and Pharmacy Technician Cadres. Representations received from officers of these two Cadres are elaborated below.

### Pharmacist Cadre

23.96 The Pharmacist Cadre comprises the grades of Pharmacist/Senior Pharmacist, Principal Pharmacist, Deputy Director, Pharmaceutical Services and Director, Pharmaceutical Services. The main proposals received from the staff side for this Cadre relate to, among others, creation of grades including specialised ones; upgrading of salaries; review of schemes of service; and enhanced Conditions of Service. A request was also made to abolish the grade of Pharmacist/Senior Pharmacist (Roster - Day and Night), which was created in the last Report.

23.97 Overall, the existing structure is considered to be adequate to enable the Cadre to effectively deliver on its mandate. Regarding the grant of certain allowances such as Continuing Professional Development, the stakeholders were referred to existing provisions.

### Pharmacist/Senior Pharmacist (Roster – Day and Night)

23.98 In the course of this exercise, we have been apprised that none of the Pharmacist/Senior Pharmacists in post has opted to join the grade of Pharmacist/Senior Pharmacist (Roster - Day and Night). Moreover, Management has already reported vacancies for the latter grade to the Public Service Commission and recruitment thereto would soon be made. In this respect, we are giving another opportunity to the Pharmacist/Senior Pharmacists (Personal) in post to join the grade of Pharmacist/Senior Pharmacist (Roster - Day and Night).

### Recommendation 39

**23.99 We recommend that officers in the grade of Pharmacist/Senior Pharmacist (Personal) should anew be given the option to join the grade of Pharmacist/Senior Pharmacist (Roster – Day and Night) and be granted two increments upon implementation of the roster system.**

**23.100 We also recommend that pending the filling of the grade of Pharmacist/Senior Pharmacist (Roster – Day and Night):**

**(i) the Pharmacist/Senior Pharmacists (Personal) who are required to work beyond their normal working hours up to 2200 hours on**

**Weekdays and Saturdays should continue to be compensated at the normal hourly rate based on the salary point reached, for the additional hours put in;**

**(ii) an On-call Allowance of Rs 455 should continue to be paid, in each hospital, to one Pharmacist/Senior Pharmacist (Personal) who is required to be on-call on Weekdays and Saturdays from 2200 hours to 0900 hours the following day and Rs 995 for being on-call on Sundays and Public Holidays from 0900 hours to 0900 hours the following day; and**

**(iii) an In-attendance Allowance of Rs 335 per hour, inclusive of travelling time, should be paid to the Pharmacist/Senior Pharmacist (Personal) when attending duty while on-call.**

**Scheme of Service – Deputy Director, Pharmaceutical Services**

23.101 A request has been made by the staff side for the length of experience required for the Pharmacist/Senior Pharmacists to qualify for the post of Deputy Director, Pharmaceutical Services to be raised from seven to 15 years. While we hold that the length of experience proposed is excessive, we do concur that incumbents need to acquire a certain length of experience to be able to shoulder the responsibilities of the higher position and Management is also of the same view. We are making appropriate recommendation to that effect.

**Recommendation 40**

**23.102 We recommend that, henceforth, appointment to the grade of Deputy Director, Pharmaceutical Services should be made by selection from among officers in the grades of:**

**(i) Principal Pharmacist; and**

**(ii) Pharmacist/Senior Pharmacist (Personal) and Pharmacist/Senior Pharmacist (Roster – Day and Night) who reckon at least 10 years' service in a substantive capacity in the grade or an aggregate of 10 years' service in the former grades of Pharmacist, Senior Pharmacist and Pharmacist/Senior Pharmacist (Personal).**

**Inspection of Private Pharmacies and Clearance of Parcels**

23.103 In accordance with existing provisions, an allowance of Rs 525 is paid to officers of the Pharmacist Cadre for each inspection carried out in private pharmacies outside office hours whereby they have to examine documents and verify if entries of purchase and sales are correctly recorded. The same quantum is payable for each inspection and clearance of parcels at the parcel post office, airport and seaport. We are extending the payment of the allowance to officers in the grade of Radiopharmacist in addition to reviewing the quantum thereof.

**Recommendation 41**

**23.104 We recommend that officers of the Pharmacist Cadre as well as Radiopharmacists should be paid an allowance of Rs 600 for each inspection carried out in private pharmacies outside office hours which may involve submission of a report and/or legal proceeding and for each visit effected at the parcel post office, airport and seaport.**

**Special Allowance for Radiopharmacists**

23.105 A request has been made for Radiopharmacists in the Nuclear Medicine Unit to be granted an allowance similar to what obtains for officers of the Nuclear Medicine Technologist Cadre as they are also required to handle unsealed radioactive sources and are exposed to radioactivity. We are recommending accordingly.

**Recommendation 42**

**23.106 We recommend that Radiopharmacists who are constantly exposed to radioactivity and are required to handle unsealed radioactive sources should be paid a monthly allowance equivalent to one and a half increments at the initial point of the salary scale.**

**Pre-Registration Allowance**

23.107 As per legislation in force, graduates in pharmacy are required to undergo a one-year pre-registration training course in either a hospital or retail pharmacy to be registered as Pharmacist and have the right to practice. Those undergoing such training in the Public Hospital Pharmacies are currently paid a monthly allowance of Rs 26050. We are maintaining this provision and revising the quantum thereof.

**Recommendation 43**

**23.108 We recommend that:**

**(i) graduates in Pharmacy undergoing pre-registration training in Public Hospital Pharmacies should be paid a monthly allowance of Rs 35840; and**

**(ii) these graduates should be refunded travelling by bus.**

**Movement beyond top salary**

23.109 In accordance with recommendations in Volume 1 of this Report, officers of the Pharmacist Cadre, are allowed to move incrementally in the Master Salary Scale up to a certain salary point after having reached the top of their respective salary scale. **This provision is still valid.**

**Pharmacy Technician Cadre**

23.110 The main responsibility of the Pharmacy Technician Cadre, which consists of a six-level structure, is to ensure dispensing activities at Hospital Pharmacies,

Area Health Centres, Community Health Centres and Medi-Clinics. For this review, the officers have, among others, submitted proposals for creation of additional levels; review of salary; provision of training; and introduction of allowances in addition to reviewing the mode of remuneration of existing ones. Representations were also made regarding the shortage of staff in the Cadre.

23.111 Proposal for the creation of the additional levels have not been acceded to as we consider the present set-up to be appropriate. Likewise, the request for the grant of an On-call Allowance to the Pharmacy Stores Managers could not be retained, given that the services of the officers outside normal working hours for the provision of a specific item is seldom required. In so far as the representation regarding Trainee Pharmacy Technicians who have been drawing the salary of Trainee for several years due to the courses not being run on time, Management is advised to ensure the timely mounting of these courses in the future so that officers are not penalised.

23.112 We are, in this Report, making provision for a Human Resource Planning exercise to be carried out to cater for the shortage of staff. As regards the payment of Night Duty Allowance to officers who are not required to work on shift but are effectively doing night duty, appropriate recommendation thereto has been made under the Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime in Volume 1 of this Report.

**National Pharmacy Technician Diploma**

23.113 The salary scales of the grades of Pharmacy Technician and Senior Pharmacy Technician provide for a Qualification Bar (QB) and movement beyond that QB is contingent on incumbents possessing the National Pharmacy Technician Diploma. This provision is being maintained.

**Recommendation 44**

**23.114 We recommend that:**

**(i) progression beyond the QB in the salary scales of Pharmacy Technician and Senior Pharmacy Technician should be subject to obtention of the National Pharmacy Technician Diploma or equivalent;**

**(ii) officers in post as at 01.01.16 in the grade of Senior Pharmacy Technician who have already crossed the QB in their salary scale, though not possessing the Diploma, should be allowed to continue to move incrementally in their respective salary scale on a personal basis; and**

**(iii) the MOHW should continue to make provision for the enlistment of Trainee Pharmacy Technicians and for other officers of the Pharmacy Technician Cadre of the Ministry and the Rodrigues Regional Assembly to follow top-up training programmes leading to the National Pharmacy Technician Diploma.**

**Human Resource Planning**

23.115 Strong representations have been made regarding the acute shortage of staff in the Cadre and non-implementation of the shift system for Pharmacy Technicians and Senior Pharmacy Technicians due to which the officers are required to work more than 300 days in a year without off days. To this effect, we sought the views of Management on the implementation of the shift system and were informed that same could not be put in place because of the shortage of staff. As working for long hours is extremely exhaustive and has an incidence on work life balance, we are making provision for Management to conduct a proper Human Resource Planning exercise to address the issue.

**Recommendation 45**

**23.116 We recommend that Management should carry out a proper Human Resource Planning exercise as recommended at paragraph 23.6 to determine the right number of people required for implementation of a proper shift system for the concerned officers.**

**Allowance to Pharmacy Technicians and Senior Pharmacy Technicians**

23.117 Pending the implementation of the proper shift system, Pharmacy Technicians and Senior Pharmacy Technicians are called upon to put in additional hours of work for the provision of 24-hour coverage, for which they are currently being compensated at the normal hourly rate. Since the present arrangement would continue until such time that the Ministry has adequate staff to implement the shift system, we are reiterating the existing provision.

**Recommendation 46**

**23.118 We recommend that:**

**(i) pending the implementation of a proper shift system, Pharmacy Technicians and Senior Pharmacy Technicians who are required to work beyond their normal working hours in order to provide 24-hour coverage at nights, on Weekends and Public Holidays should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale; and**

**(ii) Pharmacy Technicians and Senior Pharmacy Technicians who are required to work after normal working hours at the Area Health Centres, Community Health Centres and Medi-Clinics should also be compensated at the normal hourly rate based on the salary point reached in their respective salary scale.**

**Bank Scheme - Pharmacy Technician**

23.119 The Bank Scheme is meant to palliate the acute shortage of staff at the level of Pharmacy Technician. Presently, retired officers of the Pharmacy Technician Cadre as well as serving officers of the Cadre are allowed to work under the Bank Scheme and are being remunerated accordingly.

23.120 Proposals have been made for the serving officers to be paid based on the level they occupy instead of the bank rate. Since the Bank Scheme is meant for operating at the level of Pharmacy Technician, we could not accede to the request. We are, nevertheless, revising the quantum paid to the officers for providing their services under this scheme.

**Recommendation 47**

**23.121 We recommend:**

**(i) the payment of an allowance of Rs 845 per day session of four hours and Rs 970 per night session of four hours to retired officers as well as officers of the Pharmacy Technician Cadre who are allowed to work under the Bank Scheme - Pharmacy Technician; and**

**(ii) that the payment of the allowance under the Bank Scheme - Pharmacy Technician should be on a *pro rata* basis whenever the officers are required to work for more than or less than the specified number of hours.**

**Allowance to Senior Pharmacy Technicians**

23.122 The seniormost Senior Pharmacy Technician, who is called upon to take charge of the pharmacy and assume higher responsibilities after normal working hours in the absence of higher levels, is entitled to a monthly allowance equivalent to one increment at the salary point reached. This provision should continue to apply.

**Recommendation 48**

**23.123 We recommend that the seniormost Senior Pharmacy Technician, who is required to take charge of the pharmacy and shoulder higher responsibilities after normal working hours in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist, should be paid a monthly allowance equivalent to one increment at the salary point reached in the salary scale.**

**Allowance in lieu of meal at Dr. Yves Cantin Community Hospital**

23.124 A Meal Allowance of Rs 300 is presently being paid to officers of the Pharmacy Technician Cadre, who after a night duty, are required to attend duty at Dr Yves Cantin Community Hospital the next day where catering facilities are unavailable. The quantum of this allowance is being revised.

**Recommendation 49**

**23.125 We recommend that officers of the Pharmacy Technician Cadre, who after a night service, are required to attend Dr. Yves Cantin Community Hospital the following day where they are not provided with meals and/or where such facilities are not available should be paid an allowance of Rs 350 in lieu of meal.**

### Night Duty Allowance

23.126 Pharmacy Technicians and Senior Pharmacy Technicians are required to work in a pattern of shift to provide a 24-hour service in the public pharmacies although no proper shift system has so far been implemented. In accordance with existing provisions, those who effectively work on night shift are, exceptionally, paid the Night Duty Allowance. This provision is being maintained in view of its continued relevance.

### Recommendation 50

**23.127 We recommend that Pharmacy Technicians and Senior Pharmacy Technicians who effectively work on night shift should, exceptionally, be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period.**

### Shift Work

**23.128 Pharmacist/Senior Pharmacists (Roster - Day and Night) are required to work on roster whereas Pharmacy Technicians and Senior Pharmacy Technicians are required to work on shift. These elements have been taken into account in arriving at the recommended salaries of the respective grade.**

## PHARMACY DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 000 109 | **Rs 138000**<br>Director, Pharmaceutical Services |
| 09 087 104 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Pharmaceutical Services |
| 09 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Pharmacist<br>Radiopharmacist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 067 096 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Pharmacist/Senior Pharmacist (Roster Day and Night) |
| 09 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Pharmacist/Senior Pharmacist (Personal) |
| 09 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Quality Control Pharmacist/Chemist |
| 09 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Pharmacy Technician |
| 09 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Regional Pharmacy Technician |
| 09 071 087 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Pharmacy Technician |
| 09 066 084 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Pharmacy Stores Manager |
| 09 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Senior Pharmacy Technician |
| 09 042 079 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 57400**<br>Pharmacy Technician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 031 033 | **Rs 25445 x 300 - 26045**<br>Trainee Pharmacy Technician |

## NURSING GROUP

23.129 The Nursing Group, one of the major pillars of the healthcare workforce of the country, comprises officers in the Nursing Officer, Midwife, Public Health Nursing Officer, Permanencier, Nurse Educator and Midwife Educator Cadres. The main responsibilities of these officers, *inter alia*, include provision of direct patient care; implementation of community health programmes; promotion of health education among the public; and collaboration with other healthcare professionals. In addition to the core ones, there are a few other supporting grades within the Group that provide essential ancillary services.

23.130 Numerous proposals were received from the grades/cadres of this Group and these can be summarised into creation of grades; uplifting of salary; upgrading of qualifications requirement and courses followed; restyling and merging of grades; amendment to schemes of service; filling of posts; enhancement of Conditions of Service; reintroduction of Retention Allowance; and refund of expenses incurred in connection with Continuing Professional Development (CPD). Representations were also received regarding the non-implementation of certain recommendations contained in the 2021 PRB Report.

23.131 For those proposals which were essentially administrative issues not falling under the purview of the Bureau, the parties were so informed and were advised on the appropriate course of action. They were also referred to existing provisions with regard to certain of their proposals. To the extent possible, appropriate explanations were also provided for those proposals which could not be retained. The creation of stand-alone specialised grades such as Community Psychiatric Nurse, Living Organ Coordinator, Organ Donation Coordinator and SAMU Nurse could not be acceded to due to lack of functional need.

23.132 As far as the request for the creation of specialised grades to be filled from Health Care Assistant/Senior Health Care Assistants (HCA/SHCAs) (General) posted in certain units is concerned, the Bureau considers that Management should, first of all, identify the specialised fields where these services are required and, thereafter, consider the filling of the post of Specialised Health Care Assistant. For refund of expenses incurred in connection with CPD, we have taken note that CPD courses are regularly provided to officers of the Nursing Group by the CPD committee set up at hospital level. As to the persistent shortage of staff evoked by the Unions, we have been apprised that

the Ministry would be recruiting 1000 nurses over the next three years in line with provision made in the Budget 2025/2026.

23.133 After examining all the requests, we are restyling the grade of Blood Bank Assistant/Senior Blood Bank Assistant to a proper job appellation; reviewing upwards the number of days that Trainee Nurses are refunded travelling; and maintaining the existing mode of appointment to the grade of Nursing Supervisor until 01 January 2028. As regards the payment of the Night Duty Allowance to those who are not on a shift pattern but are required to perform night duty, appropriate recommendation related thereto has been made under the Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered hours and Overtime in Volume 1 of this Report.

**Nurse/Patient Ratio and HCA/SHCA/Patient Ratio**

23.134 In our previous Report, we urged Management to consider the request of the Unions for the establishment of an appropriate Nurse/Patient ratio and HCA/SHCA (General)/Patient ratio. The same representations have been made in the context of this review. In this regard, **we reiterate that Management should give due consideration to these requests with a view to further enhancing service delivery in the hospitals and their annexed institutions.**

**Schemes of Service - Nursing Supervisor (Male)**

**- Nursing Supervisor (Female)**

23.135 As per provision made in our last Report, as from 01 January 2026, appointment to the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female) should be made by selection from among officers in the grades of Ward Manager (Male) and Ward Manager (Female) respectively who possess a Degree in Nursing. We have been apprised that the Degree course has not yet been mounted by the Ministry. In a bid not to hamper the smooth service delivery and enable prompt filling of the vacant posts, we are deferring the requirement for a Degree to a later date.

**Recommendation 51**

**23.136 We recommend that the requirement for a Degree in Nursing for appointment to the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female) should take effect as from 01 January 2028.**

**Diploma in General Nursing**

23.137 Movement beyond the Qualification Bar (QB) inserted in the salary scales of specific grades within the Nursing Group is contingent upon the incumbents holding the National Diploma Level 6 in Nursing. Moreover, provision exists for Management to continue making arrangements for officers of the Nursing Officer and Public Health Nursing Officer Cadres to follow the top up training

programme leading to the National Diploma Level 6 in Nursing. These provisions are still valid.

**Recommendation 52**

**23.138 We recommend that:**

**(i) progression beyond the QB in the respective salary scale of the grades of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse, Blood Bank Officer and Public Health Nursing Officer should be subject to obtention of the National Diploma Level 6 in Nursing;**

**(ii) officers in post as at 01.01.16 in the grades of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse and Blood Bank Officer who have already crossed the QB though not possessing the Diploma should be allowed to continue to move incrementally in their respective salary scale, on a personal basis; and**

**(iii) the MOHW should continue to make provision for officers of the Nursing Officer and Public Health Nursing Officer Cadres of the Ministry as well as that of the Rodrigues Regional Assembly to follow the top up training programmes leading to the National Diploma Level 6 in Nursing.**

**Incremental credit for the Nursing Officer (Psychiatric) Cadre**

23.139 With a view to encourage officers to join the Psychiatric field, officers in the grades of Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Psychiatric) (Male) and Ward Manager (Psychiatric) (Female) possessing the Diploma in Mental Health Nursing are granted one increment at the point reached in their salary. However, this provision should lapse upon the filling of the grade of Trainee Nurse (Psychiatric). We are while maintaining the existing arrangements, making a provision for Nursing Officers posted at the Brown Sequard Hospital and possessing the required qualifications.

**Recommendation 53**

**23.140 We recommend that:**

**(i) Nursing Officers (Psychiatric), Charge Nurses (Psychiatric) (Male), Charge Nurses (Psychiatric) (Female), Ward Managers (Psychiatric) (Male), and Ward Managers (Psychiatric) (Female) possessing the Diploma in Mental Health Nursing should be granted one increment at the point reached in their salary scale subject to the top salary of their respective grade;**

**(ii) Nursing Officers posted to the Brown Sequard Hospital and possessing the Diploma in Mental Health should be paid an allowance equivalent to one increment at the point reached in the salary scale; and**

**(iii) the above provisions should lapse upon enlistment of Trainee Nurses (Psychiatric).**

**Top Up Course – HCA/SHCAs (General)**

23.141 HCA/SHCAs (General) are required to complete a one-year in-service training course before being appointed in a substantive capacity. To this effect, provision exists for Management to consider the advisability of mounting an appropriate top up programme for all those who have previously followed only the six-month course. We are reiterating this provision.

**Recommendation 54**

**23.142 We recommend that the MOHW considers the advisability of mounting an appropriate top up course for those HCA/SHCAs (General) who have followed only the six-month in-service course with a view to ensuring that they are kept abreast of latest developments in the field.**

**Posting of Principal Midwives**

23.143 Taking into consideration the provision in the scheme of service of the grade of Principal Midwife and the level of responsibilities assigned to the grade, provision was made in the last Report for incumbents to be posted not only in Area Health Centres but also in hospitals. We have taken note that Management has not been able to implement this provision due to lack of staff. In the circumstance, we are reiterating the recommendation for the posting of Principal Midwives in hospitals and urge Management to implement same as soon as it has the required number of officers in post.

**Recommendation 55**

**23.144 We recommend that Management should make necessary arrangements for Principal Midwives to be posted to hospitals as well as other health institutions as provided in the scheme of service of the grade.**

**Diploma in Midwifery and Obstetrical Nursing**

23.145 Presently, provisions exist for incumbents in the grades of Midwife and Senior Midwife (Shift) to move beyond the QB inserted in their respective salary scale upon obtention of the Diploma in Midwifery and Obstetrical Nursing and a Top Up Training Programme leading to the Diploma to be mounted by the MOHW for serving officers of the Cadre. These are being maintained.

**Recommendation 56**

**23.146 We recommend that:**

**(i) progression beyond the QB inserted in the salary scales of the grades of Midwife and Senior Midwife (Shift) would be subject to obtention of the Diploma in Midwifery and Obstetrical Nursing; and**

**(ii) the MOHW should continue to make arrangements for serving officers of the Midwifery Cadre to follow a top up training programme leading to the Diploma in Midwifery and Obstetrical Nursing.**

**Permanencier/Senior Permanencier**

23.147 In view of shortage of staff in the grade of Permanencier/Senior Permanencier, the officers in post are regularly called upon to put in extra hours, for which they are compensated at the normal hourly rate. We are maintaining the existing provision.

**Recommendation 57**

**23.148 We recommend that Permanencier/Senior Permanenciers who are required to work beyond their normal working hours on Weekdays, Weekends and Public Holidays should be compensated at the normal hourly rate at the salary point reached in their salary scale, for every additional hour put in.**

**Phlebotomist**
***formerly Blood Bank Assistant/Senior Blood Bank Assistant***

23.149 A request has been made by the staff side for the grade of Blood Bank Assistant/Senior Blood Bank Assistant to be restyled Phlebotomist/Senior Phlebotomist taking into account the international usage of the appellation; the requirement for the officers to undergo a training programme leading to a Certificate in Phlebotomy; and the need to better reflect the nature of duties performed. We are making appropriate recommendation to that effect.

**Recommendation 58**

**23.150 We recommend that the grade of Blood Bank Assistant/Senior Blood Bank Assistant be restyled Phlebotomist.**

**Occupational Therapy Assistant**

**Physiotherapy Assistant**

23.151 Officers in the grades of Physiotherapy Assistant and Occupational Therapy Assistant in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021 are allowed on a personal basis, to move incrementally up to salary point Rs 38400 subject to satisfying certain conditions. This provision is still valid.

**Recommendation 59**

**23.152 We recommend that Occupational Therapy Assistants and Physiotherapy Assistants in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021 should be allowed to proceed incrementally in the Master Salary Scale up to salary point of Rs 50100 on a personal basis on the same conditions prevailing previously provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Specific Conditions of Service**

**Notional Time**

23.153 Given that notional time is considered as effective working hour, we are maintaining the provision related thereto.

**Recommendation 60**

**23.154 We recommend that Charge Nurses or any other officer posted in wards who are involved in handing over when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle should be compensated for handing over time up to a maximum of 30 minutes through time-off.**

**Night Duty Allowance**

23.155 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 is paid to officers of the Nursing Group who effectively work on night shift. As regards the Nursing Officer and Midwifery Cadres as well as HCA/SHCAs (General), the Night Duty Allowance is exceptionally computed at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours. The present arrangement should prevail.

**Recommendation 61**

**23.156 We recommend that:**

**(i) officers of the Nursing Group who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours' lying-in period; and**

**(ii) the Night Duty Allowance should be exceptionally computed at the rate of 25% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre, HCA/SHCAs (General), Senior Midwives, Midwives and Trainee Midwives.**

### Night Attendance Bonus

23.157 Certain officers of the Nursing Officer and Midwifery Cadres as well as HCA/SHCAs (General) who attend duty on all scheduled nights during a given month are eligible for the payment of a monthly Night Attendance Bonus. This provision remains valid until the next review exercise.

### Recommendation 62

**23.158 We recommend that officers in the undermentioned grades should be paid a monthly Night Attendance Bonus, until the next review exercise, provided they attend duty on all scheduled night shifts during the month.**

| Grades | Night Attendance Bonus (Rs) |
|---|---|
| **Trainee Nurse** | **335** |
| **Trainee Midwife** | **335** |
| **Nursing Officer:** | |
| **Up to 10 years' service** | **675** |
| **Over 10 years' service** | **840** |
| **Charge Nurse:** | |
| **Up to 5 years' service** | **840** |
| **Over 5 years' service** | **1010** |
| **Nursing Supervisor** | **1270** |
| **Midwife:** | |
| **Up to 10 years' service** | **475** |
| **Over 10 years' service** | **675** |
| **Senior Midwife:** | |
| **Up to 10 years' service** | **675** |
| **Over 10 years' service** | **840** |
| **Health Care Assistant/Senior Health Care Assistant (General)** | |
| **Up to 10 years' service** | **380** |
| **Over 10 years' service** | **550** |

### Lying-in time

23.159 As per existing provision, officers of the Nursing Group who are unable to benefit from their lying-in time as they are called upon to attend to urgent/emergency cases are compensated for one-hour lying-in time foregone, subject to the approval of the Duty Manager. We are maintaining the existing arrangements.

**Recommendation 63**

**23.160 We recommend that, exceptionally, in the event of any emergency or urgency and subject to the approval of the Duty Manager, one hour lying-in time foregone by officers of the Nursing Group should be taken into account while computing their actual hours of work.**

**Bank Scheme – Nurse**

23.161 The Bank Scheme – Nurse comprises two categories of officers: one for serving officers and another one for those not in the Government Service. The scheme, which is meant to alleviate the acute shortage of nursing staff and ensure effective service delivery, has been operational for over two decades. Officers employed under this scheme are required to perform duties at the level of Nursing Officer. In the circumstance, the request of the staff side for different mode of remuneration based on the grade of the officer, could not be retained.

23.162 In view of the continued shortage of nursing staff and given that the Bank Scheme remains essential, the Bureau is maintaining the scheme and reviewing the quantum of the All-inclusive Allowance.

**Recommendation 64**

**23.163 We recommend the payment of an All-inclusive Allowance (excluding travelling) of Rs 845 per day session of four hours and Rs 970 per night session of four hours to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Principal Midwives, Senior Midwives and Midwives employed on a sessional basis under the Bank Scheme (in service) and to Registered Nurses and qualified Midwives not in Government service.**

**23.164 We also recommend that the allowances paid under the Bank Scheme should be on a *pro rata* basis whenever the officers are required to work for more than or less than the specified number of hours.**

**Allowances to Nursing Officers posted to the Emergency Medical Services Units (SAMU)**

23.165 Presently, Nursing Officers posted to the Emergency Medical Services Units (SAMU) are eligible for an allowance for being called upon to perform extra duties. Moreover, the seniormost Nursing Officer who has to perform extra duties such as organising work, preparing a roster plan, taking charge of and controlling drugs, dressings, instruments and equipment, among others, is paid an additional allowance. Since the existing arrangements are bound to continue, we are, while maintaining the payment of the allowance, revising the quantum.

**Recommendation 65**

**23.166 We recommend that:**

**(a) a monthly allowance of Rs 895 be paid to the Nursing Officers posted to the SAMU for performing extra duties; and**

**(b) an additional allowance of Rs 1110 be paid to the seniormost Nursing Officer for organising the work and preparing roster, taking charge and controlling drugs, dressings, instruments and equipment as well as ensuring its maintenance.**

**Allowances for performing duties of ECG Technician**

23.167 As per arrangements in place, an allowance is paid to the Nursing Officers and Charge Nurses posted to the Emergency Department, ICU, Cardiac Wards and SAMU Units for performing the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays. This allowance is also payable to Charge Nurses, Nursing Officers and HCA/SHCAs (General) posted to Area Health Centres and Community Health Centres. The current arrangements should continue.

**Recommendation 66**

**23.168 We recommend the payment of an allowance of Rs 160 per night/Sunday/Public Holiday and Rs 85 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers who are posted to the Accident and Emergency Department, ICU, Cardiac Wards and SAMU and are required to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays.**

**23.169 We also recommend the payment of an allowance of Rs 160 per day/Sunday/Public Holiday and Rs 55 per night to Charge Nurses, Nursing Officers and officers in the grade of HCA/SHCA (General) who are posted to the Area Health Centres/Community Health Centres/Medi-clinics and are required to perform the duties of ECG Technician during the day, at night, on Sundays and Public Holidays.**

**Allowance to Nursing Officers posted to the Hyperbaric Medicine Unit**

23.170 A monthly allowance of Rs 2520 is paid to Nursing Officers posted to the Hyperbaric Medicine Unit on account of the specific nature of their duties which involves attending to cases of diving accident patients and other emergency cases such as near hanging, sudden deafness and carbon monoxide poisoning, both during and beyond normal working hours. The quantum of this allowance is being revised.

**Recommendation 67**

**23.171 We recommend that Nursing Officers posted to the Hyperbaric Medicine Unit for the treatment of diving accident patients and other relevant**

**emergencies both during and beyond normal working hours, should be paid a monthly allowance of Rs 2770.**

**Allowance for Answering Calls on the Hotline at the AIDS Unit**

23.172 Officers posted to the Aids Unit are required to answer calls and provide service information on the hotline outside their normal working hours for which they are paid an *ad hoc* allowance of Rs 650 for 53 hours. The allowance is paid on a *pro rata* basis whenever they are required to work for more or less than the specified number of hours. Since this arrangement would continue to prevail, we are maintaining the existing provision while revising the quantum.

**Recommendation 68**

**23.173 We recommend that:**

**(i) officers posted to the AIDS Unit who are required to answer calls and provide service information on the hotline should be paid an *ad hoc* allowance of Rs 715 for 53 hours; and**

**(ii) the allowance should be paid on a *pro rata* basis whenever the officers are required to work for more or less than the specified number of hours.**

**Allowance to Nursing Officers posted to Dr Yves Cantin Community Hospital**

23.174 Due to lack of catering facilities at the Dr Yves Cantin Community Hospital, an All-inclusive Allowance of Rs 300 in lieu of meal is paid to Nursing Officers posted thereat and to those posted to the neighbouring Community Health Centres who, after a normal day shift, are required to do night duty at the said hospital which is followed by a day shift. This arrangement should continue to be effective.

**Recommendation 69**

**23.175 We recommend that Nursing Officers posted to the Dr Yves Cantin Community Hospital as well as the neighbouring Community Health Centres who, after a normal day shift, are required to do night duty at the Dr Yves Cantin Community Hospital which is followed by a day shift should be paid an allowance of Rs 350, provided that they work for three shifts continuously, that is, a day shift, a night shift and a day shift.**

**Allowance to Trainee Nurses and Trainee Midwives working on shift**

23.176 In addition to the Night Duty Allowance, Trainee Nurses and Trainee Midwives who effectively work on shift, that is, at night, on Saturday afternoons, Sundays and Public Holidays are paid a monthly allowance of Rs 820. We are reviewing the quantum of this allowance.

**Recommendation 70**

**23.177 We recommend that Trainee Nurses and Trainee Midwives who effectively work on shift, that is at night, on Saturday afternoons, Sundays and Public Holidays should be paid a monthly allowance of Rs 900 in addition to the Night Duty Allowance recommended at paragraph 23.156 (ii).**

**Travelling Allowance for Trainee Nurse**

23.178 Trainee Nurses are eligible for a monthly Travelling Allowance computed on a 15 working days' basis. A request has been made for the allowance to be based on 20 days given that during their posting in hospitals, Trainee Nurses are called to work 15 days a month but when they attend the school of Nursing or are posted in Specialised Units, they are in attendance five days a week. We are recommending accordingly.

**Recommendation 71**

**23.179 We recommend that the Travelling Allowance payable to eligible Trainee Nurses should be computed on a 20 working days' basis, monthly.**

**Allowance for performing administrative duties in respect of dead body received/ delivered at the Mortuary**

23.180 In the absence of Hospital Administrative Assistants and Executive Officers (Health Services), nursing staff are called upon to carry out administrative duties pertaining to dead bodies received/delivered before 0900 hours and after 1600 hours at the Mortuary, for which they are paid an allowance. This arrangement shall remain effective pending any administrative arrangement by the Ministry.

**Recommendation 72**

**23.181 We recommend that, pending any administrative arrangement, members of the nursing staff performing administrative duties in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services) should be paid an allowance of Rs 115.**

**Allowance to Nursing/Midwife Staff posted to Agalega Islands**

23.182 A monthly allowance of Rs 5515 is presently paid to Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives as well as officers of the Nursing Group who are qualified in Midwifery and who are required to provide round the clock coverage and work beyond their normal working hours on a regular basis when posted to Agalega. The quantum of this allowance is being revised.

**Recommendation 73**

**23.183 We recommend that Male Nursing Officers, Female Nursing Officers possessing Midwifery Certificates, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery and are posted to Agalega should be paid a monthly allowance of Rs 6065 for providing a 24-hour coverage and effectively working over and above their normal working hours.**

**Allowance to Nursing Officers and Charge Nurses posted to the Renal Dialysis Unit**

23.184 Nursing staff posted to the Renal Dialysis Unit are required to put in additional hours against compensation to cope with the increasing number of patients in need of dialysis treatment. Further, a Nursing Officer or Charge Nurse is also required to be on-call for which the latter is compensated by an On-call Allowance for being on-call and an In-attendance Allowance whenever he/she attends duty while on-call. We are maintaining these provisions.

**Recommendation 74**

**23.185 We recommend that Charge Nurses, Nursing Officers and HCA/SHCAs (General) who are posted to the Renal Dialysis Unit should be remunerated for the extra hours performed as follows:**

| Extra hours of work | Charge Nurses and Nursing Officers (Rs) | Health Care Assistant/ Senior Health Care Assistant (General) (Rs) |
|---|---|---|
| 1700 hours to 1800 hours | 215 | 150 |
| 1800 hours to 2100 hours | 725 | 500 |

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

**23.187 We further recommend:**

**(i) the payment of an On-call Allowance of Rs 275 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit of each regional hospital who is required to be on-call on Weekdays and Saturdays from 2100 hours to 0900 hours the following day and Rs 790 for being on-call on Sundays or Public Holidays from 0700 hours to 0700 hours the following day; and**

**(ii) that when attending duty while being on-call, the Nursing Officer or Charge Nurse should be paid an In-attendance Allowance of Rs 320 per hour, inclusive of travelling time.**

### Risk Allowance

23.188 By virtue of existing provisions, officers in certain grades of the Nursing Group working in constant and close contact with mental patients, T.B. patients and drug addicts are entitled to a Risk Allowance. We have, for this review received several requests to extend this provision to other officers of the Nursing Group. The mechanism in place for the payment of Risk Allowance is provided in the Chapter Risk, Insurance and Compensation in Volume 1 of this Report. We are, hereunder, replicating the recommendation for the allowance to those officers who are already in receipt of same.

### Recommendation 75

**23.189 We recommend that the undermentioned officers, who are required to work in close and constant contact with mental patients, TB patients and drug addicts, should continue to be paid a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale:**

**(i) Trainee Nurses, Nursing Officers, Nursing Officers (Psychiatric), Charge Nurses (Male), Charge Nurses (Female), Charge Nurses (Psychiatric)(Male), Charge Nurses (Psychiatric)(Female), Ward Managers (Male), Ward Managers (Female);**

**(ii) Nursing Supervisors, Nursing Administrators and HCA/SHCAs (General) posted to the Poudre d'Or Hospital and the Brown Sequard Mental Health Care Centre;**

**(iii) Occupational Therapy Assistants and Senior Occupational Therapy Assistants posted to the Brown Sequard Mental Health Care Centre;**

**(iv) HCA/SHCAs (General) posted to the AIDS Unit, pre-natal and post-natal wards;**

**(v) Nursing staff including Trainee Nurses working at the detainees ward at J. Nehru Hospital, Harm Reduction Unit, SAMU, Psychiatric wards at Regional Hospitals;**

**(vi) Nursing staff carrying out the Needle Exchange Programme, Methadone Treatment and Outreach activities at the AIDS Unit; and**

**(vii) Officers of the Nursing Officer and Midwifery Cadres, including Trainee Nurses and Trainee Midwives, posted to the pre-natal, labour and post-natal wards.**

### Bank Scheme – Health Care Assistant/Senior Health Care Assistant (General)

23.190 HCA/SHCAs (General) employed under the Bank Scheme are paid an All-inclusive Allowance of Rs 530 per day session of four hours and Rs 610 per night session of four hours. We are revising the quantum of this allowance.

**Recommendation 76**

**23.191 We recommend:**

**(i) the payment of an All-inclusive Allowance (excluding travelling) of Rs 585 per day session of four hours and Rs 670 per night session of four hours to HCA/SHCAs (General) who work on sessions in Government Health Institutions; and**

**(ii) the above allowance should be paid on a *pro rata* basis whenever the officers are required to work for more or less than the specified number of hours.**

**Special Duty Allowance to HCA/SHCAs (General) posted to the AIDS Unit**

23.192 HCA/SHCAs (General) who carry out Needle Exchange Programme at the AIDS Unit are entitled to a monthly Special Duty Allowance. Pending the filling of the post of Specialised Health Care Assistant, we are maintaining this allowance and revising the quantum thereof.

**Recommendation 77**

**23.193 We recommend that:**

**(i) a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale should be paid to the HCA/SHCAs (General) posted to the AIDS Unit for carrying out Needle Exchange Programme; and**

**(ii) the payment of above allowance should lapse with the filling of the post of Specialised Health Care Assistant.**

**Allowance to HCA/SHCAs (General) posted to Ayurvedic Clinics**

23.194 HCA/SHCAs (General) posted to Ayurvedic Clinics are required to perform Panchkarma therapies consisting of snehan, swedan, basti, shiro, netra-basti, nasya, among others, which requires extra effort. They are currently in receipt of a monthly allowance of Rs 520 for performing these duties. We are revising the quantum of the allowance.

**Recommendation 78**

**23.195 We recommend that the HCA/SHCAs (General) who are required to perform Panchkarma Therapies at the Ayurvedic Clinics should be paid a monthly allowance of Rs 600 for performing the duties mentioned above.**

**Refund of Vacation Leave and Casual Leave**

23.196 Officers of the Nursing Officer Cadre are allowed to accumulate their vacation leave over and above the authorised ceiling. Such leave can either be taken as leave prior to retirement or is refunded if the officers opt to work during the excess accumulated period. They are also refunded their unutilised casual

leave. The existing provisions are being maintained until the next review exercise.

**Recommendation 79**

**23.197 We recommend that until the publication of the next Report:**

**(i) officers of the Nursing Officer Cadre should continue to be allowed to accumulate their vacation leave over and above the authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement;**

**(ii) the unutilised casual leave of officers of the Nursing Officer Cadre should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year;**

**(iii) unutilised casual leave should be refunded to officers of the Nursing Officer Cadre on a *pro rata* basis for the year in which the officers proceed on retirement or pass away while in service; and**

**(iv) officers of the Nursing Officer Cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**Compensation for work on Night Shift covering part of a Public Holiday**

**Recommendation 80**

**23.198 We recommend that for officers working on a night shift covering part of Public Holiday, the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

**Special Allowance to HCA/SHCAs posted to the Nuclear Medicine Unit**

23.199 A request has been made for HCA/SHCAs posted to the Nuclear Medicine Unit to be granted an allowance similar to what obtains for officers of the Medicine Technologist Cadre as they are also exposed to radioactivity. We are recommending accordingly.

**Recommendation 81**

**23.200 We recommend that HCA/SHCAs who are posted to the Nuclear Medicine Unit and are constantly exposed to radioactivity should be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale.**

## Retention Allowance

23.201 Provision had previously been made for certain officers of the Nursing Group to benefit from a Retention Allowance up to 31 December 2016. The last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the Retention Allowance. **This provision remains valid**.

## Shift/Staggered

**23.202 Officers in the grades listed below are required to work either on shift or at staggered hours. This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

| Shift | Staggered |
|---|---|
| Health Care Assistant/Senior Health Care Assistant (General) | Phlebotomist *formerly Blood Bank Assistant/Senior Blood Bank Assistant* |
| Midwife | Blood Bank Officer |
| Senior Midwife | Senior Blood Bank Officer |
| Nursing Officer | Senior Specialised Nurse |
| Nursing Officer (Psychiatric) | Specialised Nurse |
| Charge Nurse (Male) | Specialised Health Care Assistant |
| Charge Nurse (Female) | Specialised Nurse (Diabetes Foot Care) |
| Charge Nurse (Psychiatric) (Male) | Senior Specialised Nurse (Diabetes Foot Care) |
| Charge Nurse (Psychiatric) (Female) | Specialised Nurse (Diabetes) |
| Nursing Supervisor (Male) | Senior Specialised Nurse (Diabetes) |
| Nursing Supervisor (Female) | |
| Permanencier/Senior Permanencier | |
| Principal Permanencier | |

## NURSING GROUP

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Director, Nursing |
| 09 084 101 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250**<br>Deputy Director, Nursing |
| 09 080 098 | **Rs 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Regional Nursing Administrator |
| 09 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Nursing Administrator (Female)<br>Nursing Administrator (Male) |
| 09 069 090 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600 QB 75500 x 2250 - 77750**<br>Nursing Supervisor (Female)<br>Nursing Supervisor (Male) |
| 09 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Ward Manager (Female)<br>Ward Manager (Male) |
| 09 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Charge Nurse (Female)<br>Charge Nurse (Male) |
| 09 043 079 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 57400**<br>Nursing Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| *09 031 033* | **Rs 25445 x 300 - 26045**<br>Trainee Nurse |
| 09 084 101 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250**<br>Head, School of Nursing |
| 09 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Principal Nurse Educator |
| 09 073 094 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Nurse Educator |
| 09 068 090 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800 QB 71700 x 1900 - 75500 x 2250 - 77750**<br>Nurse Educator |
| 09 073 093 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500**<br>Senior Midwife Educator |
| 09 068 086 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Midwife Educator |
| 09 068 087 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Public Health Nursing Officer |
| 09 063 084 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Senior Public Health Nursing Officer |
| 09 055 082 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Public Health Nursing Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 064 090 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Health Complaints Co-ordinator/Senior Health Complaints Co-ordinator |
| 09 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>National Dialysis Co-ordinator |
| 09 063 084 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Chief Midwife |
| 09 060 082 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Principal Midwife |
| 09 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400**<br>Senior Midwife (shift) |
| 09 050 075 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Senior Midwife (Personal) |
| 09 038 075 | **Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 QB 51200 x 1100 - 52300**<br>Midwife |
| 09 031 033 | **Rs 25445 x 300 - 26045**<br>Trainee Midwife |
| 09 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Ward Manager (Psychiatric) (Female)<br>Ward Manager (Psychiatric) (Male) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Charge Nurse (Psychiatric) (Female)<br>Charge Nurse (Psychiatric) (Male) |
| 09 043 079 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 57400**<br>Nursing Officer (Psychiatric) |
| 09 031 033 | **Rs 25445 x 300 - 26045**<br>Trainee Nurse (Psychiatric) |
| 09 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Harm Reduction Coordinator<br>Senior Specialised Nurse<br>Senior Specialised Nurse (Diabetes)<br>Senior Specialised Nurse (Diabetes Foot Care) |
| 09 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Specialised Nurse (Diabetes)<br>Specialised Nurse (Diabetes Foot Care) |
| 09 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Specialised Nurse |
| 09 069 088 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Health Promotion Officer/Senior Health Promotion Officer |
| 09 045 074 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Specialised Health Care Assistant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 062 082 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Blood Bank Officer |
| 09 047 080 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400 x 1450 - 58850**<br>Blood Bank Officer |
| 09 032 073 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Phlebotomist<br>*formerly Blood Bank Assistant/Senior Blood Bank Assistant* |
| 09 055 077 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Principal Permanencier |
| 09 045 074 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Permanencier/Senior Permanencier |
| 09 033 073 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Health Care Assistant/Senior Health Care Assistant (General) |
| 09 045 074 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Occupational Therapy Assistant<br>Senior Physiotherapy Assistant |
| 09 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Occupational Therapy Assistant<br>Physiotherapy Assistant |

## MEDICAL SUPPORT GROUP

23.203 Officers of the Medical Support Group provide a wide range of support services to doctors, nurses, dentists and other health care professionals in fields related to oral health care, medical imaging, health promotion and education, health surveillance, rehabilitation as well as other primary health care services.

23.204 The submissions received from the different cadres and grades falling under this group comprised, among others, the creation and restyling of grades; upgrading of qualifications requirement; provision of training; grant of duty exemption facilities; increase in establishment size; introduction of allowances; updating of schemes of service; and uplifting of salaries.

23.205 During consultative meetings, stakeholders were provided with appropriate explanations on those requests that could not be retained. They were also informed of issues which do not fall within the remit of the Bureau as well as existing provisions that address some of their proposals and they were advised to channel their request to the relevant authorities.

23.206 Representations were also received with regard to the appellation of the group, for which we requested the staff side to submit a more appropriate appellation. However, for want of the required information, the current title is being maintained. Further, regarding the shortage of staff and request of the Health Surveillance Officer Cadre for their schemes of service to be updated, appropriate provisions related thereto have been made in the Introduction of this Ministry. Proposals which were found to be justified have been acceded to and relevant provisions made.

### Principal Community Health Rehabilitation Officer (New Grade)

23.207 Officers of the Community Health Rehabilitation Officer Cadre presently report to Community Physicians at the health institutions to which they are posted with regard to their daily activities. For better supervision, organisation and coordination of the work island-wise, the staff side has requested for the creation of a grade of Principal Community Health Rehabilitation Officer, to which Management is agreeable. We are recommending accordingly.

23.208 At the request of the staff side, we are also reiterating the recommendation relating to human resource planning to ensure that there is an adequate number of staff to enable the latter to work in pairs as it was the case in the past.

### Recommendation 82

**23.209 We recommend the creation of a grade of Principal Community Health Rehabilitation Officer. Appointment thereto should be made by selection from among officers in the grade of Senior Community Health**

**Rehabilitation Officer reckoning at least two years' service in a substantive capacity in the grade.**

23.210 Incumbent would be required, among others, to supervise and co-ordinate the day-to-day work of officers of the Community Health Rehabilitation Officer Cadre; organise and manage all the activities of the Community Health Rehabilitation services; ensure that there is community participation in health programmes and activities organised by the Ministry; prepare Health Education programmes on rehabilitation; and organise in-service training for the Community Health Rehabilitation Officer Cadre.

**Recommendation 83**

**23.211 We also recommend that the MOHW should conduct a Human Resource Planning exercise as recommended at para 23.6 with a view to determine the right number of people required in each grade.**

**Allowance to Health Surveillance Officers and Senior Health Surveillance Officers**

23.212 Health Surveillance Officers and Senior Health Surveillance Officers are paid an All-inclusive Allowance of Rs 350 per day whenever they attend work on Sundays and Public Holidays to dispense anti-malaria drugs and/or monitor malaria positive cases. We are reviewing the quantum of this allowance.

**Recommendation 84**

**23.213 We recommend that the daily All-inclusive Allowance (excluding travelling) payable to Health Surveillance Officers and Senior Health Surveillance Officers who are required to attend work on Sundays and Public Holidays to dispense anti-malaria drugs and/or monitor malaria positive cases should be revised to Rs 385.**

**Movement beyond top salary for Linen Health Officers**

23.214 Officers in the grade of Linen Health Officer in post as at eve of the publication of the 2021 Report, that is, 13 October 2021 are allowed to progress beyond the top salary of their grade on a personal basis. We are maintaining this provision while providing for the revised salary point.

**Recommendation 85**

**23.215 We recommend that officers in the grade of Linen Health Officer in post as at the eve of the publication of the 2021 Report, that is, 13 October 2021 should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 44960 on a personal basis, on the same terms and conditions prevailing previously provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Allowance to Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift)**

23.216 Medical Imaging Assistants and Senior Medical Imaging Assistants are required to work on shift. The MOHW has, however, informed that it has not been able to implement the shift system due to acute shortage of staff in the Cadre. Consequently, Medical Imaging Assistants (Personal) and Medical Imaging Assistants (on shift) would continue to work beyond their normal working hours. We are maintaining the present arrangements and the mode of compensation for the officers. As regards provision of Night Duty Allowance, appropriate recommendation related thereto has been made under the Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report.

**Recommendation 86**

**23.217 We recommend that:**

**(i) Medical Imaging Assistants (Personal) and Medical Imaging Assistants (on shift) who are required to work beyond normal working hours on Weekdays, Saturdays, Sundays and Public Holidays should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale for the additional hours put in; and**

**(ii) the payment of this allowance should lapse with the implementation of a proper shift system for the Cadre.**

**Dental Assistant Cadre**

23.218 Dental Assistants, who are required to perform additional duties such as preparing roster for Dental Surgeon/Senior Dental Surgeons and managing their leave account are currently entitled to a monthly allowance of Rs 390. We are revising the quantum of the allowance.

**Recommendation 87**

**23.219 We recommend that the monthly allowance payable to Dental Assistants who are required to perform additional duties such as preparing roster for Dental Surgeon/Senior Dental Surgeons working at the clinics and managing their leave account, should be revised to Rs 450.**

**Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer**

23.220 Officers in the grade of Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer are, by virtue of their nature of duties, entitled to the grant of a Risk Allowance, which is being maintained.

**Recommendation 88**

**23.221 We recommend that Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officers (Male) and Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officers (Female) working in close and constant contact with mental patients, T.B patients and drug addicts should be paid a Risk Allowance equivalent to one and a half (1½) increments at the initial salary point in their respective salary scale.**

**Health Surveillance - Assistant Supervisor, Rodent Control and Supervisor, Rodent Control**

23.222 Assistant Supervisors, Rodent Control and Supervisors, Rodent Control, are required to process the rodents collected; collect fleas and organs for despatch to appropriate laboratory; prepare blood smears for laboratory examination and perform dissection of rats, among others. The Bureau considers that there is need for the employees to be provided with a proper medical screening. We are making an appropriate recommendation to that effect.

**Recommendation 89**

**23.223 We recommend that the MOHW should make necessary arrangements for officers in the grades of Assistant Supervisor, Rodent Control and Supervisor, Rodent Control to undergo a Health Surveillance, including regular health check-ups, free of charge.**

**Shift/Roster/Staggered**

23.224 The officers in the undermentioned grades are required to work either on shift, roster or staggered hours. This factor has been taken into consideration in arriving at the recommended salaries for the corresponding grades.

| Shift | Roster | Staggered |
|---|---|---|
| Medical Imaging Assistant (on shift) | Dental Assistant (Roster – Day and Night) | Community Health Care Officer |
| Senior Medical Imaging Assistant (on shift) | Senior Dental Assistant (Roster – Day and Night) | Community Health Development Motivator |
| | Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) | Community Health Rehabilitation Officer |
| | Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) | Motivator (Community Health) |
| | | Senior Community Health Rehabilitation Officer |

## MEDICAL SUPPORT GROUP

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 056 078 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Principal Dental Assistant |
| 09 050 073 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Senior Dental Assistant (Roster – Day and Night) |
| 09 048 071 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Senior Dental Assistant |
| 09 033 071 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Dental Assistant (Roster – Day and Night) |
| 09 031 069 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Dental Assistant |
| 09 055 076 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Principal Community Health Care Officer |
| 09 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Senior Community Health Care Officer |
| 09 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Community Health Care Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 056 079 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Principal Community Health Rehabilitation Officer (New Grade) |
| 09 054 075 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Senior Community Health Rehabilitation Officer |
| 09 034 072 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Community Health Rehabilitation Officer |
| 09 055 077 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Principal Medical Imaging Assistant |
| 09 048 074 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Senior Medical Imaging Assistant (on shift) |
| 09 045 071 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Senior Medical Imaging Assistant |
| 09 030 069 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Medical Imaging Assistant (on shift) |
| 09 029 067 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Medical Imaging Assistant (Personal) |
| 09 054 073 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Principal Health Surveillance Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 040 069 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Senior Health Surveillance Officer |
| 09 024 065 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Health Surveillance Officer |
| 09 040 069 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Senior Community Health Development Motivator |
| 09 027 065 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Community Health Development Motivator<br>Motivator (Community Health) |
| 09 045 076 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male)<br>Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) |
| 09 054 073 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Senior Supervisor, Rodent Control |
| 09 040 069 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Supervisor, Rodent Control |
| 09 024 065 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Assistant Supervisor, Rodent Control |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 040 069 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Senior Linen Health Officer |
| 09 024 065 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Linen Health Officer |

## HEALTH RECORDS GROUP

23.225 Headed by a Chief Health Records Officer, the Health Records Group primarily provides clerical support to medical professionals through the registration of patients. As custodian of medical data, the Health Records Group ensures compliance with data protection and information governance. With an eight-level hierarchical structure, the Health Records Group provides a round-the-clock service and is usually the first point of contact of patients.

23.226 Unions' requests were centred mainly on: review of salary; creation of additional levels; grant of specific allowances; provision of sponsored training; and enhanced Conditions of Service. Management's submissions were geared towards amendment of scheme of service and grant of allowance in lieu of overtime. Wherever deemed necessary, the views of Management were sought on few issues advanced by the staff side. Appropriate clarifications were provided on requests which, due to technical implications, could not be taken on board. Certain demands from staff side could not be examined for want of information from Unions.

23.227 The existing provisions being appropriate, should continue to prevail.

### Shift Work

23.228 With a view to providing a round-the-clock service, officers in the grades of Health Records Clerk and Higher Health Records Clerk are required to work on a shift basis. **This element has been taken into consideration in determining the recommended salaries of the grades.**

### Night Duty Allowance

23.229 As per existing provision, officers in the grades of Health Records Clerk and Higher Health Records Clerk 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 and 0500 hours, including up to a maximum of two hours lying-in period. This arrangement being fit for its purpose, is being replicated.

**Recommendation 90**

**23.230 We recommend the payment of a Night Duty Allowance equivalent to 25% of the normal hourly rate for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period, to Health Records Clerks and Higher Health Records Clerks who effectively work on night shift.**

**Health Surveillance**

23.231 In the last Report, provision was introduced for Management to make necessary arrangements for officers of the Health Records Group to undergo a medical examination. We are reiterating this recommendation.

**Recommendation 91**

**23.232 We recommend that Management should continue to make the necessary arrangements for officers of the Health Records Group:**

**(i) to undergo a medical examination once every two years; and**

**(ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

## HEALTH RECORDS GROUP

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 079 094 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Health Records Officer |
| 09 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Principal Health Records Officer |
| 09 056 082 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Health Records Officer |
| 09 053 080 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Health Records Technician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 053 079 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Health Records Officer |
| 09 051 077 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Senior Health Records Clerk |
| 09 049 074 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Higher Health Records Clerk |
| 09 035 072 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Health Records Clerk |

## MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

23.233 A wide range of support services are provided by the technical support officers belonging to different cadres *viz* the Medical Laboratory Technologist, Medical Imaging Technologist, Nuclear Medicine Technologist, Radiation Therapist, Occupational Therapist, Physiotherapist, Speech Therapist and Audiologist, Speech and Hearing Therapy Assistant, Healthcare Technologist, Orthopaedic Technician, ECG Technician, EEG Technician and Medical Social Worker. The grades of Blood Donor Coordinator, Dental Technician, Ophthalmic Optician/Senior Ophthalmic Optician as well as Neonatal and Paediatric Respiratory Therapist also form part of this group.

23.234 We have in this Section, highlighted the common proposals made by both Management and Unions whereas the specific ones including the recommendations have been made under the relevant cadre. A few general recommendations/observations have also been made in the Introductory part of this Ministry.

23.235 Submissions of both Unions and Management have been focussed mainly on: review of salaries/schemes of service, compensation for dual skills, change in occupational class, grant of duty free facilities/risk allowances, provision of sponsored training, creation/restyling/merging of grades, refund of mileage, filling of posts to enable implementation of shift pattern of work, introduction of bank schemes, grant of specific allowances and enhancement of Conditions of Service.

23.236 During consultative meetings, stakeholders took cognisance of the appropriate justifications provided for those requests which, for technical reasons, could not be considered or which should be addressed to other quarters. As regards creation of additional levels, parties were advised to submit the proposed schemes of service to enable the Bureau to further study the requests which in some instances have not been provided. Wherever deemed necessary, the views of Management were sought on a few administrative/implementation issues advanced by the Unions. In some cases, while submitting its views, Management has proposed certain amendments to the schemes of service to reflect the actual requirements of the job. Management was, however, informed that amendment to schemes of service should be dealt with administratively, after consultations with relevant stakeholders.

**Medical Laboratory Technologist Cadre**

23.237 Officers of the Medical Laboratory Technologist (MLT) Cadre are involved in the collection and processing of specimens as well as analysing the results with a view to ensuring that patients receive accurate diagnosis of diseases for appropriate treatment and medical interventions.

23.238 Both Management and Union have stressed on the upgrading of the qualifications requirement of the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist (MLT/SMLT). Unions also demanded for a restyling of the Cadre. In the last Report, a specific provision was made for officers in the grade of MLT/SMLT possessing a Degree in Biomedical Science to move beyond the top salary. The Bureau considers that the prevailing qualifications requirement of the grade of MLT/SMLT as well as the appellation of the said Cadre require no amendment. However, we are, while maintaining the current structure and salary movement, enhancing the specific Conditions of Service.

**Technical Duties**

23.239 The day-to-day administration of the laboratories including the managerial and technical functions are vested upon the Principal Medical Laboratory Technologist. Unions have requested that officers in the aforementioned grade be placed on an ‘on-call pattern’ for prompt intervention on such issues which crop up after normal working hours and at night. This has been supported by Management. During meeting, Unions were apprised of the philosophy behind the grant of such an allowance. Nevertheless, we consider it more appropriate to grant an allowance to the senior most officer in the grade of MLT/SMLT who is already working after normal working hours and at night.

**Recommendation 92**

**23.240 We recommend that in Units where no Principal Medical Laboratory Technologist is posted, a monthly allowance of Rs 945 should be paid to the senior most officer in the grade of Medical Laboratory**

**Technologist/Senior Medical Laboratory Technologist who would be accountable for technical matters after normal working hours and at night.**

**Progression beyond Qualification Bar**

23.241 Officers in the grade of Principal Medical Laboratory Technologist are allowed to move beyond the Qualification Bar (QB) upon possession of a Degree in Biomedical Science. Given its importance, this provision is being maintained.

**Recommendation 93**

**23.242 We recommend that officers in the grade of Principal Medical Laboratory Technologist possessing a Degree in Biomedical Science should be allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale.**

**Movement beyond top salary**

23.243 Existing provision entitles officers in the grade of MLT/SMLT holding a Degree in Biomedical Science to move beyond top salary of the grade, subject to satisfying set criteria. We are upholding this provision while revising the salary cut point.

**Recommendation 94**

**23.244 We recommend that officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist possessing a Degree in Biomedical Science should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 73600 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Service during Nights, Weekends and Public Holidays**

23.245 MLT/SMLTs who work beyond their normal working hours so as to provide 24-hour service during nights, Weekends and Public Holidays are granted an allowance at the normal hourly rate at the salary point reached in their salary scale, for every additional hour put in. Simultaneously, they are eligible for an allowance at applicable rates for attending work at the Blood Transfusion/Virology and Microbiology Sections over and above their normal working hours, on Sundays and Public Holidays from 0900 hours to noon. Unions have reported that the aforesaid two Sections now operate on a 24-hour basis which was confirmed by Management. Hence, they requested for a standard allowance. We are recommending in that direction.

**Recommendation 95**

**23.246 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists who are effectively required to put in additional hours beyond their normal working hours in order to provide**

**a 24-hour service and attend to emergencies at nights, on Weekends and Public Holidays should be paid an allowance at the normal hourly rate at the salary point reached in their salary scale, for every additional hour put in.**

**Bank Scheme - Medical Laboratory Technologist**

23.247 With a view to palliating short term absences of officers and also to cater for the increasing load of work in the medical laboratories, retired officers of the Medical Laboratory Technologist Cadre as well as qualified persons from outside the service, are employed on a sessional basis, under the Bank Scheme - MLT, to assist the officers of the Medical Laboratory Technologist Cadre against payment of an allowance at applicable rate. This provision, being fit for its purpose, should continue to exist.

**Recommendation 96**

**23.248 We recommend the continued payment of an allowance at a revised rate of Rs 870 per day session of four hours and Rs 980 per night session of four hours to retired officers of the Medical Laboratory Technologist Cadre as well as qualified persons from outside the service, who are employed under the Bank Scheme - MLT on a sessional basis, to assist the officers of the Medical Laboratory Technologist Cadre. For any additional hour put in, the allowance should be prorated.**

**Dr Yves Cantin Community Hospital and Mediclinics**

**Meal Allowance**

23.249 MLT/SMLTs who, after a night service, have to attend Dr Yves Cantin Community Hospital/Mediclinics the following day, are eligible for a daily Meal Allowance on the condition that they are not provided with meals and/or where such facilities are not available. The existing arrangement should continue with a revised quantum of the allowance.

**Recommendation 97**

**23.250 We recommend the payment of a daily Meal Allowance of Rs 350 to Medical Laboratory Technologist/Senior Medical Laboratory Technologists who, after a night service, have to attend Dr Yves Cantin Community Hospital as well as Mediclinics the following day, where they are not provided with meals and/or where such facilities are not available.**

**Blood Donor Coordinator**

23.251 As per existing provisions, the Blood Donor Coordinator is entitled to the payment of allowances at applicable rates for carrying out sensitisation campaigns on blood donation/collection after normal working hours, during Weekends and Public Holidays as well as for sustaining the additional costs incurred in the maintenance of his car used for performing extensive official

travelling. The Bureau is upholding these provisions while revising the quantum of the allowances.

**Recommendation 98**

**23.252 We recommend the continued payment of a monthly allowance at a revised rate of Rs 4390 to the Blood Donor Coordinator for carrying out sensitisation campaigns on blood donation/collection after normal working hours, during Weekends and Public Holidays.**

**23.253 We further recommend that the Blood Donor Coordinator should be paid an additional allowance of Rs 925 to sustain maintenance cost of his car used for performing extensive official travelling.**

**Radiography Services**

23.254 The X-Ray Department provides two core services, *viz*, the Therapeutic Radiography and the Diagnostic Radiography Services. Officers belonging to the Radiation Therapist Cadre and Medical Imaging Technologist Cadre are responsible for the accomplishment of the operations of the Radiography Services.

23.255 Union has requested, among others, for an additional level of Chief Radiation Therapist to coordinate the Radiography Services. The Bureau considers the present structure to be adequate. We are, while maintaining the existing provisions, amending the qualifications requirement of the Trainee position of Radiation Therapist.

**Trainee Radiation Therapist**

**Recommendation 99**

**23.256 We recommend that, henceforth, appointment to the grade of Trainee Radiation Therapist should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, Mathematics and Physics and a Cambridge Higher School Certificate with passes at "Principal Level" in Mathematics and Physics.**

23.257 This element has been taken into consideration in arriving at the salary recommended for the grade.

**Progression beyond Qualification Bar**

23.258 The salary scales of certain grades in the Radiation Therapist Cadre and Medical Imaging Technologist Cadre include a Qualification Bar (QB) wherein movement beyond that QB is subject to obtention of the Diploma in Radiotherapy or the Diploma in Radiography respectively. This provision should continue to be in force.

**Recommendation 100**

**23.259 We recommend that officers in the grades of Radiation Therapist, Senior Radiation Therapist, Medical Imaging Technologist and Senior Medical Imaging Technologist possessing the Diploma in Radiotherapy or the Diploma in Radiography respectively, should be allowed to move beyond the Qualification Bar included in the salary scale of the respective grades.**

**23.260 We recommend that the Ministry of Health and Wellness should make necessary arrangements for the enlistment of Trainee Medical Imaging Technologists, Trainee Radiation Therapists as well as other officers of the Medical Imaging Technologist and Radiation Therapist Cadres of the Ministry and the Rodrigues Regional Assembly to follow the top up training programmes leading to a Diploma in Radiography and Radiotherapy, respectively.**

**Risk Allowance to officers of the Radiation Therapist Cadre**

23.261 For working in a high energy radiation risk area, officers of the Radiation Therapist Cadre are entitled to the payment of a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale. This provision should continue to prevail.

**Recommendation 101**

**23.262 We recommend that officers of the Radiation Therapist Cadre should continue to be paid a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale.**

**Bank Scheme – Radiation Therapist**

23.263 Provision exists for the payment of an allowance at applicable rates to retired officers in the grade of Radiation Therapist recruited under the Bank Scheme – Radiation Therapist. Given the relevancy of the scheme, same is being reiterated with a revised quantum.

**Recommendation 102**

**23.264 We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 705 per day session of three hours and Rs 815 per night session of three hours to retired officers in the grade of Radiation Therapist recruited under the Bank Scheme – Radiation Therapist. For any additional hour of work performed, the allowance should be prorated.**

**Service at Nights, on Weekends and Public Holidays**

23.265 With a view to providing 24-hour service at nights, on Weekends and Public Holidays, officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist who work beyond their normal working hours

are being paid an allowance at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in. This allowance is being maintained pending the implementation of a shift system.

**Recommendation 103**

**23.266 We recommend the continued payment of an allowance at normal hourly rate at the salary point reached in their respective salary scale, for every hour put in by officers in the Medical Imaging Technologist Cadre who are effectively required to work beyond their normal working hours in order to provide a 24-hour service at nights, on Weekends and Public Holidays.**

**Risk Allowance to Medical Imaging Technologist posted at Chest Clinic**

23.267 In the performance of their duties, Medical Imaging Technologists and Senior Medical Imaging Technologists who are posted at the Chest Clinic and Poudre D'or Hospital are in close and constant contact with mental patients, TB Patients and drug addicts. To this effect, they are paid a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale. This provision should continue to exist.

**Recommendation 104**

**23.268 We recommend the continued payment of a Risk Allowance equivalent to one and half increments at the initial of their respective salary scale to Medical Imaging Technologists and Senior Medical Imaging Technologists who are posted at the Chest Clinic and Poudre D'or Hospital for working in close and constant contact with mental patients, TB patients and drug addicts.**

**X-Ray of Dead Bodies**

23.269 An allowance of Rs 260 per case is presently being paid to officers of the Medical Imaging Technologist Cadre who perform X-Ray examinations of dead bodies in an advanced state of decomposition. We are providing the revised quantum.

**Recommendation 105**

**23.270 We recommend that officers of the Medical Imaging Technologist Cadre should be paid a revised allowance of Rs 285 per case for performing X-Ray examinations of dead bodies which are in a state of advanced decomposition.**

**Radiation Protection Duties**

23.271 In Units where no Principal Medical Imaging Technologist are posted, the radiation protection duties are performed by Senior Medical Imaging Technologists against payment of a monthly allowance of Rs 860. The Bureau is reiterating this provision with a revised quantum of the allowance.

**Recommendation 106**

**23.272 We recommend that Senior Medical Imaging Technologists who are required to perform radiation protection duties, where no Principal Medical Imaging Technologist is posted, should be paid a monthly allowance of Rs 945**.

**Bank Scheme – Medical Imaging Technologist**

23.273 Provision exists for the payment of an allowance at applicable rates to retired officers of the Medical Imaging Technologist Cadre under the Bank Scheme - Medical Imaging Technologist put in place to palliate for short term absences of officers in the Cadre and also to cater for an increase in workload. This scheme, being appropriate, is being maintained.

**Recommendation 107**

**23.274 We recommend the payment of an All-inclusive Allowance (excluding travelling) of Rs 705 per day session of three hours and Rs 815 per night session of three hours to retired officers of the Medical Imaging Technologist Cadre who are employed to serve on a sessional basis under the Bank Scheme. For any additional hour put in, the allowance should be prorated.**

**Dr Yves Cantin Community Hospital and Mediclinics**

**Meal Allowance**

23.275 Medical Imaging Technologists who, after a night service, have to attend Dr Yves Cantin Community Hospital/Mediclinics the following day, where they are not provided with meals and/or where such facilities are not available, are granted a daily Meal Allowance. We consider that the prevailing recommendation should continue.

**Recommendation 108**

**23.276 We recommend the payment of a daily Meal Allowance of Rs 350 to Medical Imaging Technologists who, after a night service, have to attend to Dr Yves Cantin Community Hospital as well as Mediclinics the following day, where they are not provided with meals and/or where such facilities are not available.**

**Nuclear Medicine Technologist Cadre**

23.277 At the apex of the Nuclear Medicine Technologist Cadre, the Principal Nuclear Medicine Technologist is responsible for organising and coordinating the activities of the Nuclear Medicine Services. Officers in the said cadre are involved in: preparation, control and handling of radiopharmaceuticals; dosimetry of radionuclides injected in patients; operation of the Gamma Camera including its quality control; and proper handling and positioning of patients on the diagnostic table, acquisition and processing of Nuclear Medicine scan, among others. While the existing structure is being

maintained, a few changes are being brought to the provisions governing the grant of the allowances.

**Allowance for work beyond normal working hours**

23.278 Nuclear Medicine Technologists and Senior Nuclear Medicine Technologists are presently granted an All-inclusive Allowance for attending to emergencies at nights, on Weekends and Public Holidays. They are also compensated, at hourly rate at the initial of their respective salary scale, for additional hours put in as a result of treatment started during the normal hours but completed beyond scheduled departure time. We are reviewing this mode of compensation.

**Recommendation 109**

**23.279 We recommend the payment of an All-inclusive Allowance (excluding travelling) of Rs 650 per case to Senior Nuclear Medicine Technologists and Nuclear Medicine Technologists for attending to emergencies at nights, on Weekends and Public Holidays.**

***23.280*** **We equally recommend that officers in the aforementioned grades should be compensated at the normal hourly rate at the salary point reached in their respective salary scale for every additional hour of work put in as a result of treatment started during the normal working hours but completed beyond scheduled time.**

**Special Allowance for Senior Nuclear Medicine Technologist and Nuclear Medicine Technologist**

23.281 Provision exists for the grant of a monthly allowance equivalent to one and a half increments at the initial point of their salary scale to Nuclear Medicine Technologists for constantly being exposed to radioactivity and handling unsealed radioactive sources. Both Management and Union have requested to extend the allowance to officers in the grade of Senior Nuclear Medicine Technologist who equally handle unsealed radioactive sources. We are making appropriate provision to that effect.

**Recommendation 110**

**23.282 We recommend that officers in the grades of Senior Nuclear Medicine Technologist and Nuclear Medicine Technologist who are constantly exposed to radioactivity and handling unsealed radioactive sources should be paid a monthly allowance equivalent to one and a half increments at the initial point of their respective salary scale.**

**Movement in Salary Scale**

23.283 Nuclear Medicine Technologists, in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, are on a personal basis, allowed to move incrementally in the Master Salary Scale subject to satisfying set

performance criteria. We are maintaining this provision while revising the salary point.

**Recommendation 111**

**23.284 We recommend that officers in the grade of Nuclear Medicine Technologist, in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 73600 on a personal basis, provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Orthopaedic Appliances Workshop**

23.285 The Orthopaedic Appliances Workshop manufactures orthopaedic appliances and related walking aids with the aim of helping patients with orthopaedic complications. Its activities are split into five sections namely Prosthesis, Orthosis, Leather, Metal and Seamstress. The Manager, Orthopaedic Appliances Workshop who is at the apex is supported by officers of Orthopaedic Technician (Podo Orthosis), Orthopaedic Technician (Orthosis Prosthesis) and Tradesman Cadres.

23.286 Representations of Unions pertain, *inter alia*, to review the qualifications requirement of the grade of Orthopaedic Technician in both fields of Podo Orthosis and Orthosis Prosthesis. After examining the case, we are making appropriate recommendations.

**Recommendation 112**

**23.287 We recommend that, henceforth, appointment to the grade of Orthopaedic Technician (Orthosis Prosthesis) should be made by selection from among:**

**i. officers in the grade of Nursing Officer who possess a Cambridge Higher School Certificate with passes at "Principal Level" in Chemistry and Physics and reckoning at least three years' service in a substantive capacity in the grade. Selected candidates will be appointed in a temporary capacity and will be required to follow a course leading to a Diploma in Prosthetic and Orthotics. On successful completion of the diploma course, candidates will be considered for appointment as Orthopaedic Technician (Orthosis Prosthesis) in a substantive capacity, on vacancy arising; and**

**ii. Assistant Orthopaedic Technician (Orthosis Prosthesis) possessing the Assistant Orthopaedic Technician (Orthosis Prosthesis) Certificate and reckoning at least 10 years' service in a substantive capacity in the grade.**

**23.288 We further recommend that, henceforth, appointment to the grade of Orthopaedic Technician (Podo Orthosis) should be made by selection from among:**

**i. officers in the grade of Nursing Officer who possess a Cambridge Higher School Certificate with passes at "Principal Level" in Chemistry and Physics and reckoning at least three years' service in a substantive capacity in the grade. Selected candidates will be appointed in a temporary capacity and will be required to follow a course leading to a Diploma in Podo Orthosis. On successful completion of the diploma course, candidates will be considered for appointment as Orthopaedic Technician (Podo Orthosis) in a substantive capacity, on vacancy arising; and**

**ii. Assistant Orthopaedic Technician (Podo Orthosis) possessing the Assistant Orthopaedic Technician (Podo Orthosis) Certificate and reckoning at least 10 years' service in a substantive capacity in the grade.**

**Speech Therapy and Audiology Department**

23.289 The Speech Therapy and Audiology Department, among others, provides life-changing treatment, support and care for children and adults who have difficulties with communication, eating, drinking and swallowing; and identifies the causes of hearing loss, balance problems and related issues and develops plans for treatment which may include hearing aids, aural rehabilitation or other interventions. These services are dispensed by officers in the Speech Therapist and Audiologist as well as Speech and Hearing Therapy Assistant Cadres who operate under a Chief Speech Therapist and Audiologist. While the present structure is appropriate, we are replicating provisions deemed relevant.

**Recommendation 113**

**23.290 We recommend that:**

**(i) Trainee Speech and Hearing Therapy Assistants possessing the Diploma in Speech and Hearing Therapy Science should join the grade of Speech and Hearing Therapy Assistant at salary point Rs 28225 and should be allowed to move incrementally in the recommended salary scale;**

**(ii) officers in the grade of Speech and Hearing Therapy Assistant possessing the Diploma in Speech and Hearing Science should be allowed to cross the Qualification Bar (QB) inserted in their salary scale; and**

**(iii) the Senior Speech and Hearing Therapy Assistant, currently in post, should be allowed to move beyond salary point of Rs 53400 only after obtention of the Diploma in Speech and Hearing Science.**

### Night Duty Allowance

23.291 Though the shift system for officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre has not yet been implemented, an exceptional provision was made in the last PRB Report for the grant of a Night Duty Allowance to officers who are called upon to provide 24-hour coverage to ensure better patient care. Given the validity of the provision, same should continue to prevail.

### Recommendation 114

**23.292 We recommend the payment of 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, exceptionally to officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre who work on night shift.**

### Shift/Staggered

23.293 Officers in the grades listed below are normally required to work either on shift or at staggered hours and this element has been taken into consideration in arriving at the recommended salaries of the respective grade.

| Shift | Staggered |
|---|---|
| Medical Imaging Technologist | Nuclear Medicine Technologist |
| Senior Medical Imaging Technologist | Senior Nuclear Medicine Technologist |
| Medical Laboratory Technologist/ Senior Medical Laboratory Technologist | Physiotherapist/Senior Physiotherapist |
| | Neonatal and Paediatric Respiratory Therapist |

## MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Occupational Therapist<br>Chief Physiotherapist<br>Chief Speech Therapist and Audiologist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 075 096 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Blood Donor Co-ordinator |
| 09 074 096 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Principal Occupational Therapist<br>Principal Physiotherapist<br>Principal Speech Therapist and Audiologist |
| 09 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Medical Imaging Technologist<br>Chief Medical Laboratory Technologist |
| 09 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Ophthalmic Optician/Senior Ophthalmic Optician |
| 09 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Occupational Therapist/Senior Occupational Therapist<br>Physiotherapist/Senior Physiotherapist<br>Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist |
| 09 071 091 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 QB 77750 x 2250 - 80000**<br>Principal Medical Laboratory Technologist |
| 09 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Nuclear Medicine Technologist |
| 09 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Radiation Therapist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 068 090 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Manager, Orthopaedic Appliances Workshop |
| 09 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Neonatal and Paediatric Respiratory Therapist |
| 09 071 089 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Senior Nuclear Medicine Technologist |
| 09 070 088 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Principal Medical Imaging Technologist |
| 09 068 088 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Principal Medical Social Worker<br>Superintendent, Healthcare Technology Workshop |
| 09 064 086 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 64200 QB 66050 x 1850 - 67900 x 1900 - 69800**<br>Senior Medical Imaging Technologist |
| 09 049 086 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Medical Laboratory Technologist/Senior Medical Laboratory Technologist |
| 09 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Nuclear Medicine Technologist |
| 09 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 64200 QB 66050 x 1850 - 67900**<br>Senior Radiation Therapist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Medical Social Worker/Senior Medical Social Worker |
| 09 060 082 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Orthopaedic Technician (Orthosis Prosthesis)<br>Orthopaedic Technician (Podo Orthosis)<br>Senior Healthcare Technologist |
| 09 047 081 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 55950 QB 57400 x 1450 - 58850 x 1750 - 60600**<br>Medical Imaging Technologist |
| 09 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Dental Technician |
| 09 047 080 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 55950 QB 57400 x 1450 - 58850**<br>Radiation Therapist |
| 09 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior ECG Technician (Female)<br>Senior ECG Technician (Male)<br>Senior EEG Technician |
| 09 051 078 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Healthcare Technologist |
| 09 037 078 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Speech and Hearing Therapy Assistant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 09 034 076 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 – 47950 QB 49000 x 1100 - 53400**<br>Speech and Hearing Therapy Assistant |
| 09 045 075 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Assistant Orthopaedic Technician (Orthosis Prosthesis)<br>Assistant Orthopaedic Technician (Podo Orthosis) |
| 09 037 072 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Assistant Medical Laboratory Technologist |
| 09 036 071 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>EEG Technician |
| 09 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>ECG Technician (Female)<br>ECG Technician (Male) |
| 09 033 036 | **Rs 26045 x 300 - 26945**<br>Trainee Medical Imaging Technologist<br>Trainee Medical Laboratory Technologist<br>Trainee Radiation Therapist<br>Trainee Speech and Hearing Therapy Assistant |
| 09 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Assistant Orthopaedic Technician (Orthosis Prosthesis)<br>Trainee Assistant Orthopaedic Technician (Podo Orthosis) |

## SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

## GOVERNMENT ANALYST DIVISION

23.294 The Government Analyst Division (GAD) is responsible for conducting analysis of food, alcohol and drinking water; toxicological screening of body fluids; and heavy metals in biomedical samples, among others. A Chief Government Analyst is responsible for its overall management and administration. He is assisted by officers of the Government Analyst and Technical Officer (Chemical Laboratory) Cadres. Support is provided by officers in the General Services grades as well as employees of the Workmen's Group.

23.295 For this review both Management and Union mainly requested for the merging/upgrading of grades; payment of an allowance for performing additional duties related to accreditation purposes; and grant of travelling and car benefits. With regard to a review of the structure, we consider the latter appropriate and is, therefore, being maintained. We are, however, advocating for a revisit of the scheme of service of the grades of Principal Government Analyst and Government Analyst/Senior Government Analyst.

### Review of Scheme of Service

23.296 Management requested for a new level to deputise for the Chief Government Analyst. While examining the duties of the proposed grade and those of the Principal Government Analyst, we noted that the level of duties devolving upon the latter is that of a senior professional. Consequently, we hold that for increased efficiency and a flatter structure, Management should consider enlarging the duties of the grade of Principal Government Analyst by including some of the proposed higher grade, the moreso, they would have no bearing on the salary scale of the grade.

23.297 Moreover, the Bureau took note that while the former grades of Government Analyst and Senior Government Analyst were restyled, in the 2013 EOAC Report, to Government Analyst/Senior Government Analyst and Principal Government Analyst respectively, followed by an upgrading in their salaries, their duties, however, were not enriched accordingly. We hold that redress should be brought thereto by a review of the scheme of service of the grades concerned.

### Recommendation 115

**23.298 We recommend that Management should promptly amend the scheme of service of the grade of Principal Government Analyst by enlarging its duties to include, among others, to: deputise for the Chief Government Analyst; and assist the latter in policy and strategic planning, human resource management and capacity building, as well as management of multiple projects at the Division.**

**23.299 We further recommend that the Principal Government Analyst in post as at 31 December 2025, should be granted one additional increment at salary point reached in the salary scale, subject to the top salary, as from the date he effectively starts performing the additional duties.**

**Incremental Movement for Technical Officers (Chemical Laboratory)**

23.300 Technical Officers (Chemical Laboratory) are at present allowed to move incrementally in the Master Salary Scale subject to satisfying certain conditions. Same is being maintained.

**Recommendation 116**

**23.301 We recommend that Technical Officers (Chemical Laboratory):**

**(i) in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 66050 on a personal basis, on the previously prevailing conditions; and**

**(ii) who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, should be allowed to move incrementally in the Master Salary Scale by one increment,**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Health Statistics Unit**

23.302 The Health Statistics Unit comprises the levels of Chief Health Statistician, Senior Health Statistician and Health Statistician. The two former grades are presently vacant. Both Management and Union requested to merge the grades of Health Statistician and Senior Health Statistician. After examining the proposal, we observed that the duties of the two grades are quite distinct. Besides, as per the scheme of service, the Senior Health Statistician is called upon to supervise the work of Health Statisticians. In such circumstance, we consider that a merger of the two grades will not be appropriate.

**Biomedical Engineering Unit**

23.303 The Biomedical Engineering Unit is responsible, *inter alia*, for the installing, commissioning, maintaining and repairing of all biomedical equipment. It is staffed by officers of the Biomedical Engineer and the Biomedical Engineering Technician Cadres.

23.304 Representations of Union pertain, among others, to a restyling of the grades of the Biomedical Engineering Technician Cadre coupled with an upgrading of the qualifications requirement to a Diploma; creation of an additional level to head the Cadre; and payment of Risk and Radiation Allowances. During consultation, they were apprised of issues that need to be looked into administratively. The present structure which is considered adequate, is being maintained.

**Hospital Administrator Cadre**

23.305 The Chief Hospital Administrator has the responsibility to coordinate the non-medical administrative aspects of hospitals and other public health institutions and ensure their efficient service delivery. Other grades in the Hospital Administrator Cadre comprise the Deputy Chief Hospital Administrator, the Regional Health Services Administrator and the Hospital Administrator. Representations from the staff side were centred towards creation and restyling of grades; alignment of salary; and the grant of duty free facilities and Uniform Allowance. They were apprised of issues which cannot be looked into by the Bureau. As regards the present structure, the Bureau considers it appropriate and is, hence, maintaining it.

**Hospital Executive Assistant (on shift)**

**23.306** The submissions of Unions were: review of salary, grant of loan facilities for the purchase of motorcar and the implementation of the shift system. During meeting, Unions advocated that the shift system has up to now not been implemented due to shortage of staffs thereby depriving incumbents from enjoying the benefits attached thereto. Management, on its side, relayed that the filling of vacancies is underway. Meanwhile, a roster system has been put in place as a palliative measure wherein incumbents are being remunerated for additional hours of work put in. **We recommend that Management considers the advisability of implementing the shift system for improved service delivery.**

**Health Sterile Services Department**

23.307 The Health Sterile Services Department is headed by the Health Sterile Services Superintendent who is assisted by the Health Sterile Services Supervisor and Health Sterile Services Assistants. For this review, representations from staff side were geared towards creation/restyling of grades coupled with an upgrading in salary; review of qualifications requirement; reclassification of the Cadre; increasing the number of posts as well as the grant of allowances and provision of training. Additionally, Union members requested that the appellation of the Cadre be reverted to the previous one. The Bureau has examined the proposals and where deemed necessary, sought the views of Management. However, for want of information, we are not bringing any amendment thereto.

**Catering Officer Cadre**

23.308 The Catering Officer Cadre, consisting of a five-level structure *viz.* Catering Manager, Senior Catering Officer, Catering Officer, Assistant Catering Officer and Catering Supervisor, is responsible to ensure that the meals provided to in-patients meet their dietary requirements. Unions' requests pertained to: review of salary, grant of Risk Allowance, filling of post of Catering Manager and creating a grade of Regional Catering Officer. They were accordingly advised, during meeting, to channel the request for a Risk Allowance to the

Departmental Safety and Health Committee. Management's views were sought on the creation of a level and filling of the vacant post of Catering Manager to which they were not agreeable.

23.309 On an *ad hoc* basis, a request was equally made by Management to change the mode of appointment of the grade of Catering Officer from selection to promotion and reduce the length of service from five to three years. The Bureau has studied same and considers that the present mode of appointment is appropriate while the length of service may be reduced. We are recommending to this effect.

**Recommendation 117**

**23.310 We recommend that, henceforth, the grade of Catering Officer should be filled by selection from among officers in the grade of Assistant Catering Officer of the Ministry who reckon at least three years' service in a substantive capacity in the grade and who either possess the Diploma in Institutional Management of Hotel Catering and Institutional Management Association (UK) or an equivalent qualification or have successfully completed a one-year approved training course for Assistant Catering Officers at the Mauritius Institute of Health.**

## BIOCHEMISTRY DEPARTMENT

23.311 One of the key functions of the Biochemistry Department is the technical and scientific management of clinical biochemistry services, in all regional and peripheral hospitals, including those in Rodrigues. It is manned by a Head, Biochemistry Services, who is assisted by officers of the Clinical Scientist (Bio-Chemistry) Cadre.

23.312 Requests made were in respect of a general enhancement in Conditions of Service such as payment of allowance to contribute towards Continuous Professional Development, special annual leave to attend workshops and movement beyond top salary. Some demands could not be examined further owing to want of information. As regards the proposal for an upgrading in qualifications requirement of the grade of Clinical Scientist/Senior Clinical Scientist (Bio-Chemistry), same is being addressed in the ensuing paragraph.

**Clinical Scientist/Senior Clinical Scientist (Bio-Chemistry)**

23.313 At present, the grade of Clinical Scientist/Senior Clinical Scientist (Bio-Chemistry) is filled by selection from among candidates possessing a Degree in relevant field. Staff side requested for an upgrading in their qualifications requirement owing to the duties performed. Considering their nature of work and in line with what obtains for similar grades at the Ministry, we hold that **Management should consider the advisability of amending the scheme of service of the grade of Clinical Scientist/Senior Clinical Scientist (Bio-Chemistry) by requiring at least a Master's Degree in a**

**relevant field, to be determined by Management, after consultations with parties concerned.**

## VIROLOGY DEPARTMENT

23.314 The Virology Department is responsible for carrying out diagnostics and surveillance of notifiable diseases. Its structure comprises a Principal Clinical Scientist (Virology), who is responsible for the overall management and administration of the Department. Incumbent is assisted by officers in the grade of Clinical Scientist/Senior Clinical Scientist (Virology).

23.315 While Management made no submission, Union members requested for the grant of allowances and enhanced travelling benefits. As regards a demand for the creation of a level of Head of Virology, we consider that same is not warranted at this juncture. We are, therefore, maintaining the existing structure which is appropriate.

23.316 Union members additionally advocated for an upgrading in the qualifications requirement at entry level owing to an evolution in the field of virology. After examining the request and taking into account the nature of duties devolving upon incumbents as well as what obtains for grades performing more or less similar functions in the Ministry, we hold that **Management should consider the advisability of amending the scheme of service of the grade of Clinical Scientist/Senior Clinical Scientist (Virology) by requiring at least a Master's Degree in a relevant field, to be determined by Management, after consultations with stakeholders concerned.**

## VECTOR BIOLOGY AND CONTROL DIVISION

23.317 The Vector Biology and Control Division (VBCD) is responsible for vector studies, surveillance and strategical control. It is manned by the Head, Vector Biology and Control Division, who is assisted by Scientific Officer/Senior Scientific Officers, and officers of the Vector Biology and Control Laboratory Technician Cadre. Activities thereat are organised under two units, namely: vector control which is under the supervision of the Head, Vector Biology and Control Division and control/surveillance which falls under the purview of the Director, Public Health and Food Safety.

23.318 During consultations, parties made a few verbal proposals which consist of: creation/ restyling/ upgrading of a few grades; provision of Risk and Mileage Allowances; and review in establishment size. A few proposals could not be examined for want of information. As regards structure, we consider the existing one to be appropriate.

**Vector Biology and Control Laboratory Technician Cadre**

23.319 Provision exists for Vector Biology and Control Laboratory Technicians to move beyond their top salary subject to possessing a Diploma in Medical Laboratory Technology. This provision is being maintained.

**Recommendation 118**

**23.320 We recommend that officers in the grade of Vector Biology and Control Laboratory Technician who**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Diploma in Medical Laboratory Technology, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 50100 on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above-mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Psychological Services**

23.321 Proposals from Union include provision of an early retirement scheme; grant of a few allowances; review of their pattern of work; and increase in establishment size. Others relate to a restyling of the grade of Clinical Psychologist and creation of a supervisory level of Principal Clinical Psychologist for a better coordination of their work. The request for restyling is being entertained while that regarding the new grade could not be examined further for want of information.

**Psychologist/Senior Psychologist (Clinical/Health)**
***formerly Clinical Psychologist***

**Recommendation 119**

**23.322 We recommend that the grade of Clinical Psychologist be restyled Psychologist/Senior Psychologist (Clinical/Health).**

**Movement Beyond Top**

23.323 At present, Psychologist/Senior Psychologists (Clinical/Health) *formerly Clinical Psychologists* are allowed to move up to salary point Rs 77950, subject to possessing a specialised post graduate Degree in specific fields and a specialisation in the field of applied Clinical Psychology.

23.324 Further to an implementation issue highlighted by Union members during consultations, we re-examined the provision, while also taking into consideration that there is need to revisit same, on grounds of fairness and equity.

**Recommendation 120**

**23.325 We recommend that Psychologist/Senior Psychologists (Clinical/Health) *formerly Clinical Psychologists* should be allowed to move up to salary point Rs 97000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Human Resource Planning**

23.326 During consultations, Union laid much emphasis on a dire need to increase the establishment size of Psychologist/Senior Psychologists (Clinical/Health), *formerly Clinical Psychologists,* owing to the continuous increase in the number of patients requiring psychological services. They averred that the existing establishment size does not allow for an optimal and efficient service to be delivered, in terms of time allotted to each patient and follow up based on international norms. Against this backdrop, we consider that it would be more appropriate for **Management to conduct a Human Resource Planning exercise to assess size or any reorganisation issues,** for a better service delivery.

**Nutritionist Cadre**

23.327 The Nutrition Unit is headed by a Chief Nutritionist, who is responsible for organising, co-ordinating and supervising activities thereat. The latter is assisted by officers in the Nutritionist Cadre.

23.328 Union mainly contended that Nutritionists are performing duties which normally befall Dieticians and according to them, this practice is inappropriate. They, therefore, proposed for the creation of a separate full-fledged Dietician Cadre, to perform specific duties and consequently to review theirs. Union was informed that this matter should be looked into by the Ministry in a first instance.

23.329 Additional proposals pertained to the: refund of annual registration fee; provision of enhanced travelling benefits; grant of laptop together with internet allowance; as well as an allowance to meet costs incurred to access to online books and e-journals.

**Pathological Laboratory Technician Cadre**

23.330 Officers of the three-level Pathological Laboratory Technician Cadre are responsible for the provision of efficient and effective pathological laboratory services. During consultations, Union requested for an upgrading of the entry grade along with the creation of a higher level, among others. After examining same, we consider the existing salaries and structure adequate.

23.331 Other requests consisted of implementing a shift pattern of work; reviewing the scheme of service of certain grades to reflect the actual duties performed; and giving opportunities to concerned officers to follow appropriate training programmes.

**Epidemiologist/Senior Epidemiologist**

23.332 The Epidemiologist/Senior Epidemiologist is responsible, among others, for the planning, design and implementation of epidemiological studies with a view to investigating human disease, including disease risk factors as well as other health related events. Management proposed for the creation of a higher level of Chief Epidemiologist and enhanced Conditions of Service including grant of duty remission facilities. However, the latter request could not be examined for want of information.

**Medical Physicist Cadre**

23.333 The Medical Physicist Cadre consists of two levels namely, Principal Medical Physicist and Medical Physicist/Senior Medical Physicist. The officers are, *inter alia*, called upon to work in close collaboration with officers of the Radiotherapy, Radiology and Nuclear Medicine Departments, in planning the treatment of patients and dispensing radioactive substances to them. A Principal Medical Physicist is responsible for the administration and management of the Medical Physics Department and Radioisotope Laboratories as well as training of junior staff.

23.334 While no proposal was made from Management, Union on its side requested for a consolidation of the Cadre with a level of Chief Medical Physicist to cater for the lack of coordination among the Medical Physicist/Senior Medical Physicists, as they are posted in the different hospitals. Moreover, the Bureau has been apprised that due to a significant rise in the workload caused mainly by an increase in medical equipment, there is a dire need to increase the staff size at both levels, to allow for a better service delivery.

23.335 Staff side also demanded for the payment of a few allowances linked to the performance of their duties and for possessing a Master's Degree, among others. They further requested for sponsorship to follow a postgraduate qualification in Medical Physics, as the possession of same is a criterion considered by the Radiation Safety and Nuclear Security Authority prior to granting the hospital or Centre license to operate certain medical equipment. We have been apprised during consultative meeting that Medical Physicist/Senior Medical Physicists who do not possess the specific postgraduate qualification are not allowed to operate certain equipment on their own but are permitted to do so under the supervision of their counterparts who possess the postgraduate qualification. We consider that such arrangement may give rise to another category of officers within the same grade, while they are all governed by a same salary scale. Moreover, our attention was drawn by the Radiation Safety and Nuclear Security Authority to

the fact that as per international practice, Medical Physicist/Senior Medical Physicists should imperatively possess a Master's Degree in Medical Physics or an equivalent qualification.

23.336 In the given circumstance, we consider that for an efficient and effective service delivery, **Management should consider the advisability of making the necessary arrangements for the Medical Physicist/Senior Medical Physicists who do not possess the specific postgraduate qualification to be sponsored to follow same, the moreso such course is not run locally.**

23.337 Union equally highlighted that the existing structure which consists of only one incumbent in the grade of Principal Medical Physicist, does not allow a proper supervision at the level of the different hospitals, which subsequently impedes service delivery.

23.338 After carefully examining the different requests and taking into account additional information obtained from parties concerned, we are addressing same in the ensuing paragraphs. In parallel, with a view to ensuring adequate supervision and consistency in the planning and organisation of work at the different hospitals concerned, we consider that there is need for an additional supervisory level. We also hold that the grade of Principal Medical Physicist should be reviewed so as to reflect the actual nature and level of duties/responsibilities devolving upon the position. We are, therefore, recommending along these lines.

**Head, Medical Physics Department**
***formerly Principal Medical Physicist***

**Recommendation 121**

**23.339 We recommend that the grade of Principal Medical Physicist be restyled Head, Medical Physics Department.**

**Principal Medical Physicist (New Grade)**

**Recommendation 122**

**23.340 We recommend the creation of a grade of Principal Medical Physicist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Medical Physicist/Senior Medical Physicist reckoning at least four years' service in a substantive capacity in the grade.**

23.341 Incumbents would be required to assist the Head, Medical Physics Department *formerly Principal Medical Physicist* in the planning and implementation of research projects in the field of Medical Physics and other technical co-operation projects, *inter alia*, and be responsible for organising, coordinating and supervising the activities of the Medical Physics Department

at the different hospitals and Radioisotope Laboratories as well as for providing training to subordinate staff.

**Consequential Amendment**

23.342 With the creation of the grade of Principal Medical Physicist, consequential amendment needs to be brought to the mode of appointment of the grade of Head, Medical Physics Department *formerly Principal Medical Physicist*.

**Recommendation 123**

**23.343 We recommend that appointment to the grade of Head, Medical Physics Department *formerly Principal Medical Physicist* should, henceforth, be made by selection from among Principal Medical Physicists possessing a Master's Degree in Medical Physics or an equivalent qualification and reckoning at least two years' service in a substantive capacity in the grade. In the absence of qualified Principal Medical Physicists, appointment thereto should be made by selection from among officers of the Medical Physicist Cadre, possessing a Master's Degree in Medical Physics or an equivalent qualification and reckoning at least eight years' service in a substantive capacity in the Cadre.**

**Allowance for possessing a Master's Degree**

23.344 The Bureau has been apprised that as per the existing scheme of service, Medical Physicist/Senior Medical Physicists may be required to follow a postgraduate course in Medical Physics. However, only a few have been sponsored while others have followed the postgraduate course, which is not available locally, at their own expense. Against this background, we are making appropriate provisions.

**Recommendation 124**

**23.345 We recommend that officers of the Medical Physicist Cadre who possess a postgraduate Degree in Medical Physics or an equivalent relevant qualification and consequently are called upon to operate certain specific medical equipment, be paid a monthly allowance equivalent to two increments at the point reached in their respective salary scale.**

**Risk Allowance**

**Recommendation 125**

**23.346 We recommend the payment of a Risk Allowance to officers of the Medical Physicist Cadre, equivalent to one and a half increments at the initial of their respective salary scale.**

**Health Surveillance**

23.347 The Bureau has been apprised that officers of the Medical Physicist Cadre are prone to occupational hazards resulting from exposure to radiation and

other harmful ionising sources, despite wearing protective clothes/items. Since such exposure may lead to severe health issues, we deem it important for these officers to undergo regular health check-ups. We are, therefore, recommending for health surveillance in respect of these officers.

**Recommendation 126**

**23.348 We recommend that Management should arrange for officers of the Medical Physicist Cadre to undergo regular medical/health check-up, free of charge.**

**Human Resource Planning**

23.349 In view of the reported acute shortage of staff in the Medical Physicist Cadre, it is important for Management to address this issue for a better delivery of service. In this context, we hold that in a first instance, the carrying out of a Human Resource Planning exercise would be more appropriate.

**Recommendation 127**

**23.350 We recommend that Management should carry out a Human Resource Planning exercise as per provision made in the Chapter Recruitment, Promotion and Retention of Volume 1 of this Report.**

**23.351 Notwithstanding the above, we consider that for an enhanced service delivery, Principal Medical Physicists be posted at regional hospitals and wherever there is need, so that planning, coordination and supervision of activities are conducted in an effective and consistent manner across hospitals.**

## HEALTH INFORMATION, EDUCATION AND COMMUNICATION UNIT

23.352 The Health Information, Education and Communication Unit is responsible for designing and implementing the Ministry's information, education, and communication programmes. It is staffed by officers of the Health Information, Education and Communication Officer (HIECO) Cadre. In the context of this review exercise, no proposal was received from either Management or the staff side. Hence, the present structure, which is adequate, is being maintained.

**Specific Provision for Principal Health Information, Education and Communication Officer**

**Recommendation 128**

**23.353 We recommend that officers in the grade of Principal Health Information, Education and Communication Officer possessing a Degree in Health Education or Communication Studies or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria**

**as set out in the Chapter on Observations and General Provisions of this Volume.**

## NON-COMMUNICABLE DISEASES, HEALTH PROMOTION AND RESEARCH UNIT

23.354 The Non-Communicable Diseases (NCD), Health Promotion and Research Unit organises health intervention programmes and conducts research and surveys, among others. The Director, Health Promotion and Research is at the apex of the four-level structure and is assisted by officers of the HIECO Cadre as well as other officers in professional, technical and supporting cadres.

23.355 We consider the existing structure to be adequate to enable the Unit deliver on its mandate, the moreso no submission relating thereto was submitted.

## PUBLIC HEALTH AND FOOD SAFETY INSPECTORATE UNIT

23.356 The Public Health and Food Safety Inspectorate Unit is responsible for the protection of public health in order to promote a healthy living environment. Its objective is to sustain measures for the prevention and control of communicable diseases, environmental sanitation and food safety.

23.357 It enforces several laws such as the Public Health Act 1925; the Food Act 2022; the Quarantine Act 2020 and its Regulations; the Dangerous Chemical Control Act as subsequently amended; and other related Regulations including the International Health Regulations.

23.358 At the helm of the Unit, there is a Director, Public Health and Food Safety who is assisted by other grades in the Public Health and Food Safety Inspectorate Cadre.

23.359 Whilst Management had no proposals for this review, the staff side requested, among others, for an upward review of salary; increase in the quantum of allowances; grant of specific allowances; and extension of existing allowances to other grades. During consultation, appropriate explanations were provided to parties on each request along with justifications for those which could not be retained.

23.360 Considering the existing set up is appropriate, same is being maintained. The quantum of allowances is, however, being reviewed.

### On-Call Allowance/Allowance for issue of Cremation Permit

23.361 Public Health and Food Safety Inspectors posted in regional offices are called upon to remain on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours, for which they are paid an On-call Allowance along with an Attendance Allowance including travelling expenses, for the issue of cremation permit.

23.362 We are revising the quantum of the allowances.

**Recommendation 129**

**23.363 We recommend that officers in the grade of Public Health and Food Safety Inspector posted in regional offices and who are required to be on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours, for issue of cremation permit, be paid an On-call Allowance and Attendance Allowance as hereunder:**

| Grade | On-call Allowance for being on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours | Attendance Allowance inclusive of travelling for issue of cremation permit |
|---|---|---|
| **Public Health and Food Safety Inspector** | **Rs 275** | **Rs 525** |

23.364 As per an established working programme, the Public Health and Food Safety Inspectors are required to attend duty on Sundays and Public Holidays as from 0900 hours to noon against the grant of time-off during the week. **The present arrangement should continue to prevail.**

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

23.365 An In-attendance Allowance is currently paid to the Public Health and Food Safety Inspectors, Senior Public Health and Food Safety Inspectors, and Principal Public Health and Food Safety Inspectors posted at the Airport and the Port, to provide regular services outside their normal working hours depending on the arrival and departure time of aircrafts and ships.

23.366 Given that the existing provision is still valid, we are maintaining same while revising the quantum of the allowance.

**Recommendation 130**

**23.367 We recommend that the In-attendance Allowance for regularly working outside their normal working hours payable to incumbents in the grades of Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector, and Principal Public Health and Food Safety Inspector posted at the Airport and the Port be revised to Rs 175*;* Rs 250; and Rs 305 per hour respectively.**

**Squad Operation**

23.368 Incumbents in the grades of Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Principal Public Health and Food Safety Inspector who form part of the Central Flying Squad and Regional Flying Squad are required to conduct Squad Operation outside their normal

working hours for sanitary control with respect to food preparation premises, food vendors and bakeries, among others, against payment of an In-attendance Allowance. This arrangement should continue and the quantum of the allowance is being revised.

**Recommendation 131**

**23.369 We recommend that the In-attendance Allowance paid to officers who form part of the Central Flying Squad and the Regional Flying Squad for the conduct of Squad Operation outside normal working hours be revised as hereunder:**

| Grade | Rate payable per hour (Rs) |
|---|---|
| **Public Health and Food Safety Inspector** | **155** |
| **Senior Public Health and Food Safety Inspector** | **225** |
| **Principal Public Health and Food Safety Inspector** | **280** |

## THE ENVIRONMENTAL HEALTH ENGINEERING UNIT

23.370 The Environmental Health Engineering Unit (EHEU) is responsible for monitoring and enforcing standards related to quality of drinking water, noise and odour. The Unit comprises officers of both the professional and technical Cadres. The professional Cadre includes the Director, Environmental Health Engineering Unit, Deputy Director, Environmental Health Engineering Unit, Lead Sanitary Engineer and Sanitary Engineer/Senior Sanitary Engineer, whilst the technical cadre consists of the Head of Health Engineering Services, Principal Health Engineering Officer, Senior Health Engineering Officer, and Health Engineering Officer.

23.371 Both Management and Union have expressed concern regarding the salary of the grade of Deputy Director, Environmental Health Engineering Unit. Following an assessment and in recognition of the merit and responsibilities associated with this position, the Bureau is making the appropriate salary adjustment for the grade of Deputy Director, Environmental Health Engineering Unit.

23.372 As regards the Health Engineering Officer Cadre, requests from the Union pertained mainly to a review of salary scales and schemes of service; and payment of specific allowances while Management had no proposal for the Health Engineering Officer Cadre. During consultations, the staff side was provided with adequate information on requests which could not be entertained.

23.373 We are thus maintaining the existing organisational structure of the EHEU.

**Special Professional Retention Allowance**

23.374 Provision had previously been made for officers of the Sanitary Engineering Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Health Engineering Officer Cadre**

**On-Call and In-Attendance Allowances for noise and odour monitoring**

23.375 At present, officers in the grades of Health Engineering Officer, Senior Health Engineering Officer and Principal Health Engineering Officer forming part of the Flying Squad for the monitoring of noise and odour are paid appropriate allowances for working outside normal working hours. We are maintaining the allowance and revising the quantum.

**Recommendation 132**

**23.376 We recommend that the monthly Commuted Allowance and hourly In-attendance Allowance being paid to incumbents in the grades of Health Engineering Officer, Senior Health Engineering Officer and Principal Health Engineering Officer who form part of the Flying Squad for the monitoring of noise and odour outside their normal working hours be reviewed as follows:**

| Grade | Monthly Commuted Allowance (Rs) | In-attendance Allowance (inclusive of travelling time per hour) (Rs) |
|---|---|---|
| **Principal Health Engineering Officer** | **1655** | **335** |
| **Senior Health Engineering Officer** | **1460** | **305** |
| **Health Engineering Officer** | **1200** | **240** |

**Allowance for exposure to raw sewerage and foul odour**

23.377 Currently, officers in the Sanitary Engineering Cadre and Health Engineering Officer Cadre are paid, subject to approval of the Responsible Officer, an allowance equivalent to two increments at salary point reached in their respective salary scale for being regularly exposed to raw sewerage and foul odour. **The current arrangement should continue.**

## OPERATIONS SUPPORT SERVICES

### Telephonist (Health) (Shift) Cadre

23.378 The Telephonist (Health) (Shift) Cadre comprises the grades of Telephonist (Health) (Shift) and Senior Telephonist (Health) (Shift). Representations of Union related to an upgrading of the qualifications requirement with an upward review in salary; restyling of the grades; and provision of training. As regards proposal for payment of an allowance for increased workload, same should be dealt administratively.

23.379 Union further requested for the creation of additional posts for the grade of Senior Telephonist (Health) (Shift), so that incumbents may also be posted in specialised hospitals. During consultation, Management informed that the grade of Senior Telephonist (Health) (Shift), which was created in the last Report, has been established in regional hospitals only. They equally apprised that the seniormost officer in the grade of Telephonist (Health) (Shift) in two specialised hospitals are presently being paid an allowance in line with the recommendation of the Bureau, for assuming higher responsibilities and exercising general supervision of the Telephonists (Health) (Shift).

23.380 It is worth pointing out that the recommendation being referred to in the preceding paragraph regarding the payment of an allowance to the seniormost Telephonist (Health) (Shift) existed well before the creation of the supervisory grade. In such circumstance, we consider that there is enough functional need for this higher level in the specialised hospitals concerned. We are, therefore, recommending to that end. Meanwhile, **as a temporary measure**, we are also maintaining the present provision for the seniormost Telephonist (Health) (Shift) to be paid an allowance for assuming higher responsibilities, until Senior Telephonists (Health) (Shift) are posted in these specialised hospitals.

### Recommendation 133

**23.381 We recommend that the seniormost Telephonists (Health) (Shift), posted at the Brown Sequard Mental Care Centre and Subramaniam Bharati Eye Hospital, should continue to be paid a monthly allowance equivalent to one increment at the point reached in the scale or Rs 535 whichever is the higher, for shouldering higher responsibilities as well as exercising general supervision of Telephonists (Health) (Shift), besides performing their normal duties.**

**23.382 We further recommend that Management should consider the advisability of posting Senior Telephonists (Shift) (Health) at the two abovementioned specialised hospitals.**

**Health Surveillance**

23.383 Provision exists for the employees of the Telephonist (Health) (Shift) Cadre to undergo health surveillance on a regular basis. Union represented that same has not been implemented. During consultations, Management apprised that needful would be done in that respect. We are, therefore, reiterating this provision.

**Recommendation 134**

**23.384 We recommend that Management should make necessary arrangements for employees in the grades of Telephonist (Health) (Shift) and Senior Telephonist (Health) (Shift), to undergo regular medical/health check-ups free of charge.**

**Health Transport Services Facilitator (Shift)**
***formerly Transport Services Facilitator (Shift)***

23.385 The requests from the staff side pertain, among others, to: review the appellation of the grade of Transport Services Facilitator; be listed in Annex III under Chapter Travelling and Car Benefits; create a new level of Senior Transport Services Facilitator and be paid a Meal Allowance when posted at Dr. Yves Cantin Community Hospital.

23.386 Upon examination of all requests, the Bureau is making recommendation for the restyling of the grade of Transport Services Facilitator to a more appropriate appellation as well as reiterating provisions that are still valid.

**Recommendation 135**

**23.387 We recommend that the grade of Transport Services Facilitator (Shift) be restyled Health Transport Services Facilitator (Shift) in order to better reflect the nature of duties performed by incumbents.**

**Allowance for Transport Arrangement**

23.388 Health Transport Services Facilitators (Shift) *formerly Transport Services Facilitators (Shift)* are paid a monthly *ad hoc* allowance equivalent to one increment at the point reached in their salary scale when called upon to plan and make transport arrangement. The present provision was meant to lapse upon the recruitment of sufficient staff in the grade of Supervisor, Operations Support Services (Shift).

23.389 The staff side has requested for this measure to cease. However, Management has informed that as at date sufficient number of Supervisor, Operations Support Services (Shift) have not been recruited and that the payment of the *ad hoc* allowance be maintained pending filling of vacant posts. The Bureau is, therefore, replicating the provision for the grant of an allowance.

**Recommendation 136**

**23.390 We recommend that Health Transport Services Facilitators (Shift) *formerly Transport Services Facilitators (Shift)* be paid a monthly *ad hoc* allowance equivalent to one increment at the point reached in their salary for planning and making transport arrangement. However, the payment of this allowance should be discontinued with the filling of the vacant posts in the grade of Supervisor, Operations Support Services (Shift)**.

**Allowance when posted at Poudre D'Or Hospital**

23.391 Presently, Health Transport Services Facilitators (Shift) *formerly Transport Services Facilitators (Shift)* posted to Poudre D'Or Hospital are granted a monthly allowance of Rs 375 for attending to phone calls in the absence of the Telephonist (Health). The present arrangement is being maintained while the quantum of the allowance is being revised.

**Recommendation 137**

**23.392 We recommend that the monthly *ad hoc* allowance payable to Health Transport Services Facilitators (Shift) *formerly Transport Services Facilitators (Shift)* posted to Poudre D'Or Hospital for attending to phone calls in the absence of the Telephonist (Health) be revised to Rs 415.**

**Allowance to Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)* posted to Dr Yves Cantin Community Hospital**

23.393 The Union has apprised the Bureau that when incumbents in the grade of Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)* are retained unexpectedly in hospitals where meal facilities are available, they are provided with same. However, since no catering services are available at Dr Yves Cantin Community Hospital, incumbents in the grade of Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)*, retained unexpectedly do not benefit from meal. Request has been made for officers in the grade of Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)* posted at Dr Yves Cantin Community Hospital to be paid a Meal Allowance as it is the case for other officers posted at the hospital. The Bureau is making appropriate recommendation to this effect.

**Recommendation 138**

**23.394 We recommend that incumbents in the grade of Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)* who are unexpectedly retained on duty after a normal day shift and are required to do a night shift at the Dr Yves Cantin Community Hospital be paid an allowance of Rs 350 in lieu of meal.**

**General Recommendation**

**Remuneration to employees including those on Shift/Roster who effective work on officially declared cyclone days and/or during extreme weather conditions.**

23.395 For working on officially declared cyclone days and from the time Cyclone Warning Class III or IV is removed up to the time the next scheduled officers take over, officers on shift or roster who qualify for overtime are compensated at twice hourly rate. As regards those who are not eligible for overtime but are required to work during Cyclone Warning Class III or IV, they are compensated at hourly rate. We are reviewing the existing provisions to also cater for work during extreme weather conditions.

**Recommendation 139**

**23.396 We recommend that:**

**(i) Workers including those on shift or roster, eligible for overtime, who work during Cyclone Warning Class III or IV and continue to work after a Cyclone Warning Class III or IV is removed and until they are relieved should be paid overtime at twice the hourly rate; and**

**(ii) officers in certain grades for instance Specialist/Senior Specialist; General Practitioner *formerly MHO/SMHO* and those performing the duties of Duty Manager who do not qualify for overtime, should be compensated at the normal hourly rate computed on the basis of 40 hours at the salary point reached in their respective salary scale whenever their services are required during Cyclone Warning Class III and IV and they continue to work after a Cyclone Warning III or IV is removed and until they are relieved.**

**23.397 We further recommend that employees who are required to work during extreme weather conditions where an order has been issued by the National Crisis Committee requiring a person to remain indoors during a period of heavy or torrential rains and a situation where a safety bulletin has been issued by the Mauritius Meteorological Services should be compensated as follows:**

**(i) overtime at twice hourly rate to those who are eligible for overtime; and**

**(ii) normal hourly rate computed on the basis of 40 hours at salary point reached in their respective salary scale to those not eligible for overtime.**

## SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

23.398 As per prevailing arrangements, any unutilised sick leave beyond the 16 days is paid at the discounted rate of 50% in cash to officers in the grades of Nursing Supervisor (Male); Nursing Supervisor (Female); Charge Nurse

(Male); Charge Nurse (Female); Charge Nurse (Psychiatric) (Male); Charge Nurse (Psychiatric) (Female); Nursing Officer except those posted to Mediclinics, Area Health Centres, Community Health Centres; Nursing Officer (Psychiatric); Midwife; Senior Midwife; Health Care Assistant/Senior Health Care Assistant (General); Health Records Clerk, Higher Health Records Clerk*;* Pharmacy Technician; Ambulance Driver (Shift); Ambulance Care Attendant (Shift); Senior Attendant (Hospital Services) (Shift); Attendant (Hospital Services) (Shift); Health Transport Services Facilitator (Shift) *formerly Transport Services Facilitator (Shift)*; Telephonist (Health) (Shift) and Ward Assistant (Male and Female). We are maintaining the existing provision.

**Recommendation 140**

**23.399 We recommend that:**

**(i) incumbents in the grades referred to at the above paragraph, who work on shift in the health sector, should be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the provision of recommendation at paragraph 16.4.49 (iii) of Volume 1 of this Report; and**

**(ii) upon request, the Ministry of Public Service and Administrative Reforms, in consultation with the relevant parties and subject to approval of the Bureau, may consider the inclusion of new grades from the health sector in the above list of grades of shift workers effectively working on shift.**

**Hours of Attendance**

**Recommendation 141**

**23.400 We recommend that the Responsible Officer of the Ministry of Health and Wellness should continue to determine the hours of attendance of work of its employees to meet the operational requirements of the organisation.**

## SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Programme Officer, National Aids Secretariat |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Administrator |
| 19 103 106 | **Rs 114000 x 4000 - 126000**<br>Chief Government Analyst |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Government Analyst |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Government Analyst/ Senior Government Analyst |
| 19 062 094 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Epidemiologist/Senior Epidemiologist |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Head, Medical Physics Department<br>*formerly Principal Medical Physicist* |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Medical Physicist (New Grade) |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Medical Physicist/Senior Medical Physicist |
| 19 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Head Biochemistry Services |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Clinical Scientist (Biochemistry)<br>Principal Clinical Scientist (Virology) |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Clinical Scientist/Senior Clinical Scientist (Biochemistry)<br>Clinical Scientist/Senior Clinical Scientist (Virology) |
| 19 087 103 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Chief Nutritionist |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Nutritionist |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Nutritionist/Senior Nutritionist |
| 19 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Head, Vector Biology and Control Division |
| 19 061 094 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Scientific Officer/Senior Scientific Officer, Vector Biology and Control Division |
| 19 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Psychologist/Senior Psychologist (Clinical/Health)<br>*formerly Clinical Psychologist* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Monitoring and Evaluation Specialist |
| 19 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Principal Pathological Laboratory Technician<br>Principal Vector Biology and Control Laboratory Technician |
| 19 055 076 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Senior Vector Biology and Control Laboratory Technician |
| 19 036 071 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Vector Biology and Control Laboratory Technician |
| 01 082 104 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Lead Health Analyst |
| 01 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Analyst/Senior Analyst (Health) |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Technical Officer (Chemical Laboratory) |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Chemical Laboratory) |
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (Chemical Laboratory) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 033 036 | **Rs 26045 x 300 - 26945**<br>Trainee Technical Officer (Chemical Laboratory) |
| 19 055 076 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Senior Pathological Laboratory Technician |
| 19 036 071 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Pathological Laboratory Technician |
| 19 035 075 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant |
| | **HEALTH INSPECTORATE UNIT** |
| 18 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Director, Public Health and Food Safety |
| 18 074 092 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Deputy Director, Public Health and Food Safety |
| 18 067 087 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Principal Public Health and Food Safety Inspector |
| 18 060 083 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Public Health and Food Safety Inspector |
| 18 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Public Health and Food Safety Inspector |

| Salary Code | Salary Scale and Grade |
|---|---|
| 11 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Chief Hospital Administrator |
| 11 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Deputy Chief Hospital Administrator (Personal) |
| 11 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Chief Hospital Administrator |
| 11 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Hospital Supplies Officer |
| 11 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Regional Health Services Administrator |
| 11 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Hospital Administrator<br>Project Co-ordinator (AIDS) |
| 11 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Hospital Administrative Assistant |
| 11 063 082 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Health Sterile Services Superintendent |
| 11 045 078 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Health Sterile Services Supervisor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 11 046 075 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Hospital Executive Assistant (on shift) |
| 11 045 074 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Executive Officer (Health Services) (Personal to officers in post as at 30.06.03) |
| 11 068 090 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Catering Manager |
| 11 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Senior Catering Officer |
| 11 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Catering Officer |
| 11 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Assistant Catering Officer |
| 11 035 069 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Catering Supervisor |
| 10 000 112 | **Rs 150000**<br>Director, Health Promotion and Research |
| 10 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Chief Health Information, Education and Communication Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 10 071 090 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Health Information, Education and Communication Officer |
| 10 062 081 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Health Information, Education and Communication Officer |
| 10 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Health Information, Education and Communication Officer |
| 10 075 100 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Chief Health Promotion and Research Co-ordinator |
| 10 066 090 | **Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Health Promotion Coordinator |
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Communication Officer, National Aids Secretariat |
| 22 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Biomedical Engineer (Health) |
| 22 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Biomedical Engineer/Senior Biomedical Engineer (Health) |
| 22 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Biomedical Engineer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 064 081 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Principal Biomedical Engineering Technician |
| 22 052 078 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Biomedical Engineering Technician |
| 22 035 071 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Biomedical Engineering Technician |
| 22 044 069 | **Rs 29565 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Senior Telephonist (Health) (Shift) |
| 22 029 066 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Telephonist (Health) (Shift) |
| | **HEALTH STATISTICS UNIT** |
| 20 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Health Statistician |
| 20 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Health Statistician |
| 20 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Health Statistician |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **DEMOGRAPHIC/EVALUATION UNIT** |
| 20 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Demographer |
| 20 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Demographer |
| 20 064 082 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Principal Statistical Officer |
| 20 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Statistical Officer |
| 20 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Statistical Officer |
| | **ENVIRONMENTAL HEALTH ENGINEERING UNIT** |
| 26 000 109 | **Rs 138000**<br>Director, Environmental Health Engineering Unit |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Environmental Health Engineering Unit |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Sanitary Engineer |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Sanitary Engineer/Senior Sanitary Engineer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Head, Health Engineering Services |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Principal Health Engineering Officer |
| 18 074 092 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Senior Health Engineering Officer |
| 18 068 089 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Health Engineering Officer |
| | **OPERATIONS SUPPORT SERVICES** |
| 11 072 097 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Senior Manager, Operations Support Services |
| 11 063 092 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Operations Support Services |
| 26 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Head, Transport, Maintenance and Workshop Services |
| 26 051 085 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Coordinator (Operations Support Services) |
| 26 037 074 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Supervisor, Operations Support Services (Shift) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Assistant Programme Officer (Ex-Natresa) (Personal) |
| 23 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 54500 x 1450 - 57400**<br>Life Care Officer |
| 01 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Accounts Clerk (Ex-NATReSA) (Personal) |
| 10 050 072 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Audio-Visual and Documentation Officer (Ex-NATReSA) (Personal) |
| 23 030 069 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Welfare Assistant |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Confidential Secretary (Ex-NATReSA) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerk/Word Processing Operator (Ex-NATReSA) (Personal) |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Receptionist/Word Processing Operator (Ex-NATReSA) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 027 065 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Receptionist (Health Services)<br>Health Transport Services Facilitator (Shift)<br>*formerly Transport Services Facilitator (Shift)* |
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Workshop Supervisor |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Mechanic<br>Chief Tradesman<br>Foreman |
| 25 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Orthopaedic Appliance Maker (Leather)<br>Orthopaedic Appliance Maker (Metal)<br>Orthopaedic Appliance Maker (Orthosis/Prosthesis)<br>*formerly Orthopaedic Appliance Maker (Wood)*<br>Orthopaedic Appliance Maker (Seamstress) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Automobile Electrician<br>Cabinet Maker<br>Carpenter<br>Coach Painter<br>Electrician<br>General Assistant<br>Maintenance Assistant<br>Mason<br>Motor Diesel Mechanic<br>Motor Mechanic<br>Painter<br>Panel Beater<br>Plumber and Pipe Fitter<br>Tailor<br>Tradesman (Healthcare Technology Workshop) (New Grade)<br>Welder |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Maintenance Handy Worker (Personal) |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Maintenance Handy Worker<br>Tradesman's Assistant<br>Tradesman's Assistant (Seamstress) |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Health Laboratory Auxiliary |
| 24 029 066 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Health Laboratory Auxiliary (on roster) |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Health Laboratory Auxiliary (Personal) |
| 24 036 066 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Ambulance Driver (on shift) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy vehicles above 5 tons) |
| 24 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (on shift) |
| 24 031 062 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Operator Waste Water Pumping Station (on shift) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 028 062 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Ward Assistant (Male and Female) |
| 24 036 062 | **Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Senior Cook |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Incinerator Operator (Health Services)<br>Mortuary Attendant (on roster) |
| 24 028 060 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Health Sterile Services Assistant<br>Senior Attendant (Hospital Services) (on shift) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tons) |
| 24 029 059 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565**<br>Cook (on roster) |
| 24 028 058 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840**<br>Pool Attendant (Hydrotherapy Unit) |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Ambulance Care Attendant (on shift)<br>Attendant Nursing School (Personal)<br>Attendant (Hospital Services) (on shift) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 025 055 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160**<br>Waste Water Pipe Cleaner (on roster) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Attendant Nursing School<br>Gardener/Nursery Attendant<br>Chemical Sprayer Operator<br>*formerly Insecticide Sprayer Operator* |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Laundry Attendant (on roster)<br>Surveillant (on shift) |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class)<br>Handy Worker (General) (Health) |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Rodent Control Attendant<br>Stores Attendant |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Lorry Attendant<br>*formerly Lorry Loader*<br>Sanitary/Cleaning Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker<br>General Worker (Ex-SMEDA) (Personal) |

# 24. MINISTRY OF TOURISM

24.1 The Ministry of Tourism is responsible for the formulation and implementation of policies and strategies for the sustainable development of the tourism sector. Its objectives are, among others, to assist in tourism planning through the development of tourism policies and preparation of long-term plan; extend support for the development along with upgrading of tourism structures and infrastructure; and formulate legislation to regulate the tourism sector.

24.2 Activities of the Ministry in the Technical Unit are arranged under the Land-Based, Sea-Based and Leisure Units. The Land-Based Unit is responsible for the management of land-based tourism activities across the island and deals with, *inter alia*, the appraisal of land-based projects; and monitoring of implementation of hotel projects. The Sea-Based Unit promotes the sustainable development of sea-based tourism activities through the formulation/revamping of policies and strategies as well as guidelines and regulations pertaining to nautical activities including pleasure craft. As regards the Leisure Unit, it mainly organises leisure events and activities at national level and provides assistance in terms of logistic support to other leisure-oriented organisations.

24.3 The Director Tourism heads the Land-Based and Sea-Based Units which are manned by officers of the Tourism Planning Executive Cadre. The Leisure Unit is under the responsibility of the Organiser, Leisure Events who is supported by officers in the Leisure Events Officer Cadre.

24.4 Consultative meetings were held with Unions representing the different cadres at the Ministry. Requests from the Leisure Events Officer Cadre pertain to review of salary scales and restyling of the grade of Organiser, Leisure Events while those from the Tourism Planning Executive Cadre were mostly related to Conditions of Service. Management's submissions were geared towards the creation of grades; review of the salary scale for different levels; and change in certain appellations, among others. Appropriate justifications were provided to parties for those requests which could not be retained.

24.5 The request for change in appellation of the grade of Organiser, Leisure Events has been examined and is being acceded to better reflect the nature of duties being performed. As regards the current structure, it is appropriate and same is being maintained.

**Time-off in lieu of Extra Hours of Work**

**Recommendation 1**

**24.6 We recommend that arrangements should continue to be made for officers of the Leisure Events Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra**

**hours put in. However, where it has not been possible for Management to grant time-off to officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 hours monthly.**

## MINISTRY OF TOURISM

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 104 107 | **Rs 118000 x 4000 - 130000**<br>Director Tourism |
| 10 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Tourism Planning Executive |
| 10 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Tourism Planning Executive |
| 10 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Tourism Planning Executive |
| 18 049 080 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Tourism Enforcement Officer (Personal to incumbent in post as at 31.12.20) |
| 23 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Leisure Events<br>*formerly Organiser, Leisure Events* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 057 081 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Leisure Events Officer |
| 23 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Leisure Events Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 25. MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL SOLIDARITY

25.1 The Ministry of Social Integration, Social Security and National Solidarity is responsible for the provision of fair, equitable and responsive social protection while fostering national solidarity to safeguard the welfare of all citizens. It plays a key role in supporting and empowering vulnerable groups, including those living in poverty, the elderly and persons with disabilities.

25.2 As per its mandate, it provides a range of services, *inter alia,* social assistance in cash; empowerment, welfare, protection and well-being of the Elderly; empowerment and welfare of Persons with Disabilities; Contributory/Non-Contributory Pensions and Industrial Injury Allowances and Social Contribution/Benefits; Transition Unemployment Benefit, Lump Sum and Health Insurance; Unemployment Hardship Relief; and manning of Evacuee Centres.

25.3 The activities of the Ministry are structured under two executive bodies namely the Social Integration Division and the Social Security and National Solidarity Division, each under the administrative control of a Permanent Secretary. Issues relating to their respective structure as well as those discussed with Management and Unions during the consultative meetings are dealt with under each Division.

## SOCIAL INTEGRATION DIVISION

25.4 The Social Integration Division has been entrusted with the responsibility to eradicate extreme and chronic poverty and to create an inclusive and more equitable society. It supports and empowers the vulnerable groups registered and found eligible under the Social Register of Mauritius with a view to mainstreaming them in Society and improving their quality of life in a sustainable manner. The Division ensures the provision of an effective and efficient service delivery, imbued in equity, fairness and impartiality.

25.5 A Permanent Secretary is at the apex of the Division. He is assisted in his functions by a complement of staff belonging to the administrative, professional, technical and other supporting grades. The technical activities of the Ministry are organised under three distinct sections, namely Monitoring and Evaluation; Empowerment Schemes; and Statistical and Research.

25.6 Representations of staff side and Management pertain, among others, to the restyling of grades; creation of grades at senior and professional levels; and an elongation of the salary scales of redeployed employees. During the consultative meetings, they were apprised of the proposals that could not be retained and those which need to be looked into administratively by Management.

25.7 Concerning the request for an upgrading of the grade of Head, Technical Unit, Management submitted that the incumbent will be called upon to perform higher additional duties in line with new reforms initiated by the Social Security Division. General provisions exist for compensating officers in case they perform higher duties. However, same should be dealt administratively. In addition, Management may initiate action to review the scheme of service of the grade concerned to reflect the additional duties to be carried out by incumbent.

25.8 Moreover, the Bureau could not objectively examine Management's request regarding the structure of the Division for want of information. We are, therefore, maintaining same in this Report. During consultations, it was reported that there was an anomaly in the salaries of employees redeployed from the ex-NESC arising out of conversion. **Hence, for the salaries of these employees, we consider that the Ministry should submit the request to the Bureau through the proper channel.**

## SOCIAL INTEGRATION DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 065 096 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Head, Technical Unit |
| 02 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Secretary General (Ex-NESC) (Personal)<br>Research Executive (Ex-NESC) (Personal) |
| 19 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Psychologist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Monitoring and Evaluation Officer<br>Research Analyst |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Confidential Secretary (Ex-NESC) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver<br>Driver/Office Attendant (Ex-NESC) (Personal) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *25.1 SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION*

25.1.1 The Social Security and National Solidarity Division is responsible for the provision of a range of services such as social assistance in cash; allowances to purchase Assistive Devices like dentures, wheelchairs, spectacles and hearing aids; empowerment and welfare of persons with disabilities, among others. Operations are carried out through Social Security Division; Welfare and Elderly Persons' Protection Unit; Medical Unit; Disability Empowerment Unit; and Recreation Centres.

25.1.2 Activities of the Division are conducted by officers in grades from the Social Security Officer Cadre; Disability Empowerment Officer Cadre; and the Organising Officer, Recreation Centre Cadre.

25.1.3 Unions pertaining to the Social Security Officer Cadre and Management requested for change in the mode of appointment of certain grades and review of salary. As regards amendments to scheme of service, parties were apprised that same normally rest upon Management. No representations were received from Unions for the Disability Empowerment Officer and the Organising Officer, Recreation Centre Cadres. We are, thus, making appropriate provisions based on the additional information received from Management.

### SOCIAL SECURITY DIVISION

**Social Security Officer**

25.1.4 Appointment to the grade of Social Security Officer is made by selection from among incumbents who hold a substantive appointment in the grade of Management Support Officer possessing a Cambridge Higher School Certificate. Due to a high rate of turnover in the grade, both Unions and Management explained that there is need for a wider pool of candidates and requested for an amendment in the mode of recruitment. We are recommending accordingly.

**Recommendation 1**

**25.1.5 We recommend that appointment to the grade of Social Security Officer should, henceforth, be made by selection from among Management Support Officers who possess a Cambridge Higher School Certificate AND from among candidates who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification. This element has been considered in arriving at the salary scale recommended for the grade.**

**Principal Social Security Officer**

**Senior Social Security Officer**

25.1.6 At present, Principal Social Security Officers and Senior Social Security Officers who possess the relevant Diploma are allowed to move incrementally in the Master Salary Scale. We are reviewing the salary points.

**Recommendation 2**

**25.1.7 We recommend that incumbents in the grades of Principal Social Security Officer and Senior Social Security Officer who possess a Diploma in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 67900 and Rs 60600 respectively provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Conveyance of officers during cyclonic conditions Class III and Class IV and other officially declared natural calamities**

25.1.8 Unions representing the Social Security Officer Cadre informed that, during cyclonic conditions and officially declared natural calamities, officers are called upon to ensure that refugee centres are open and sometimes have to transport food items thereto, in their own vehicles, without any form of compensation. Hence, request was made for the payment of an allowance. The views of the Ministry were sought and the Bureau was apprised that officers concerned are granted overtime in such cases. However, it happens that these officers may, in the performance of their functions, have to commute when the island is under a cyclone warning Class III or IV or other officially declared natural calamities. We are making an appropriate provision to that end.

**Recommendation 3**

**25.1.9 We recommend that Management of the Social Security Division should make necessary transport arrangements with the Police Department for the conveyance of officers from their place of residence to refugee centres and back, when they are called upon to distribute food items in refugee centres during cyclonic conditions Class III or IV or other officially declared natural calamities.**

## DISABILITY EMPOWERMENT UNIT

**Specific Provision for Principal Disability Empowerment Officer**

25.1.10 Officers in the grade of Principal Disability Empowerment Officer who possess a Degree in Social Work are currently allowed to move incrementally in the Master Salary Scale subject to certain criteria. The provision is being maintained while the salary point is being revised.

**Recommendation 4**

**25.1.11 We recommend that officers in the grade of Principal Disability Empowerment Officer possessing a Degree in Social Work should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## RECREATION CENTRES

### Allowance for providing a 24-hour coverage in Recreation Centres

25.1.12 Cultural and official functions, seminars and social activities are organised in Recreation Centres mainly for senior citizens and disabled persons. An allowance is currently paid to officers who are called upon to work during nights, Weekends and Public Holidays in the Recreation Centres. Given that these activities are still ongoing, we are revising the quantum of the allowance.

**Recommendation 5**

**25.1.13 We recommend that Disability Empowerment Officer/Senior Disability Empowerment Officers; Organising Officers, Recreation Centre; Senior Organising Officers, Recreation Centre and officers of the Social Security Officer Cadre who are required to work beyond normal working hours at the Recreation Centres to provide a 24-hour coverage during nights, Weekends and Public Holidays be paid a revised allowance as hereunder:**

| Period | Allowance (Rs) |
|---|---|
| **Weekdays** | |
| 1600 – 2200 hours | 360 |
| 2200 – 0800 hours the next day | 590 |
| **Saturdays** | |
| 0800 – 2200 hours | 830 |
| 2200 – 0900 hours the next day | 655 |
| **Sundays and Public Holidays** | |
| 0900 – 1600 hours | 425 |
| 1600 – 2200 hours | 360 |
| 2200 – 0900 hours the next day | 655 |

## WELFARE AND ELDERLY PERSONS PROTECTION UNIT

### Hotline Service

25.1.14 An All-inclusive Allowance (excluding travelling) is paid to officers posted in the Welfare and Elderly Persons Protection Unit who run a Hotline Service for the purpose of receiving complaints in connection with the non-payment of pension, social aid and other issues related to elderly persons. The quantum of allowance is being revised.

### Recommendation 6

**25.1.15 We recommend that the officers who are required to operate the Hotline Service of the Welfare and Elderly Persons Protection Unit to answer phone calls after office hours during Weekdays, Weekends and Public Holidays for the purpose of receiving complaints in connection with the non-payment of pensions, social aid and elderly issues, should be paid a revised All-inclusive Allowance (excluding travelling) as hereunder:**

| Period | All-inclusive Allowance (excluding travelling) |
|---|---|
| **Weekdays**<br>From 1600 hours to 0900 hours the following day. | Rs 375 per day/night period |
| **Saturdays, Sundays and Public Holidays**<br>From 0900 hours to 0900 hours the following day. | Rs 515 per day/night period |

## MEDICAL UNIT

25.1.16 The provision of medical and paramedical services to elderly and disabled children is conferred upon the Medical Unit. The latter is also responsible for health education and provision of preventive, promotive, curative and rehabilitative services. The Director, Medical Unit who is at the head of the Unit, is supported by the Assistant Director, Medical Unit along with Medical Practitioners, Nursing Officers, Physiotherapists and Occupational Therapists employed on a sessional basis.

25.1.17 Most of representations received from officers of the Unit pertain to the provision of enhanced Conditions of Service, including the payment of Continuing Professional Development allowance; duty free facilities and a review of the quantum of the existing allowances. Certain proposals, such as automatic renewal of the contract of the Medical Practitioners, fall outside the purview of the Bureau and the parties concerned were accordingly informed.

25.1.18 In general, the Bureau considers the prevailing arrangements at the Medical Unit to be adequate.

**Specific Conditions of Service**

25.1.19 Medical Practitioners of the Ministry of Health and Wellness benefit from specific Conditions of Service, which are also applicable to the Assistant Director, Medical Unit and the Director, Medical Unit. These are being maintained.

**Recommendation 7**

**25.1.20 We recommend that the following provisions, under the Ministry of Health and Wellness, should also apply to the Assistant Director, Medical Unit and the Director, Medical Unit:**

| Specific Conditions of Service | Recommendation under the MOHW |
|---|---|
| **Book Allowance/Smart Phones for Members of the Medical and Dental Professions** | **R 28 Para 23.73** |
| **Continuing Professional Development** | **R 29 Para 23.75** |
| **Special Medical Service Allowance** | **R 30 Para 23.77** |
| **Rent Free Telephone and Free calls** | **R33 Para 23.83** |
| **Special Provisions for officers of the Medical and Dental Professions** | **R 34 Para 23.85 and 23.86** |

**Allowance to Doctors employed on a sessional basis**

25.1.21 Currently, Specialists who are employed on sessional basis are paid an allowance of Rs 1705 for serving the Medical Tribunals and Rs 1460 for serving the Medical Boards per session of three hours while the General Practitioners are paid an allowance of Rs 1215 for serving the Medical Boards per session of three hours. In addition, the latter are also paid a Travelling Allowance of Rs 2420. We have examined the request for the General Practitioners to be paid Mileage Allowance instead of the Travelling Allowance and consider the existing arrangement to be more appropriate.

**Recommendation 8**

**25.1.22 We recommend that:**

**(i) General Practitioners and Specialists employed on a sessional basis to service the Medical Tribunals and Medical Boards should be paid allowances as per the following table:**

| Grades | Allowances per session of 3 hours |
|---|---|
| **Specialist servicing Medical Tribunal** | **Rs 1875** |
| **Specialist servicing Medical Board** | **Rs 1605** |
| **General Practitioner servicing Medical Board** | **Rs 1335** |

**(ii) the allowances for servicing the Medical Boards should be paid on a *pro rata* basis for all hours of work put beyond the specified number of hours;**

**(iii) the Specialists servicing the Medical Tribunals should be paid the allowance, provided at least five cases are dealt with per session; and**

**(iv) the General Practitioners should be paid a monthly travelling allowance of Rs 3060 in addition to the above allowance.**

**Domiciliary Visits**

25.1.23 For carrying out domiciliary visits, doctors employed on a sessional basis are paid an allowance of Rs 650 per claimant visited. We are revising the quantum of this allowance.

**Recommendation 9**

**25.1.24 We recommend that doctors employed on sessional basis to carry out domiciliary visits should be paid an allowance (inclusive of travelling) of Rs 715, per claimant visited.**

**On-Call and In-Attendance Allowances**

25.1.25 At present, an On-call Allowance is paid to the Medical Practitioners for providing 24-hour medical coverage at the Centre for severely disabled persons at Pointe aux Sables. They are also paid an In-attendance Allowance whenever they attend duty while being on-call. The present arrangements should continue to be applicable.

**Recommendation 10**

**25.1.26 We recommend that Medical Practitioners employed on sessional basis to provide 24-hour medical coverage at the Centre for severely disabled persons at Pointe aux Sables should be paid On-call Allowances as follows:**

| Period | On-call Allowance (Rs) |
|---|---|
| **Weekday**<br>**1200 hours to 0900 hours the following day** | **715** |
| **Saturday, Sunday and Public Holiday**<br>**0900 hours to 0900 hours the following day** | **870** |

**25.1.27 We also recommend that whenever these Medical Practitioners are required to attend duty while on-call, they should be paid Rs 330 per hour, inclusive of travelling time.**

**Allowance for certifying cause of death**

25.1.28 As per prevailing provision, an allowance of Rs 350 per case is paid to the Medical Practitioners who are required to certify the cause of death of inmates in Homes. We are maintaining the payment of the allowance while revising the quantum thereof.

**Recommendation 11**

**25.1.29 We recommend that the allowance paid to Medical Practitioners on sessional basis for certifying the cause of death of inmates in Homes should be revised to Rs 385 per case.**

**Allowance to Nursing Officers employed on sessional basis**

25.1.30 As per arrangements in place, Nursing Officers employed on sessional basis to provide nursing care, keep medical records and distribute prescribed medicines in Charitable Institutions, Foyer Trochetia and Recreational Centres whenever there are inmates, are paid an allowance of Rs 770 per day session of four hours and Rs 880 per night session of four hours. Additionally, Nursing Officers who are required to provide health care to the elderly in Health Clubs and conduct health education are paid a fee of Rs 550. These arrangements should continue to prevail.

**Recommendation 12**

**25.1.31 We recommend that:**

**(i) the allowance payable to the Nursing Officers for providing services in Charitable Institutions, Foyer Trochetia and Recreation Centres be revised to Rs 850 per day session of four hours and Rs 970 per night session of four hours; and**

**(ii) the fees payable to the Nursing Officers for providing health care to the elderly in Health Clubs should be revised to Rs 605 per session of three hours.**

## SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 09 093 107 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000**<br>Director, Medical Unit |
| 09 081 103 | **Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Assistant Director, Medical Unit |
| 23 000 108 | **Rs 134000**<br>Commissioner, Social Security |
| 23 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Commissioner, Social Security |
| 23 069 091 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Assistant Commissioner, Social Security |
| 23 065 084 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Social Security Officer |
| 23 056 080 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Senior Social Security Officer |
| 23 049 076 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Higher Social Security Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 039 073 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Social Security Officer |
| 23 074 098 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Disability Empowerment Unit |
| 23 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Disability Empowerment Officer |
| 23 049 084 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Disability Empowerment Officer/Senior Disability Empowerment Officer |
| 23 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Manager, Recreation Centre (Personal) |
| 23 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Recreation Centre |
| 23 063 085 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Organising Officer, Recreation Centre |
| 23 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Organising Officer, Recreation Centre |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Secretary (Ex-MESTF) (Personal) |
| 01 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Accounts Clerk (Ex-MESTF) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerical Officer (Ex-MESTF) (Personal) |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Word Processing Operator (Ex-MESTF) (Personal) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy Vehicles above 5 tons) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>General Assistant |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver (on roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Ordinary vehicles up to 5 tons) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Office Attendant (Ex-MESTF) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Social Security Attendant<br>Stores Attendant |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Caretaker (Ex-MESTF) (Personal) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 26. ATTORNEY GENERAL'S OFFICE

26.1 The Attorney General's Office (AGO) is mandated to provide sound, independent and timely legal services to Government, including advisory, drafting and litigation support. It plays a cardinal role in supporting the Government in the pursuit of its objectives and also contributes to the development of a fair and just legal system also comprising promotion of the rule of law in the interest of the State and the people.

26.2 As the administrative head, the Solicitor-General is assisted by a pool of law officers as well as support staff, to ensure that objectives are met. The Office of the Parliamentary Counsel also forms part of the AGO. At its helm is the Parliamentary Counsel who is responsible for legislative drafting, which is an important component in the implementation of Government policy.

26.3 Submissions of Management and the staff side pertain, mainly to: upgrading in salaries; revising allowances; strengthening of the structure with additional levels; and reviewing qualifications requirement of certain positions. However, Management withdrew a few proposals as further consultations with relevant stakeholders were required.

26.4 The present structure of the AGO is considered appropriate to deliver effectively on its mandate. However, on need arising, Management may contemplate the creation of grades in-between an overall review exercise through the proper channel. Concerning issues of recruitment, attrition and retention of Judicial and Legal Officers, these have been examined in the light of the findings on the Survey on Recruitment and Retention problems in the Public Sector.

26.5 In this Report, we are, among others, merging and restyling the grades of Legal Assistant and Senior Legal Assistant; enhancing the benefits of the Solicitor-General subject to certain conditions; providing for the continued payment of the Special Legal Service Allowance; providing for the conduct of a Human Resource Planning exercise; and maintaining payment of existing allowances.

**Solicitor-General**

26.6 Request was made for the Solicitor-General to be paid a Housing Allowance as well as retirement benefits accruing to a Puisne Judge. To substantiate the request, Management apprised that the officer in post could not be released on being offered appointment as Puisne Judge as he was assigned important responsibilities at the AGO. As a result and following approval of the High Powered Committee (HPC), he was granted the retirement benefits accruing to a Puisne Judge. Given the exceptional circumstance of the case, we consider that the present Solicitor-General in post as at 31 December 2025 may be granted retirement benefits accruing to a Puisne Judge on a personal basis, subject to the approval of the HPC.

**Recommendation 1**

**26.7 We recommend that, subject to the approval of the High Powered Committee:**

**(d) the Solicitor-General in post as at 31 December 2025 may, on a personal basis, be:**

**(iii) accorded the retirement benefits accruing to those of a Puisne Judge; and**

**(iv) paid a monthly pensionable Housing Allowance of Rs 12650, notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance";**

**(e) on availing of the above post-retirement benefits, the same restriction on private practice applicable to members of the Judiciary should equally apply to the incumbent; and**

**(f) necessary amendments to the relevant existing legislations should be brought to give effect to the recommendations at (a) and (b) above.**

**Senior Officers of the AGO**

26.8 Representations have been made for officers of the AGO who have been offered appointment as Puisne Judge but who have opted to remain posted thereat to be brought at par with the Puisne Judge, in terms of the benefits accruing to the latter. Such requests were in the past examined and turned down by the High Powered Committee as there were no valid reason for retaining these officers at the AGO, the moreso it was only a matter of their career choice.

26.9 In the last Report, we provided for Management to consider HR strategies to tackle retention issues and to refer exceptional cases to the High Powered Committee for examination. We are revisiting this provision.

**Recommendation 2**

**26.10 We recommend that only in exceptional cases where the high qualifications, unique competencies, distinctive experience and needs of the service, among others, so warrant that an officer of the AGO, who on being offered appointment as a Puisne Judge, could not be released, the High Powered Committee may consider the payment of a pensionable allowance to the officer on such terms and conditions as it may decide.**

**Special Legal Service Allowance**

26.11 In the last Report, payment of a monthly Special Legal Service Allowance was maintained on a personal basis to Judicial and Legal Officers and on their promotion within their respective Cadre.

26.12 Management submitted that the significant improvement in the Conditions of Service brought by the PRB in its past Reports have addressed the problem of attrition at the AGO. They, therefore, requested to maintain payment of the Special Legal Service Allowance as a retention measure and review upward the rates payable so as to retain Judicial and Legal Officers with the necessary legal acuity to shape and safeguard the law of the country. The attention of the Bureau was drawn to the fact that incentives and prospects in private practice are manifestly better, so that it is becoming more and more difficult to recruit at entry level of the AGO.

26.13 Further to the findings of the survey on Recruitment and Retention Problems in the Public Sector, for this Report, we are, recommending for the continued payment of a Special Legal Service Allowance to Judicial and Legal Officers at the AGO until the next overall review exercise.

**Recommendation 3**

**26.14 We recommend that with effect from 01 January 2026 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, Judicial and Legal Officers should be paid a monthly Special Legal Service Allowance as per the table below:**

| Grade | Special Legal Service Allowance (% of monthly salary) |
|---|---|
| **State Counsels, State Attorneys and Assistant Curator of Vacant Estates reckoning at least 10 years' service in their respective grade.**<br>**Senior State Counsels, Senior State Attorneys, Assistant Legal Secretary and Curator of Vacant Estates.** | **7** |
| **Principal State Counsels, Principal State Attorneys, Legal Secretary, Assistant Parliamentary Counsel, Assistant Solicitor-General, Deputy Chief State Attorney, Chief State Attorney, Chief Legal Secretary, Senior Assistant Parliamentary Counsel and Director, Attorney Services** | **10** |
| **Deputy Solicitor-General, Parliamentary Counsel and Solicitor-General reckoning less than 10 years' service in the respective grade.** | **15** |
| **Solicitor-General reckoning more than 10 years' service in the grade but less than 30 years' service.** | **20** |
| **Solicitor-General reckoning more than 30 years' service.** | **30** |

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

**Judicial and Legal Allowance**

26.16 Judicial and Legal Officers are currently paid a yearly Judicial and Legal Allowance as an assistance towards meeting the cost of certain items related to the exercise of their profession. Management requested to review the allowance owing to an increase in prices of clothing. We are maintaining payment of the allowance whilst revising its amount.

**Recommendation 4**

**26.17 We recommend that Judicial and Legal Officers of the AGO should be paid a yearly Judicial and Legal Allowance as per table below:**

| Grade | Quantum (Rs) |
|---|---|
| **Solicitor-General**<br>**Parliamentary Counsel**<br>**Deputy Solicitor-General** | **42560** |
| **Director, Attorney Services**<br>**Assistant Solicitor-General**<br>**Chief Legal Secretary**<br>**Chief State Attorney**<br>**Senior Assistant Parliamentary Counsel**<br>**Assistant Parliamentary Counsel**<br>**Deputy Chief State Attorney**<br>**Legal Secretary**<br>**Principal State Counsel**<br>**Principal State Attorney**<br>**Assistant Legal Secretary**<br>**Curator of Vacant Estates**<br>**Senior State Counsel**<br>**Senior State Attorney**<br>**Assistant Curator of Vacant Estates**<br>**State Counsel**<br>**State Attorney** | **26680** |

**Legal Assistant/Senior Legal Assistant**
***formerly Legal Assistant***
***Senior Legal Assistant***

26.18 The Legal Assistant Cadre comprises five levels *viz.* Legal Assistant, Senior Legal Assistant, Principal Legal Assistant, Chief Legal Assistant and Registrar (Legal Assistant Cadre). Management requested for a merger of the grades of Legal Assistant and Senior Legal Assistant for better career earnings.

26.19 While studying the proposal, we observed that the duties of the two grades overlap to a large extent and the grade of Principal Legal Assistant exists as a supervisory level. Moreover, we have been informed by Management that officers of the two grades concerned have been consulted and they are agreeable to the merger. We are recommending accordingly.

**Recommendation 5**

**26.20 We recommend that the grades of Legal Assistant and Senior Legal Assistant be merged and restyled Legal Assistant/Senior Legal Assistant.**

**26.21 We further recommend that consequential amendments be brought to the scheme of service of the grade of Principal Legal Assistant with regard to the mode of appointment and duties, where relevant.**

**Black Jacket Allowance**

26.22 At present, officers of the Legal Assistant Cadre are entitled to the payment of a yearly Black Jacket Allowance. As this practice is still prevalent, we are maintaining the allowance whilst reviewing its quantum.

**Recommendation 6**

**26.23 We recommend that officers of the Legal Assistant Cadre at the AGO, who are required by the rules of the Court to appear in black jacket with tie, should be paid a yearly Black Jacket Allowance of Rs 5640.**

**Legislative Drafting Unit - Allowance for Working Extra Hours**

26.24 Presently, officers in certain positions at the Legislative Drafting Unit are paid a monthly allowance for working beyond their normal office hours. The allowance was extended to other officers working thereat for satisfying the same conditions, upon endorsement by the High Powered Committee. We are reiterating this provision.

**Recommendation 7**

**26.25 We recommend that officers in the Legislative Drafting Unit at the AGO who are effectively required to work over and above their normal working hours, during Weekends and Public Holidays, to meet the tight legislative deadlines for implementing Government policy in a timely manner, should be paid a monthly allowance as hereunder, up to the next Overall Review of Pay and Grading Structure and Conditions of Service in the Public Sector:**

| Eligible Officer | Quantum (Rs) |
|---|---|
| **Supervising Officer/Team Leader designated by the Solicitor-General** | **27500** |

| Eligible Officer | Quantum (Rs) |
|---|---|
| **Designated officers in the grade of State Counsel and above** | **25300** |
| **Officers of the Legal Assistant Cadre**<br>**Officers of the AGO performing same duties as officers of the Legal Assistant Cadre while posted to the Legislative Drafting Unit** | **10670** |

**Specialised Units - Allowance for Working Extra Hours**

26.26 Officers posted in the Specialised Units of the AGO namely: Human Rights; Specialist Tribunals; International Trade; Intellectual Property; International Cooperation in Legal Matters (Extradition and Mutual Assistance); Public International Law; and Registration and Regulation of Law Firms and who are required to work long hours over and above their normal working hours, are paid a monthly allowance. Management requested to revise the quantum of the allowance while extending it to new units.

26.27 After examining the request, we consider that a proliferation of specialised units would ultimately bring rigidity in the organisation. The Office should, therefore, refrain from the practice of creating such units. We, however, hold that for an optimal use of its human capital, Management should contemplate providing appropriate training to officers of the AGO so that they may be posted in the different units on a rotational basis to encourage polyvalence among them and for greater flexibility and adaptability. We are meanwhile maintaining the continued payment of the allowance.

**Recommendation 8**

**26.28 We recommend that the Officer-in-Charge and designated officers of the AGO posted in the Specialised Units namely: Human Rights; Specialist Tribunals; International Trade; Intellectual Property; International Cooperation in Legal Matters (Extradition and Mutual Assistance); Public International Law; and Registration and Regulation of Law Firms, who are called upon to work long hours over and above their normal working hours, should be paid a monthly allowance of Rs 11000 and Rs 5500 respectively.**

**Pupil Barristers and Pupil Attorneys**

26.29 Pupil Barristers and Pupil Attorneys are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice. Those undergoing such training at the AGO are currently paid a monthly stipend of Rs 25525. In line with what obtains for graduate trainees in other quarters, we are revising the quantum.

**Recommendation 9**

**26.30 We recommend that the monthly stipend payable to Pupil Barristers and Pupil Attorneys who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, be revised to Rs 35840.**

**Human Resource Planning**

26.31 Management apprised that officers of the AGO are being regularly called upon to work under high work pressure and in strenuous conditions, owing to a significant increase in workload. Request has, therefore, been made for an increase in the number of posts of the different grades. We are making an appropriate recommendation to address this issue.

**Recommendation 10**

**26.32 We recommend that Management should carry out a Human Resource Planning exercise, as provided in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to considering increasing the establishment size of existing grades.**

## ATTORNEY GENERAL'S OFFICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 124 | **Rs 222000**<br>Solicitor-General |
| 12 000 120 | **Rs 190000**<br>Deputy Solicitor-General<br>Parliamentary Counsel |
| 12 000 116 | **Rs 166000**<br>Director, Attorney Services |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 115 | **Rs 162000**<br>Assistant Solicitor-General<br>Chief Legal Secretary<br>Chief State Attorney<br>Senior Assistant Parliamentary Counsel |
| 12 000 112 | **Rs 150000**<br>Assistant Parliamentary Counsel<br>Deputy Chief State Attorney |
| 12 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Legal Secretary<br>Principal State Attorney<br>Principal State Counsel |
| 12 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Assistant Legal Secretary<br>Curator of Vacant Estates<br>Senior State Counsel<br>Senior State Attorney |
| 12 071 094 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Curator of Vacant Estates<br>State Counsel<br>State Attorney |
| 12 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Legal Research Officer/Senior Legal Research Officer |
| 12 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Registrar (Legal Assistant Cadre) |
| 12 069 088 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Chief Legal Assistant |

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Principal Legal Assistant |
| 12 040 079 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Legal Assistant /Senior Legal Assistant<br>*formerly Legal Assistant*<br>*Senior Legal Assistant* |
| 18 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Regulatory Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

# 27. MINISTRY OF FINANCIAL SERVICES AND ECONOMIC PLANNING

27.1 The Ministry of Financial Services and Economic Planning (MFSEP) has the dual mandate of overseeing the financial services sector as well as spearheading socioeconomic planning. This involves, among others, formulating policies and strategies to establish Mauritius as an innovation-driven International Financial Centre; formulating a long term vision for the country and a National Development Plan in collaboration with relevant stakeholders; and working out monitorable goals and targets at sectoral and national levels. The MFSEP also focuses on good governance, transparency, and ethical standards within the Public Sector.

27.2 The overall responsibility of the MFSEP devolves upon the Permanent Secretary, who is assisted by officers of the Office of Public Sector Governance, the Financial Services Unit, the Anti-Money Laundering/Combating Financing of Terrorism (AML/CFT) Unit and officers on secondment from the Ministry of Finance to service the Economic Planning Unit. Administrative and General Services staff, as well as employees of the Workmen's Group, provide necessary support services to ensure the smooth operation of the MFSEP.

27.3 For this review exercise, both Management and the staff side submitted requests for improved Conditions of Service, particularly concerning travelling and car benefits. Management also proposed the creation of additional grades to support the new economic planning function. Other proposals include the introduction of a retention premium; revision of schemes of service; and appropriate compensation for officers who are not entitled to overtime but are regularly required to perform duties beyond normal working hours.

27.4 We consider the present structure to be adequate to enable the MFSEP to deliver on its mandate.

## MINISTRY OF FINANCIAL SERVICES AND ECONOMIC PLANNING

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 01 000 115 | **Rs 162000**<br>Director, Anti-Money Laundering/Combating Financing of Terrorism<br>Director, Economic Research and Planning<br>Director, Financial Services<br>Director, Office of Public Sector Governance |
| 01 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Lead Analyst, Anti-Money Laundering/Combating Financing of Terrorism<br>Lead Analyst, Economic Research and Planning<br>Lead Analyst, Financial Services<br>Lead Financial and Governance Analyst |
| 01 064 094 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Financial and Governance Analyst/Senior Financial and Governance Analyst |
| 01 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Analyst/Senior Analyst, Anti-Money Laundering/Combating Financing of Terrorism<br>Analyst/Senior Analyst, Financial Services |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

# 28. MINISTRY OF ENERGY AND PUBLIC UTILITIES

21.83 The Ministry of Energy and Public Utilities (MEPU) is responsible for developing strategic framework for the energy, water and wastewater sectors, while also overseeing radiation protection and nuclear security.

## TECHNICAL SERVICES UNIT

21.84 A dedicated Technical Services Unit serves as a central pillar within the MEPU, contributing significantly to policy formulation and strategic planning across the energy, water, and wastewater sectors. This Unit also plays a pivotal role in ensuring policy convergence and coherence across all agencies operating under its purview, with the aim of fostering efficient service delivery in the face of evolving and complex challenges in the years ahead.

21.85 Management of the Technical Services Unit of the Ministry, falls under the responsibility of the Director General (Public Utilities), who is supported by the Director, Technical Services (Public Utilities), the Deputy Director, Technical Services (Public Utilities), and a cadre of Registered Professional Engineers. Complementing this team are two full-time officers, *viz.* a Senior Strategic Policy and Planning Officer from the Ministry of Finance; and a Statistical Officer/Senior Statistical Officer from Statistics Mauritius.

21.86 Union representing the Engineering Cadre has requested for a review of the scheme of service of the grade of Deputy Director, Technical Services (Public Utilities). Management has proposed the creation of several grades to better align with its operational needs. Further, it has been submitted that a Project Monitoring Unit (PMU) has been established administratively within the MEPU, with officers from the Engineering Cadre of the Ministry of National Infrastructure (MNI) seconded to oversee project monitoring and related tasks. However, concerns have been expressed that in the event of staffing constraints at the MNI, secondment may be discontinued resulting in the potential disruption of the operations of the MEPU. In anticipation of such scenarios, a request has been made for the creation of a grade of Lead Engineer (Project/Planning/Monitoring). **In this regard, Management was advised to amend the existing scheme of service of the grade of Lead Engineer (Project/Planning) to incorporate duties pertaining to monitoring, with guidance from the Ministry of Public Service and Administrative Reforms. Along the same lines, Management should amend the scheme of service of the grade of Engineer/Senior Engineer (Project/Planning), accordingly.**

21.87 Management has also proposed the creation of additional grades to support its newly established Enforcement Section, namely: Technical Officer, Analyst (Public Utilities) and Lead Analyst (Public Utilities). Request was also made to amend the mode of appointment of the grades of Director, Technical

Services (Public Utilities) and Deputy Director, Technical Services (Public Utilities).

21.88 After examining all the above submissions along with their implications, the Bureau found no functional justifications for the creation of the grades of Analyst (Public Utilities) and Lead Analyst (Public Utilities). As regards the proposal made by both Management/Union to review the scheme of service of the grade of Deputy Director, Technical Services (Public Utilities), the Bureau is providing for a career path for officers in post. Additionally, the Bureau is creating a grade of Technical Officer to serve both the Technical Services Unit and the Enforcement Section of the MEPU. However, for amendment in the mode of appointment to the grade of Director, Technical Services (Public Utilities), it is advisable that the Management follows the established procedures before proceeding with same.

**Deputy Director, Technical Services (Public Utilities)**

**Recommendation 1**

**21.89 We recommend that, in future, appointment to the grade of Deputy Director, Technical Services (Public Utilities) should be made by promotion, on the basis of experience and merit, of officers in the grade of Lead Engineer (Project/Planning) who reckon at least two years' service in a substantive capacity in the grade.**

**Technical Officer (New Grade)**

**Recommendation 2**

**21.90 We recommend the creation of a grade of Technical Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Electrical or Electronic or Mechanical or Civil Engineering or an equivalent qualification.**

21.91 Incumbent would be required to assist the Engineer/Senior Engineer (Project/Planning) in the performance of his duties. When posted to the Technical Services Unit, the Technical Officer would, *inter alia*, be required to: formulate, evaluate and monitor projects in the energy, water and wastewater sectors; establish and update data for energy, water and wastewater sectors; and carry out surveys and site visits as well as attend meetings. On being posted to the Enforcement Unit, incumbent would, among others, be called upon to carry out enforcement duties in relation to inland waters and effluent discharge in line with the Environment Act, Water Resources Act and so forth.

**21.92 We further recommend that, in framing the scheme of service of the new grade of Technical Officer, Management should take, the activities of relevant posting, into account.**

## WATER RESOURCES COMMISSION

21.93 Established under the Water Resources Act No. 9 of 2024 and operating under the *aegis* of the MEPU, the Water Resources Commission (WRC) is responsible for the strategic management, regulation and sustainable development of water resources across the Republic of Mauritius. The Commission succeeds the former Water Resources Unit and is vested with the authority to formulate national water policies, coordinate inter-agency planning, and oversee the implementation of Integrated Water Resources Management principles.

21.94 Proposals from Unions representing the Hydrological Technician Cadre and the Technical Officers pertain to: alignment of salary; grant of duty exemption on a car; creation of grades; and payment of allowances.

21.95 During consultative meeting with Management, the Bureau was apprised that, following the promulgation of the Water Resources Act, a restructuring exercise is currently underway at the Commission. However, as at the date of finalisation of this Report, no formal request had been received from Management. In the circumstances and pending completion of the restructuring exercise, provision is being made for the creation of a grade of Senior Technical Officer at the WRC.

### Senior Technical Officer (New Grade)

### Recommendation 3

**21.96 We recommend the creation of a grade of Senior Technical Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technical Officer reckoning at least five years' service in a substantive capacity in the grade.**

21.97 Incumbent would be required to, *inter alia*, assist in: planning, execution and supervision of water resources projects as well as maintenance works along Dams/Feeder Canals; preparation of bid documents, cost estimates, bid evaluation reports and certificates of payment in respect of civil engineering works; surveys and levelling works; monitoring of dam instruments and recording of data; preparation and verification of bills of quantities, measurement of works on site and verification of claims from contractors. The latter would also be called upon to attend and keep records of site visits and meetings/committees as well as monitor and coordinate the work of subordinates.

### Inspectorate Cadre

**21.98 After a comprehensive assessment, broad provisions concerning the Inspectorate Cadre have been made under the heading: Inspectorate Cadre at the Ministry of National Infrastructure of this Volume.**

### Special Professional Retention Allowance

21.99 Provision had previously been made for officers of the Engineering Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions Issues of this Volume.**

## RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY

21.100 Established under Act No.16 of 2018, the Radiation Safety and Nuclear Security Authority (RSNSA) is a regulatory body operating under the purview of the MEPU. It is responsible for overseeing the safe use of radiation sources and activities in accordance with international safety standards and regulations.

21.101 Its main objects are to: develop policies and regulations for radiation safety, nuclear security and safeguards; develop and issue rules, codes and guidelines, in accordance with international safety standards, for the regulatory control of radiation sources and practices; and issue licenses for the conduct of radiation practices, and permits for import and export of radiation sources, among others.

21.102 The RSNSA is administered by the Radiation Safety and Nuclear Security Board and its core activities are organised under three units, namely, Policy and Strategy; Regulatory Control and Technical Services. The structure comprises a Director at the apex, who is responsible for the day-to-day operation of the Authority and assistance as well as support is provided by officers of the Radiation Protection Officer Cadre and in the General Services grades respectively.

21.103 For this review, both Union and Management advocated for the strengthening of the structure with the establishment of new units; creation of an array of grades based on the recommendations made by the International Atomic Energy Agency (IAEA) Expert Team; restyling of a few grades; review of schemes of service of some positions; enhanced travelling and car benefits; and an increase in the establishment size. Both parties were informed during consultations of those issues which should be dealt administratively, such as setting up of new units; among others. As regards the structure, we are restyling the core grades while providing for a new level on the technical side.

21.104 Further to a request for the creation of a position of Head for each Unit, we consider that a designated position can suit the requirement of the RSNSA against payment of an allowance to the officers concerned in case they are called upon to shoulder additional higher responsibilities. With respect to the

creation of a principal professional level, the request is not supported by functional justification. Moreover, the establishment size of the grade of Senior Radiation Protection Officer may be reinforced in a first instance instead of considering a higher level at this stage.

21.105 Proposal was additionally made for a level of Trainee Radiation Protection Officer on the footing that new recruits should be provided adequate on-the-job training. The Bureau considers that **Management may contemplate amending the scheme of service of the grade of Radiation Protection Officer, to include the requirement for selected candidates to undergo on-the-job training in all aspects of the work, prior to being appointed as Radiation Protection Officers.**

**Restyling of Grades**

21.106 Management proposed a restyling of the grades of Radiation Protection Officer Cadre to reflect the duties devolving upon incumbents. After studying the nature of the work devolving on the Cadre as well as the requirements of the Act, we are reviewing the job appellations of grades concerned.

**Recommendation 4**

**21.107 We recommend that the grades of Radiation Protection Officer and Senior Radiation Protection Officer be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Radiation Protection Officer** | **Radiation Safety Officer** |
| **Senior Radiation Protection Officer** | **Senior Radiation Safety Officer** |

**Technical Officer (New Grade)**

**Recommendation 5**

**21.108 We recommend the creation of a grade of Technical Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate with a pass at Principal Level in at least two science subjects or the General Certificate of Education "Advanced Level" with passes in at least two science subjects including Physics AND a Diploma in Chemistry or Physics or Chemical Engineering or an equivalent qualification.**

21.109 The Technical Officers would be required, *inter alia,* to: collect food and environmental samples for radioactive analysis; maintain the radiation-detecting equipment and other instruments of the Authority; conduct activities for the conditioning of disused sealed radioactive sources at the Centralised Radiological Source Storage Facility; maintain an inventory of the disused sealed radioactive sources; and regularly inspect the Facility for leakage testing.

### Risk Allowance

21.110 A Risk Allowance is currently payable to officers of the Radiation Safety Officer Cadre, *formerly Radiation Protection Officer Cadre* in view of the high level of risk involved in their work. This provision is being maintained.

### Recommendation 6

**21.111 We recommend that the officers of the Radiation Safety Officer Cadre, *formerly Radiation Protection Officer Cadre*, should be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale.**

### Health Surveillance

21.112 Officers of the Radiation Safety Officer Cadre *formerly Radiation Protection Officer Cadre* are, due to the nature of their work, constantly exposed to radiation and other harmful ionising sources. Such exposure may lead to severe health problems. Whilst we acknowledge the importance of wearing protective clothes/items to minimise the risk related thereto, we deem it important for these officers to undergo regular health check-ups. We are recommending to that effect.

### Recommendation 7

**21.113 We recommend that Management should make arrangements for officers of the Radiation Safety Officer Cadre, *formerly Radiation Protection Officer Cadre*, to undergo regular medical/health check-up free of charge.**

## ENERGY EFFICIENCY MANAGEMENT OFFICE

21.114 The Energy Efficiency Management Office (EEMO) is the regulator for energy efficiency matters in Mauritius. Its functions are, among others, to: develop and implement strategies, programmes and action plans for the efficient use of energy; establish procedures to monitor energy efficiency and consumption; and establish energy consumption standards.

21.115 The Office is headed by the Director, Energy Efficiency, who is assisted in his duties by officers of the Engineer/Senior Engineer, Energy Efficiency Cadre and Technical Officers, Energy Efficiency.

21.116 Both Management and Union proposed a restructuring of the EEMO through the establishment of new units with specific functions; creation of the grades of Deputy Director and Senior Technical Officer; and an upward review of salary of existing grades.

21.117 Proposals were equally made, *inter alia*, for amendment of qualifications requirement of a few grades; grant of Special Professional Retention Allowance to officers of the professional cadre; payment of a Continuous

Professional Development at par with members of the medical profession; and grant of duty remission facilities. During consultations, parties were apprised that certain issues need to be looked into administratively.

21.118 As regards the structure, we consider that at this juncture there is need for a reinforcement at the technical level and to fill vacant posts. We are, therefore, consolidating same with the creation of a grade of Senior Technical Officer, Energy Efficiency.

**Senior Technical Officer, Energy Efficiency (New Grade)**

**Recommendation 8**

**21.119 We recommend the creation of a grade of Senior Technical Officer, Energy Efficiency. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technical Officer, Energy Efficiency, who reckon at least five years' service in a substantive capacity in the grade.**

21.120 Incumbent would be responsible to the Engineer/Senior Engineer, Energy Efficiency for, among others, organising, coordinating and monitoring the work of Technical Officers, Energy Efficiency; the registration of regulated machinery under prevailing regulations for energy labelling and minimum energy performance standards; compiling and maintaining a database for energy auditors; and recommending implementation of energy-saving measures based on audit results.

**Continuous Professional Development**

21.121 At present, registered professional Engineers, including those of the EEMO, are paid an allowance in connection with Continuous Professional Development (CPD), in line with the general recommendation made under the Chapter Review of Schemes of Service and Qualifications in Volume 1 of 2021 PRB Report.

21.122 Union informed that officers of the Engineer/Senior Engineer Cadre of the Office are additionally required to be registered with another professional body, namely Association of Energy Engineers, US in order to obtain the Energy Auditor Certification, which allows them to perform as Certified Energy Auditors. We have also been apprised that this certification is valid for a period of three years and should be maintained and renewed through the earning of CPD credits. According to the Engineers, this process is quite costly and in this respect, they have requested for the expenses involved in maintaining this certification to be also refunded.

21.123 The Bureau has taken note that performing energy audits is one of the core functions of the Engineers of the EEMO and that registration with a professional body is *sine qua non* to perform this duty in the capacity of Certified Energy Auditors. **Hence, it is incumbent upon Management to**

**bear the full cost involved in obtaining and maintaining this certification by the Engineers concerned.**

## MINISTRY OF ENERGY AND PUBLIC UTILITIES

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| **02 000 116** | **Rs 166000**<br>Permanent Secretary |
| **26 000 115** | **Rs 162000**<br>Director General (Public Utilities) |
| **26 000 112** | **Rs 150000**<br>Director, Technical Services (Public Utilities) |
| **26 093 104** | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Technical Services (Public Utilities) |
| **26 082 100** | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Engineer (Project/Planning) |
| **26 067 094** | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer (Project/Planning) |
| **26 049 081** | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (New Grade) |
| **26 058 061** | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Engineer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| | **WATER RESOURCES COMMISSION** |
| 26 000 109 | **Rs 138000**<br>Director, Water Resources |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Water Resources |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Engineer (Planning/Maintenance) |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer (Planning/Maintenance) |
| 26 058 061 | **Rs 35840 x 725 - 37290 x 925 - 38215**<br>Trainee Engineer |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Hydrological Officer |
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Hydrological Officer |
| 26 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Hydrological Officer |
| 26 060 083 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 58850 QB 60600 x 1750 - 62350 x 1850 - 64200**<br>Senior Hydrological Technician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 53400 QB 54500 x 1450 - 58850 x 1750 - 60600**<br>Hydrological Technician |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (New Grade) |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works<br>*formerly Senior Inspector* |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works<br>*formerly Inspector* |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Inspector of Works (Personal)<br>*formerly Assistant Inspector* |
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 029 058 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 – 35840**<br>Gauge Reader (Personal to officers appointed prior to 01.07.87) |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Gauge Reader |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Lorry Attendant<br>*formerly Lorry Loader* |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY** |
| 19 093 105 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**<br>Director |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Radiation Safety Officer<br>*formerly Senior Radiation Protection Officer* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 062 090 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Radiation Safety Officer<br>*formerly Radiation Protection Officer* |
| 19 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (New Grade) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| | **ENERGY EFFICIENCY MANAGEMENT OFFICE** |
| 22 000 109 | **Rs 138000**<br>Director, Energy Efficiency |
| 22 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Engineer, Energy Efficiency |
| 22 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer, Energy Efficiency |
| 22 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>*S*enior Technical Officer, Energy Efficiency (New Grade) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer, Energy Efficiency |

# 29. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

29.1 The Ministry of Foreign Affairs, Regional Integration and International Trade is responsible for implementing foreign policy, reinforcing bilateral, multilateral and regional cooperation as well as promoting human rights. The Ministry is also mandated for developing trade policies, and promoting and protecting industrial property rights.

29.2 As Accounting and Responsible Officer, the Secretary for Foreign Affairs is assisted by a Permanent Secretary, Directors, officers in professional/ technical grades and supported by other ancillary staff. The activities are organised under four Divisions namely Foreign Affairs; Regional Integration; International Trade which also comprises the Industrial Property Office; and Human Rights.

## FOREIGN AFFAIRS DIVISION

29.3 The Foreign Affairs Division is responsible for conducting foreign policy and managing the country's international relations. It plays a crucial role in formulating and executing Mauritius foreign policy objectives.

29.4 Its functions are carried out under different Directorates, including Bilateral I, II and III, Multilateral Political, Multilateral Economic, and Protocol. They are staffed by diplomatic personnel including Ambassadors/High Commissioners/ Permanent Representatives, Minister Counsellors/Deputy High Commissioners, First Secretaries, Second Secretaries and other supporting staff.

29.5 Representation was made by Union and Management for an upgrading of the salary of Ambassadors/High Commissioners to that of a Senior Chief Executive. Proposals of the Diplomatic Cadre regarding the payment of Foreign Service Allowance and Other Related Allowances have been elaborated in Volume 1 of this Report. The present structure of the Division has been examined and considered to be adequate.

29.6 In previous Reports, the Bureau recommended for the conduct of a Human Resource Planning exercise. We have been apprised that same has not been implemented as at date. Given the importance of such exercise for a more effective and efficient service delivery, we are reiterating the recommendation. We are also maintaining the specific conditions and payment of allowances at revised rate, while revisiting the provision for the grant of duty exemption to Ambassadors.

### Accumulated Excess Hours of Work

29.7 Officers posted in the Protocol Directorate are currently allowed to carry over their accumulated excess hours of work to the following year in the event they are not able to take time-off in the year it falls due. Since this arrangement is considered appropriate, we are maintaining it.

### Recommendation 1

**29.8 We recommend that:**

**(i) officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours of work against time-off in the year it falls due, may be allowed by the Responsible Officer, to carry over the excess accumulated hours of work to the following year provided that a written application to offset the extra hours of work accumulated against time-off has been made by the officer concerned in the year it was due and such time-off has not been approved due to the exigencies of the service; and**

**(ii) the excess hours accumulated that have been carried forward should lapse if not taken as time-off in the year that they have been carried over.**

### Entertainment Allowance

29.9 Entertainment Allowance is payable to the Secretary for Foreign Affairs and Ambassadors in support of their diplomatic duties, including fostering relations and reciprocating invitations. We are retaining the payment of the allowance at a revised rate.

### Recommendation 2

**29.10 We recommend that the Secretary for Foreign Affairs and Ambassadors should continue to be paid a monthly Entertainment Allowance of Rs 12075 and Rs 8625 respectively.**

### Second Secretary

29.11 Officers in the grade of Second Secretary are allowed to move incrementally beyond their top salary up to a salary point, subject to satisfying certain criteria. We are maintaining this provision whilst reviewing the salary point.

### Recommendation 3

**29.12 We recommend that Second Secretaries should be allowed to move incrementally up to the revised salary point Rs 86750 in the Master Salary Scale provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Duty Exemption to Ambassadors**

29.13 In the last Report, the provision for Ambassadors returning to Mauritius after a tour of service to benefit only once from duty exemption on the purchase of a car was improved such that the officers who have not availed of this facility during their tenure were allowed, subject to the approval of the High Powered Committee, to purchase only once a duty remitted car after the expiry of their contract.

29.14 Requests were submitted to the Bureau to consider the grant of this benefit to Ambassadors during their tour of service or/and for another tour of service. We have examined the request and consider that the existing provisions are adequate.

**Recommendation 4**

**29.15 We recommend that:**

**(i) subject to the approval of the High Powered Committee, Ambassadors returning to Mauritius after a tour of service in our mission abroad, be allowed to benefit, only once, from duty exemption on a car of up to 2000 cc/180 kW purchased by them in the country of posting; and**

**(ii) in the event the eligible officers have not availed of the abovementioned benefit during their tenure, they may be allowed, subject to the approval of the High Powered Committee, to purchase only once, a duty remitted car of up to 2000 cc/180 kW, after the expiry of their contract.**

**Human Resource Planning Exercise**

**Recommendation 5**

**29.16 We recommend that the Ministry should conduct a Human Resource Planning exercise for a more effective and efficient service delivery.**

## REGIONAL INTEGRATION DIVISION

29.17 The Regional Integration Division monitors activities relating to the regional organisations to which Mauritius belongs. The aim of the Division is to assist in expanding the economic space of Mauritius to achieve sustainable development through the regional route. The staffing structure comprises a Director, Co-operation at its head, who is assisted by a Deputy Director, Cooperation and officers of the Analyst (Co-operation) Cadre.

29.18 Proposals from staff and Management mainly relate to an upward review of salary and grant of 70% duty exemption to officers in the grades of Analyst (Co-operation) and Senior Analyst (Co-operation). Regarding a proposal for the establishment of a standardised allowance for overseas training/technical workshops, same needs to be looked into administratively.

29.19 For this Report, we are reviewing the appellations of the grades of the Analyst (Co-operation) Cadre, further to a request made by the parties concerned, while maintaining the existing structure, which is appropriate.

**Restyling of the Analyst (Co-operation) Cadre**

**Recommendation 6**

**29.20 We recommend that grades of the Analyst (Co-operation) Cadre be restyled as per the table below:**

| From | To |
|---|---|
| **Principal Analyst (Co-operation)** | **Principal Co-operation Analyst** |
| **Senior Analyst (Co-operation)** | **Senior Co-operation Analyst** |
| **Analyst (Co-operation)** | **Co-operation Analyst** |

## INTERNATIONAL TRADE DIVISION

29.21 The International Trade Division is responsible for the formulation and development of trade policies of Mauritius. It aims at creating a conducive trade policy environment for Mauritius and is the Government's specialist negotiator of market access at bilateral, regional and multilateral levels.

29.22 The Director, Trade Policy is the head of the Division. He is assisted by a Deputy Director and officers of the Trade Policy Analyst Cadre. No representation has been submitted by the staff side or Management for this review exercise.

29.23 We consider the present structure of the Division to be adequate to meet its objectives. We are, therefore, bringing no change to it.

## INDUSTRIAL PROPERTY OFFICE

29.24 The Industrial Property Office (IPO) is responsible for the registration and protection of industrial property rights, namely patents, utility models, layout designs of integrated circuits, plant breeder's rights, industrial designs, trademarks, trade names and geographical indications.

29.25 As per the Industrial Property Act, there is a Director, Industrial Property Office who is responsible for the control, operation and management of the daily business of the Office who is assisted by officers in the Industrial Property Officer Cadre.

29.26 No representation was made by the staff side while Management requested for a review of the qualifications requirement for the grade of Industrial Property Officer.

29.27 The organisation structure is considered adequate and no change is being brought thereto.

**Industrial Property Officer Cadre**

29.28 Management informed that, with amendments to the Industrial Property Act, the scope of the IPO would be broadened to include new intellectual property areas. Hence, the Ministry requested for an upgrading of the qualifications requirement of the grade of Industrial Property Officer to a Degree.

29.29 Upon perusal of the proposed scheme of service, it was noted that the changes pertain mainly to an enlargement of duties, which do not warrant a higher qualification. In the given circumstance, the existing qualifications requirement of the grade of Industrial Property Officer are being maintained.

## MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 124 | **Rs 222000**<br>Secretary for Foreign Affairs |
| 02 000 116 | **Rs 166000**<br>Ambassador<br>High Commissioner<br>Permanent Representative<br>Permanent Secretary |
| 02 000 112 | **Rs 150000**<br>Minister Counsellor/Deputy High Commissioner |
| 02 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>First Secretary |
| 26 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Project Manager, Foreign Affairs |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Second Secretary |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| | **REGIONAL INTEGRATION DIVISION** |
| 02 000 112 | **Rs 150000**<br>Director, Co-operation |
| 02 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Co-operation |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Co-operation Analyst<br>*formerly Principal Analyst (Co-operation)* |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750**<br>Senior Co-operation Analyst<br>*formerly Senior Analyst (Co-operation)* |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Co-operation Analyst<br>*formerly Analyst (Co-operation)* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| | **INTERNATIONAL TRADE DIVISION** |
| 02 000 112 | **Rs 150000**<br>Director, Trade Policy |
| 02 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, Trade Policy |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Trade Policy Analyst |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Trade Policy Analyst |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Trade Policy Analyst |
| 18 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Director, Industrial Property Office |
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Deputy Director, Industrial Property Office |
| 18 071 088 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Principal Industrial Property Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 064 082 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Industrial Property Officer |
| 18 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Industrial Property Officer |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Trade Policy Information Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

## *29.1 HUMAN RIGHTS DIVISION*

29.1.1 The Human Rights Division operates under the *aegis* of the Ministry of Foreign Affairs, Regional Integration and International Trade. Its objectives are to: ensure that the fundamental rights of all are respected; mainstream human rights issues; ensure that the State of Mauritius fulfils its human rights obligations; enhance the governance landscape in public sector organisations; and liaise with international bodies to ensure disseminations of human rights for one and all.

29.1.2 It is presently manned by Human Rights Officers who are supported by officers in General Services.

29.1.3 For this review, we did not receive any representations from the staff side. Management, primarily, requested for the grant of 70% duty exemption on the purchase of a car to Human Rights Officers given that they are required in the performance of their duties to participate in awareness raising activities.

29.1.4 Considering that the present structure of the Division is adequate to deliver on its mandate, we are bringing no change thereto**.**

**HUMAN RIGHTS DIVISION**

**SALARY SCHEDULE**

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Human Rights Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 30. MINISTRY OF YOUTH AND SPORTS

30.1 Responsibility for the elaboration of youth and sports policies for the wellbeing and sound development of the youth and citizens of Mauritius rests upon the Ministry of Youth and Sports (MYS). In order to fulfill its role, the MYS organises its activities under two sections, namely Youth and Sports. Each section is dealt separately in the ensuing paragraphs.

## YOUTH SECTION

30.2 The Youth Section of the MYS aims at empowering young people to face upcoming life challenges in a highly dynamic social landscape.

30.3 A Director of Youth Affairs heads the Youth Section and is responsible, among others, to plan, coordinate and implement policies, programmes, projects for the development of the youth and the overall management together with running of Youth Centres. He is assisted by the Assistant Director of Youth Affairs and supported by officers in the grades of Principal Youth Officer, Senior Youth Officer and Youth Officer. Activities of the Youth Section are carried out through Youth Centres around the country.

30.4 Requests of Union pertaining to the Youth Officer Cadre were mainly geared towards upgrading of qualifications; creation of grades; grant of an allowance to the Youth Officer Cadre for responsibilities devolving upon incumbents during residential camps; and eligibility to Uniform Allowance for certain levels in the Cadre.

30.5 During consultative meeting, Management was invited to expatiate on proposals from both staff and Unions. Both Management and Unions were informed of requests which could not be entertained and the justifications thereof. Since the existing organisation structure is still effective, no change is being brought thereto.

### Youth Officer

30.6 Incumbents in the grade of Youth Officer, who possess a Degree in the relevant field are allowed to move incrementally in the Master Salary Scale after drawing the top salary for a year. This arrangement should continue to prevail.

### Recommendation 1

**30.7 We recommend that officers in the grade of Youth Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

30.8 Moreover, incumbents in the grade of Youth Officer possessing a Diploma in Social Work or an equivalent qualification are allowed to proceed incrementally beyond the QB inserted in the salary scale recommended for the grade. **This arrangement should be maintained.**

## SPORTS SECTION

30.9 The Sports Section has as main objectives to promote sports through the organisation of major sporting events; set up national sports infrastructure and facilities; and provide opportunity to all citizens to practice a sport of their choice.

30.10 Its activities are carried out by the officers in the Sports Officer Cadre and/or officers of the Coach Cadre. A Director of Sports is at the apex of the Sports Section and is responsible for its proper functioning.

30.11 Proposals from the Union representing the Sports Officer Cadre comprised, *inter alia,* requests for an adjustment of salary scale of the whole cadre *vis-à-vis* similar professional grades; creation of a few levels in the Cadre; and waiving the element of staggered hours from the schemes of service of grades in the Sports Officer Cadre. Besides, the Union for the Coach Cadre proposed, among others, for the creation of an additional position. Unions also reported that no Safety and Health Officers are posted at the swimming pools.

30.12 During the consultative meeting, additional submissions were received for the posting of officers from the Ministry of National Infrastructure to the MYS.

30.13 Some requests for creation of grades could not be considered as the Ministry apprised the Bureau that there are already “Directeurs Technique National” and Adviser/Coaches employed on contractual basis. As regards the issue of posting of Safety and Health Officers at swimming pools, Management relayed that recruitment of officers in the latter grade is in process. Considering that the current structure is appropriate, same is being maintained.

### Posting of officers from the Ministry of National Infrastructure

30.14 The MYS is responsible for the infrastructure of Youth Centres/Hubs and Sports Centres which comprise stadiums and swimming pools. A regular maintenance is required so that they remain in good running conditions and to avoid downtime which could affect users. Management informed that currently the services of a Civil Engineer from the Ministry of National Infrastructure are resorted to after normal office hours to carry out these duties.

30.15 However, the MYS has informed that this arrangement is not appropriate as, due to regular delays in carrying out the works, it results into stadiums and

swimming pools not being operational for certain period of time. Hence, request was made for the posting of officers in the grades of Lead Engineer, Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Electrical Engineer/Senior Electrical Engineer, Technical Officer along with employees in the Workmen's Group from the Ministry of National Infrastructure to the MYS. **The Bureau considers that this is an administrative issue and the Ministry of Youth and Sports should liaise with the Ministry of National Infrastructure accordingly.**

**Coach Cadre**

30.16 The grades of Coach and Coach (Swimming) require similar basic qualifications except for Coach (Swimming) where an additional specific qualification is warranted. Provision already exists for new recruits in the grade of Coach who would be required to conduct swimming sessions to join at a higher salary point. We are revising same.

**Recommendation 2**

**30.17 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 28865.**

## SPORTS MEDICAL UNIT

30.18 The Sports Medical Unit is mandated to safeguard the health of our sportsmen, provide rehabilitation sessions and enhance their performance. It also provides Medical and First Aid assistance during National and International Sports competitions and conducts regular seminars and sensitization programmes to educate athletes on Sports Medicines and Drug Free Sports.

30.19 Currently, the Unit is staffed by officers in the grade of Sports Nursing Officer along with Medical Officers and Physiotherapists employed on sessional basis. The grade of Sports Medical Officer, which is the apex level, is vacant and the responsibilities have been entrusted to an Officer-In-Charge on contract. We are maintaining the existing organisational structure which we consider to be appropriate, the moreso no proposal related thereto have been submitted by the Ministry in the context of this review.

**Specific Conditions of Service**

30.20 Incumbents in the grade of Sports Medical Officer are entitled to certain specific Conditions of Service similar to what obtains for members of the Medical Profession at the Ministry of Health and Wellness. We are maintaining same.

**Recommendation 3**

**30.21 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should be equally applicable to Sports Medical Officers:**

| Specific conditions of service | Recommendation under the MOHW |
|---|---|
| **Book Allowance/Smart Phones for Members of the Medical and Dental Professions** | **Rec 28 - Para 23.73** |
| **Continuing Professional Development** | **Rec 29 - Para 23.74** |
| **Special Medical Service Allowance** | **Rec 30 - Para 23.77** |
| **Rent Free Telephone and Free calls** | **Rec 33 - Para 23.83** |
| **Special Provision for officers of the Medical and Dental Professions** | **Rec 34 - Para 23.85 and 23.86** |

**Allowance to Sports Nursing Officers**

30.22 Provisions exist for the grant of equivalent time-off or compensation, whichever is applicable, to officers in the grade of Sports Nursing Officer who regularly put in extra hours beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays. This arrangement is still valid and should continue.

**Recommendation 4**

**30.23 We recommend that Sports Nursing Officers should continue to be granted equivalent time-off whenever they are called upon to work beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays. In case the time-off cannot be granted, they should be compensated at the normal hourly rate based on the salary point reached in their salary scale for the excess hours put in over and above their normal working week in the month subject to a maximum of 20 hours.**

**Diploma in General Nursing**

**Recommendation 5**

**30.24 We recommend that the provision made at paragraph 23.138 under the MOHW regarding the Diploma in General Nursing should also apply to the Sports Nursing Officers.**

### Retention Allowance

30.25 Provision had previously been made for officers in the grade of Sports Nursing Officer to benefit from a Retention Allowance up to 31 December 2016. The last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the Retention Allowance. **This provision remains valid.**

### Time-off Facilities

### Recommendation 6

**30.26 We recommend that arrangements should continue to be made for officers of the Sports Officer Cadre, Coach Cadre and Youth Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 extra hours monthly.**

### Hours of Work – Officers of the Sports and Youth Sections

30.27 In previous Reports, recommendations were made for the Ministry to consider the advisability of reviewing the hours of attendance of the technical staff to bring in the desired flexibility to cope with the services provided to members of the public. To this end, the Ministry has been operating on a new pattern of work for its technical staff since 2012, which is still effective.

**30.28 We recommend that the pattern of work for technical staff should continue to be determined by the Responsible Officer.**

## MINISTRY OF YOUTH AND SPORTS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| **02 000 116** | **Rs 166000**<br>Permanent Secretary |
| | **SPORTS SECTION** |
| 06 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Director of Sports |

| Salary Code | Salary Scale and Grade |
|---|---|
| 06 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Assistant Director of Sports |
| 06 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Sports Officer |
| 06 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Sports Officer |
| 06 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Coach |
| 06 041 076 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Coach |
| 09 081 103 | **Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Sports Medical Officer |
| 09 047 080 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400 x 1450 - 58850**<br>Sports Nursing Officer |
| 22 045 078 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Technician (Youth and Sports) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 22 037 074 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Technician (Youth and Sports) |
| 25 050 073 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Maintenance Supervisor (Youth and Sports) |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Foreman |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Electrician<br>General Assistant<br>Painter |
| 24 030 063 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (on shift) (Personal salary for employees in post as at 30.06.08)<br>Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster)<br>*formerly Swimming Pool Attendant (Roster)* |
| 24 029 062 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Driver (on roster – day and night) |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver (Personal to employees in post as at 30.06.08) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 025 055 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160**<br>Caretaker (on roster) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Lorry Attendant<br>*formerly Lorry Loader* |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **YOUTH SECTION** |
| 23 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Director of Youth Affairs |
| 23 071 090 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Director of Youth Affairs |
| 23 063 085 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Youth Officer |
| 23 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Youth Officer (Personal to officers in post as at 31.12.12) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 057 081 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Youth Officer |
| 23 042 079 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950 x 1450 - 57400**<br>Youth Officer |
| 24 029 062 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Driver (on roster – day and night) |
| 24 032 060 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Field Supervisor |
| 24 025 055 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160**<br>Caretaker (on roster) |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 31. MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

31.1 The Ministry of Labour and Industrial Relations is responsible for the formulation of policies and strategies to promote decent work, industrial peace and harmony and the protection of the rights of workers. It also provides assistance to jobseekers and facilitates employment of non-citizens.

31.2 The core activities of the Ministry are organised under two Divisions, namely Labour and Employment. While the Labour Division comprises the National Remuneration Board; Labour and Industrial Relations Division; National Occupational Safety and Health Department; and Registry of Associations, the Employment Division on its side has under its umbrella the National Employment Department and Work Permit Unit.

31.3 Submissions made by the staff side and Management have been dealt with under the relevant Division.

## NATIONAL REMUNERATION BOARD

31.4 Pursuant to Section 90 of the Employment Rights Act 2008 (as amended in 2019), the National Remuneration Board (NRB) is mandated to make recommendations to the Minister on minimum remuneration and other terms and conditions of employment applicable to workers in the private sector.

31.5 The NRB is headed by a Chairperson, who is assisted in the discharge of his functions by a Vice-Chairperson. Officers of the Remuneration Analyst Cadre and other ancillary staff also provide support to the former.

31.6 Both Management and Union requested, among others, for a restyling of the different positions. Proposals were additionally made for a review of the qualifications requirement and duties of existing grades. During consultations, parties have been informed on requests that need to be dealt with administratively.

31.7 After examining the structure of the Board, we consider same to be appropriate. We are, therefore, bringing no change to it.

## LABOUR AND INDUSTRIAL RELATIONS DIVISION

31.8 The Labour and Industrial Relations Division ensures compliance with labour legislation both in respect of Mauritians and migrant workers and institutes such civil or criminal proceedings as deemed necessary and conducts such proceedings in Industrial Court, for or in the name of a worker. It is also mandated to provide a conciliation service to promote settlement of industrial disputes reported.

31.9 At the helm of the Division is the Director, Labour and Industrial Relations who is assisted by officers of the Labour and Industrial Relations Officer Cadre.

31.10 Representations from staff side comprise requests for, among others, restyling and review of salary scale of grades in the Labour and Industrial Relations Officer Cadre. During meeting with the staff side, appropriate justifications were provided on requests which cannot be acceded to. No proposal was received from Management for this Division.

31.11 As the existing structure is considered to be appropriate, it is being maintained.

## NATIONAL OCCUPATIONAL SAFETY AND HEALTH DEPARTMENT

31.12 The Occupational Safety and Health Act, as amended in 2022, provides for a National Occupational Safety and Health Department (NOSHD). Its objectives are, among others, promoting the ratification and compliance with occupational safety and health conventions of the International Labour Organisation; promoting education, training, research and development in occupational safety and health; and cooperating and coordinating with international organisations and other appropriate authorities on occupational safety and health matters.

31.13 Overall responsibility of the NOSHD rests upon the Director, Occupational Safety and Health. He is assisted by officers of the Occupational Safety and Health Officer Cadre and those of the Specialist Support Services (SSS) Unit.

31.14 Proposals from the staff side pertain, *inter alia*, the grant specific allowances to officers of the Cadre while Management requested for a review of the salary scale of the grades. During meetings, parties were apprised of certain requests which cannot be acceded to along with the justifications thereof.

31.15 Given that the existing set up is appropriate, no change is being brought thereto.

### Specific Provision for Divisional Occupational Safety and Health Officer

### Recommendation 1

**31.16 We recommend that officers in the grade of Divisional Occupational Safety and Health Officer possessing a Degree in Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Occupational Safety and Health Engineering Cadre

31.17 For this review, Union members have requested a change in the mode of appointment of the grade of Head, Specialist Support Services.

31.18 The previous PRB Report made provision for the potential redeployment of professional grades to other Ministries. In addition, to enhance the career earnings of the Head, Specialist Support Services, provision was also made for an upgraded salary scale along with the grant of one increment on conversion. Accordingly, the current provisions are being maintained, as outlined in the following paragraph.

31.19 In pursuit of effective optimisation of resource, Management may assess the viability of redeploying professional grades, particularly those in the engineering stream, to more appropriate Ministries. **As a measure to promote career progression and provide an inducement, the Bureau holds that, upon such redeployment, the Head, Specialist Support Services should be granted an additional increment on conversion along with an enhanced salary in the scale of: Rs 62350 x 1850 – 67900 x 1900 – 75500 x 2250 – 86750 x 2500 – 94250 x 2750 - 102500**. Subsequent amendments to the relevant schemes of service within the OSH Cadre should be made after following the established procedures.

**Special Professional and Retention Allowance**

31.20 Provision had previously been made for officers in the grade of Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

## REGISTRY OF ASSOCIATIONS

31.21 The Registry of Associations has the responsibility to register associations, trade unions and their respective rules to enable these organisations to have a legal status and ensure that they operate within their respective legal framework.

31.22 A Registrar of Associations heads the Division and is assisted by the officers of the Inspector of Associations Cadre.

31.23 Proposals of the Union were, among others, on Conditions of Service and to review the schemes of service of certain grades whilst Management's submissions pertain to, *inter alia*, the review of the mode of appointment to the grade of Inspector of Associations in view of high turnover. However, according to the findings of the Survey on Recruitment and Retention Problems in the Public Sector, no issue of labour turnover has been reported for the Registry of Associations.

31.24 Given that the current structure is fit for its purpose, same is being maintained.

### Inspector of Associations

31.25 Officers in the grade of Inspector of Associations who have successfully completed all papers of Fundamentals (Skills) *formerly Part II of the ACCA Examination* or an equivalent qualification are allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This arrangement is still valid and should continue.**

## EMPLOYMENT DIVISION

31.26 The main objective of the Employment Division is to reduce unemployment rate and facilitate employment of migrant workers. It is a key operational arm of the Ministry and is divided into two units, namely National Employment Department and Work Permit Unit.

## NATIONAL EMPLOYMENT DEPARTMENT

31.27 Objectives of the National Employment Department (NED) are, *inter alia*, to promote employment; facilitate employment of jobseekers and ensure that they are able to find employment that meet their aspirations; promote labour migration; and provide labour market information on the demand and supply of skills to local employers, jobseekers and training institutions.

31.28 Responsibility for the administration of the Department rests upon the Director, National Employment Department. He is assisted by officers of the Employment Counselling Officer Cadre.

31.29 Representations from both Management and staff side were, among others, to align the salary scale of grades in the Cadre with other grades in the Ministry; and payment of specific allowances. Appropriate explanations were provided to them during meetings on requests which cannot be acceded to.

31.30 We are bringing no change to the existing structure as same is appropriate.

### Qualification Bar

31.31 A Qualification Bar (QB) has been inserted in the respective salary scale of the grades of Deputy Director, National Employment Department, Chief Employment Coordinator, Senior Employment Counselling Officer and Employment Counselling Officer:

**(i) officers in the grades of Deputy Director, National Employment Department and Chief Employment Coordinator who possess the Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grades; and**

**(ii) officers in the grades of Senior Employment Counselling Officer and Employment Counselling Officer who possess the Diploma in**

**Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grades.**

## WORK PERMIT UNIT

31.32 The Work Permit Unit is responsible for processing of applications for the issue, renewal, transfer and cancellation of work permits and certificate of exemption of non-citizens to work in Mauritius.

31.33 Presently, the Unit is serviced by officers in the grades of Management Support Officer, Office Management Assistant and Office Management Executive, for the processing of applications of work permits.

31.34 Management requested for the creation of grades at different levels and the setting up of an Inspectorate and Prosecution Unit. After examining the requests and the Job Description Questionnaires of officers in the General Services grades posted in the Unit along with additional information submitted by the Ministry, the Bureau considers that there is no functional need for new positions. **In the given circumstance, it is considered that the existing arrangements should be maintained.**

## REDUNDANCY BOARD

31.35 Established under Section 73 of the Workers' Rights Act 2019, the Redundancy Board is mandated to deal with all cases of reduction of workforce and closure of enterprises for economic, financial, structural, technological and other similar reasons. It makes orders in relation to the reduction of workforce or the closing down of enterprise, *inter alia*. As per statutory provision, the Board has the duty to complete its proceedings within 30 days from the date of notification by the employer and such period may be extended by agreement of both parties.

31.36 The Board consists of a President, Vice-President and independent members/representative of workers as well as an economist and an accountant. They are in turn supported by officers in the grades of Registrar and Deputy Registrar.

31.37 The staff side mainly requested to align the salary of the grade of Registrar with what obtains for the grade of Registrar at the Employment Relations Tribunal on a personal basis and for the payment of a Black Jacket Allowance to the Registrar and Deputy Registrar. The requests have been examined and could not be retained for technical reasons. Management on its side did not submit any proposal.

31.38 We consider the present structure of the Board to be appropriate to deliver on its mandate.

## COMMISSION FOR CONCILIATION AND MEDIATION

31.39 The Ministry of Labour and Industrial Relations has requested for the creation of a grade of Conciliator and Mediator at the Commission for Conciliation and Mediation (CCM) such that the post be filled from among outside candidates. In examining the proposed duties that would devolve on incumbents, the Bureau notes that the latter would imperatively require experience in such issues. Officers in the grades of Labour and Industrial Relations Officer and Senior Labour and Industrial Relations Officer are already dealing in such type of cases and, therefore, possess quite some experience in the field. Hence, instead of creating a stand-alone grade, the Bureau considers that it would be more appropriate that the Labour and Industrial Relations Officers and Senior Labour and Industrial Relations Officers posted to the CCM be provided some sort of compensation.

31.40 However, should the need arise for outside candidates with specific qualifications and experience to perform these duties, the Ministry may consider submitting its request to the Standing Committee on Fees and Allowances at the MPSAR to determine a remuneration thereof.

**Recommendation 2**

**31.41 We recommend that officers in the grades of Labour and Industrial Relations Officer and Senior Labour and Industrial Relations Officer posted at the Commission for Conciliation and Mediation be paid a monthly allowance of Rs 1500 for performing conciliation and mediation duties.**

## MINISTRY OF LABOUR AND INDUSTRIAL RELATIONS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 19 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Psychologist |
| 08 062 083 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Transcriber (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| **08 052 079** | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Transcriber (Personal) |
| **08 048 078** | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Transcriber (Future Holder) |
| **08 034 071** | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Transcriber (Future Holder) |
| **24 027 060** | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| **24 021 052** | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| **24 020 050** | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| **24 001 047** | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **NATIONAL REMUNERATION BOARD** |
| **02 000 112** | **Rs 150000**<br>Chairperson, National Remuneration Board |
| **02 094 104** | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Vice-Chairperson, National Remuneration Board |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Head Remuneration Analyst |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Remuneration Analyst |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Remuneration Analyst |
| | **LABOUR AND INDUSTRIAL RELATIONS** |
| 18 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Director, Labour and Industrial Relations |
| 18 082 099 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750**<br>Deputy Director, Labour and Industrial Relations |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Assistant Director, Labour and Industrial Relations |
| 18 072 089 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Principal Labour and Industrial Relations Officer |
| 18 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Labour and Industrial Relations Officer |
| 18 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 52300 QB 53400 x 1100 - 54500 x 1450 - 57400**<br>Labour and Industrial Relations Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **NATIONAL OCCUPATIONAL SAFETY AND HEALTH DEPARTMENT** |
| 18 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Director, Occupational Safety and Health |
| 18 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Deputy Director, Occupational Safety and Health |
| 18 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Chief Occupational Safety and Health Officer |
| 18 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 – 73600 QB 75500 x 2250 - 77750**<br>Divisional Occupational Safety and Health Officer |
| 18 062 087 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 71700**<br>Principal Occupational Safety and Health Officer |
| 18 049 083 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Specialist Support Services |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **REGISTRY OF ASSOCIATIONS** |
| 18 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Registrar of Associations |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Deputy Registrar of Associations |
| 18 068 089 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Principal Inspector of Associations |
| 18 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Inspector of Associations |
| 18 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400**<br>Inspector of Associations |
| | **EMPLOYMENT DIVISION**<br>**NATIONAL EMPLOYMENT DEPARTMENT** |
| 18 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Director, National Employment Department |
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250 QB 84500 x 2250 - 86750**<br>Deputy Director, National Employment Department |
| 02 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Training Programme Coordinator |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 068 089 | **Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 – 67900 QB 69800 x 1900 - 75500**<br>Chief Employment Coordinator |
| 18 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 58850 QB 60600 x 1750 - 62350**<br>Senior Employment Counselling Officer |
| 18 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 QB 51200 x 1100 - 54500 x 1450 - 57400**<br>Employment Counselling Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **REDUNDANCY BOARD** |
| 12 055 083 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Registrar, Redundancy Board |
| 12 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Deputy Registrar, Redundancy Board |

# 32. MINISTRY OF LAND TRANSPORT

33.1 The Ministry of Land Transport is dedicated to developing an effective land transport system that is integrated, inclusive, safe and sustainable. It envisions having a user-friendly, modern and sustainable land transport system in a safe and fluid traffic environment.

33.2 To achieve this, it aims to provide a strategic direction for the development of land transport while enhancing road safety through a diverse approach, including legislation, engineering, education, sensitisation and enforcement. Additionally, the Ministry regulates and controls the transport of goods and passengers and works to reduce traffic congestion through effective management and planning. It also ensures that public transport remains reliable, safe, affordable and accessible along designated routes.

33.3 Three key entities fall under the *aegis* of this Ministry, namely, the Transport Policy Unit (TPU), the Traffic Management and Road Safety Unit (TMRSU) and the National Land Transport Authority (NLTA). Their roles, activities and structure are outlined under the respective Units.

33.4 Representations from the Technical Officer (Civil Engineering) Cadre pertain to, among others: the creation of a principal level; change in appellation; salary upgradation; travelling and car benefits; and payment of a Risk Allowance.

33.5 For this review, Management did not submit any proposals of its own. All demands originated from Head of various cadres, with Management providing its observations and remarks during consultative meeting. Most of these requests focused on increasing the establishment size of several positions. To address this, **the Bureau advises that Management should carry out a human resource planning exercise to ensure adequate staffing.**

33.6 The relayed requests also encompass matters such as: different types of allowances; car and travelling benefits; payment of a Risk Allowance; and review/upgrading of salary. With regard to proposals aimed at strengthening the organisational structure, Management has indicated that, in view of the current staffing position, this is not feasible.

## TRAFFIC MANAGEMENT ROAD SAFETY UNIT

33.7 Serving as an entity responsible for effectively overseeing road network in Mauritius, the Traffic Management and Road Safety Unit (TMRSU) ensures that the road system supports the economic needs of the country while safeguarding all road users. Its initiatives focus on enhancing road safety through targeted engineering interventions such as traffic calming and speed management and complemented by a range of educational and training programs.

33.8 The TMRSU is led by a Director (Civil Engineering) who serves as its technical head. He is supported in the execution of his duties by a multidisciplinary team comprising officers from various cadres, *viz.* Engineering, Technical Officer (Civil Engineering), Inspectorate, Technical Design Officer and Traffic Census Officer. Additional support is provided by officers from the General Services.

**Engineering Cadre**

33.9 Among the various proposals transmitted by Management concerning the Engineering Cadre, it was averred that Engineers are reluctant to join the TMRSU, citing insufficient experience in traffic engineering. This led to a subsequent demand for a Scarcity Allowance.

33.10 Continuous membership with certain professional bodies requires annual fulfilment of Continuous Professional Development (CPD) unit requirements. The Bureau holds that Management should stand guided by the recommendations made in respect of CPD as outlined in **Chapter on Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

**Special Professional Retention Allowance**

*33.11* Provision had previously been made for officers of the Civil Engineering Cadre to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

**Technical Officer (Civil Engineering) Cadre**

33.12 As reported earlier Management did not endorse the establishment of a grade above that of Principal Technical Officer (Civil Engineering) in the absence of functional need. Nonetheless, it has been asserted that each Principal Technical Officer (Civil Engineering) is assigned a Zone under the supervision of a Lead Engineer and the seniormost officer often assumes team management responsibilities in the latter's absence. In light of this, the Bureau is providing an allowance for shouldering the team leadership responsibilities.

**Recommendation 1**

**33.13 We recommend that the seniormost Principal Technical Officer (Civil Engineering) should be paid a monthly allowance equivalent to two increments at the point reached in his salary scale for assuming the team leadership role.**

**Inspectorate Cadre**

**33.14 After a comprehensive assessment, broad provisions concerning the Inspectorate Cadre have been made under the heading: Inspectorate Cadre at the Ministry of National Infrastructure of this Volume.**

**Traffic Census Officer Cadre**

33.15 The Traffic Census Officer Cadre presently comprises the grades of Traffic Census Officer and Senior Traffic Census Officer. Both Management and Union have requested to upgrade the qualifications requirement of the two grades to Diploma level. To substantiate the request, Management submitted that the officers require to possess analytical, technical and digital competencies since they are being called upon to use advanced software, involving data science fundamentals, IT systems handling and critical decision-making.

33.16 After examining the duties of the grades based on the Job Description Questionnaires filled in by incumbents and the schemes of service, we consider that instead of an academic qualification, there is need to provide officers in the cadre with an appropriate competency-based training course related to the different aspects of their work in order to acquire the necessary knowledge and develop the relevant skills for a proper execution of their duties. We are making an appropriate recommendation to this end.

**Recommendation 2**

**33.17 We recommend that the Ministry of Land Transport should provide work related competency-based training to officers of the Traffic Census Officer Cadre.**

**Principal Traffic Census Officer (New Grade)**

33.18 Both Management and Union represented for the creation of a supervisory grade of Principal Traffic Census Officer to reinforce the structure for improved and effective service. After examining the request, the Bureau is acceding to the proposal for creation of such level. We are recommending accordingly.

**Recommendation 3**

**33.19 We recommend the creation of a grade of Principal Traffic Census Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Traffic Census Officer reckoning at least three years' service in a substantive capacity in the grade.**

33.20 Incumbent would be responsible to supervise the work of subordinate staff and called upon, *inter alia*, to: oversee the planning of flight missions, including route selection, altitude considerations and environment factors; organise and supervise continuous on-the-job training to police officers on

IMAAP Software; and ensure the collection and storage of traffic engineering/ road safety data and that all drone operations adhere to Department of Civil Aviation regulations and standards, including safety protocols.

## MINISTRY OF LAND TRANSPORT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Road Safety Programme Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| | **TRANSPORT POLICY UNIT** |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Transport Analyst |
| 02 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Transport Analyst/Senior Transport Analyst |
| | **TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT** |
| 26 000 109 | **Rs 138000**<br>Director (Civil Engineering) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Civil Engineering) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Lead Engineer |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Engineer/Senior Engineer (Civil) |
| 26 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Technical Officer (Civil Engineering) |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Civil Engineering) |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (Civil Engineering) |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Inspector of Works (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Technical Design Officer |
| 26 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Technical Design Officer |
| 26 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Technical Design Officer |
| 22 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Technical Officer (Electrical and Electronics) |
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Communication Officer |
| 20 055 079 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Principal Traffic Census Officer (New Grade) |
| 20 043 075 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Senior Traffic Census Officer |
| 20 033 072 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Traffic Census Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Chief Painter |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Mason<br>Painter |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 027 056 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720**<br>Plant and Equipment Operator |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant (Painter)<br>Tradesman's Assistant (Mason) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# NATIONAL LAND TRANSPORT AUTHORITY

33.21 The National Land Transport Authority (NLTA) is a regulatory body which comprises the Road Transport and Light Rail Divisions responsible for land transport and light rail matters respectively.

33.22 It is headed by a Chief National Transport Commissioner who is responsible for the control and management of the Authority. The latter is assisted by a Road Transport Commissioner and Light Rail Commissioner and supported by officers of the professional and technical grades.

33.23 Representations made by the staff side pertain to, among others, amendments to schemes of service; review of salary; merger of cadres; and grant of a Clothing Allowance to pregnant Traffic Wardens in view of the nature of duties where they have to conduct road inspections. The former Management proposed a review of the existing structure with abolition of few grades and merger of some. However, the new Management withdrew these proposals at a later stage and forwarded some requests on behalf of officers of the Licensing/Registration Officer Cadre with respect to, *inter alia*, an upward review of salary; changes to the schemes of service; payment of specific allowances; and provision of appropriate training. Additionally, Management requested for creation of the grade of Station Master in line with the “Free Travel Scheme”.

33.24 During consultations, parties were provided with adequate information on the requests which cannot be acceded to. They were also apprised that amendments to schemes of service rest on Management, which should be in line with the guidelines set by the MPSAR and relevant provisions made under Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report. As regards the working arrangements for pregnant Traffic Wardens, appropriate provisions are under the Chapter Risk, Insurance and Compensation in Volume 1 of this Report.

33.25 After examining the requests, we are, herewith, making appropriate provisions.

### Station Master (Roster) (New Grade)

33.26 In line with the “Free Travel Scheme”, Management requested for the creation of a dedicated grade to be responsible for monitoring of bus operations and ensuring timely bus service to the public. The justifications provided have been examined and the Bureau is recommending accordingly.

### Recommendation 4

**33.27 We recommend the creation of a grade of Station Master (Roster). Appointment thereto should be made by selection from among candidates possessing the Cambridge School Certificate with credit in**

**at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one sitting or passes not below Grade C in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one Certificate at the General Certificate of Education "Ordinary Level" or an equivalent qualification.**

33.28 Incumbents would be required to, among others, monitor transport services at bus station, rail station and taxi stand; check the attendance and supervise the work of Stand Regulators at bus stations and make weekly returns to the Authority; attend to transport problems encountered by passengers; collect and analyse Stand Regulators' sheets; and re-direct buses in cases of emergency or urgent public need.

**Transport Planner**

33.29 In the previous PRB Report, the Bureau recommended that the scheme of service for the grade of Transport Planner be amended to ensure a career avenue for Assistant Transport Planners. However, following recent inquiries, we have been informed that the proposed amendment has not yet been made. **The Bureau, therefore, reiterates its position and strongly urges Management to take prompt action to revise the scheme of service accordingly so as to reflect the recommendation and support internal advancement.**

**Vehicle Examiner Cadre**

33.30 A few requests were made by Union members representing the Vehicle Examiner Cadre relating to: the merging of the grades of Vehicle Examiner and Senior Vehicle Examiner; carving a promotional route for the Chief Vehicle Examiner; and duty exemption on a car.

33.31 Officers from the Vehicle Examiner Cadre did not attend the meeting convened in connection with this review exercise, citing Management's inaction to take the necessary steps to amend the relevant scheme of service. Accordingly, Union has requested the Bureau to call upon Management to take immediate and concrete steps to implement these changes. **In this regard, the Bureau strongly advises Management to prioritise and expedite the revision of the relevant scheme of service to accurately reflect the current responsibilities of officers in this Cadre.**

**Road Transport Inspectorate Cadre**

33.32 Officers of the Road Transport Inspectorate Cadre who are required to work for a minimum of three hours, whenever a cyclone warning Class III is in force in Mauritius, to ensure continuity in the provision of public transport services in the country are currently granted time-off facilities. This provision is being reviewed.

**Recommendation 5**

33.33 **We recommend that officers of the Road Transport Inspectorate Cadre who are required to work following the issue of a cyclone warning Class III in the country or during extreme weather conditions to ensure continuity in the provision of public transport services to facilitate conveyance of members of the public to their residence should be compensated as per provisions in the Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report.**

**Hours of Work**

**Senior Road Transport Inspector (Roster)**

**Road Transport Inspector (Roster)**

33.34 Incumbents in the grades of Senior Road Transport Inspector (Roster) and Road Transport Inspector (Roster) are required to work on a roster (six-day week basis), including Saturdays, Sundays and Public Holidays. **This working arrangement is still effective and is, therefore, being maintained. This element has been taken into account in arriving at the recommended salary scale of each grade.**

**Principal Traffic Warden (Roster)**

**Senior Traffic Warden (Roster)**

**Traffic Warden (Roster)**

33.35 In accordance with a plan specifying the starting and finishing times of duty which include Saturdays, Sundays and Public Holidays and which may or may not include night duty, officers of the Traffic Warden Cadre are called upon to work on a roster basis. **This element has been taken into consideration in the determination of the salaries of each grade in the Cadre.**

## NATIONAL LAND TRANSPORT AUTHORITY

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| **26 000 112** | **Rs 150000**<br>Chief National Transport Commissioner |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **ROAD TRANSPORT DIVISION** |
| 26 000 109 | **Rs 138000**<br>Road Transport Commissioner |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Road Transport Commissioner |
| 26 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Transport Controller<br>Transport Planner |
| 26 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Transport Planner |
| 26 056 078 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Transport Planning Officer |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Transport Planning Officer |
| 02 063 090 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Administrative Manager, National Land Transport Authority |
| 18 074 092 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Chief Road Transport Inspector |
| 18 064 085 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Road Transport Inspector |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Road Transport Inspector (Roster) |
| 18 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Road Transport Inspector (Roster) |
| 26 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Chief Vehicle Examiner |
| 26 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Vehicle Examiner |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Vehicle Examiner |
| 26 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Vehicle Examiner |
| 18 051 080 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Principal Traffic Warden (Roster) |
| 18 045 075 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300**<br>Senior Traffic Warden (Roster) |
| 18 033 070 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Station Master (Roster) (New Grade)<br>Traffic Warden (Roster) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 064 082 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Principal Licensing/Registration Officer |
| 18 035 076 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Licensing/Registration Officer/Senior Licensing/Registration Officer |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **LIGHT RAIL DIVISION** |
| 26 000 109 | **Rs 138000**<br>Light Rail Commissioner |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Light Rail Commissioner |
| 18 050 082 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Light Rail Inspector (Roster) |

# 33. MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE

33.1 The Ministry of Gender Equality and Family Welfare is responsible for the formulation and implementation of policies and programmes to promote women empowerment, child development, family welfare as well as welfare of the community.

33.2 Its activities are carried out through different units which include, *inter alia*, the Child Development; Family Welfare and Protection; Planning and Research; Gender; and Home Economics Units, and the Social Welfare Division. The Social Welfare Division is responsible for the management of around 56 Social Welfare Centres.

33.3 Each of the above Units is under the responsibility of a ''Head'' whereas the Social Welfare Division is managed by a Social Welfare Commissioner. The Head of each Unit is supported by officers in technical and professional grades while the Social Welfare Division is manned by officers in the Social Welfare Officer Cadre.

33.4 Representations of Unions comprise mainly proposals for creation and restyling of grades; upgrading of salary; review of qualifications requirement; and those pertaining to Conditions of Service. Requests were also made for a review of existing allowances. On the other hand, Management informed that since the existing structure for all units/divisions is appropriate, same should be maintained. Appropriate explanations were provided to stakeholders on requests which could not be retained and the justifications thereof.

33.5 All grades concerned have been re-assessed based on Job Description Questionnaires submitted to the Bureau and evolution in duties with the upcoming of the Children's Act. **This element has been considered in arriving at the recommended salary scales for relevant grades.** As regards the present structure, we are bringing no change thereto whilst the existing allowances are being revised.

**Child Development Unit**

**Commuted Allowance**

33.6 A monthly Commuted Allowance is paid to the Head, Child Development Unit, who is required to be 'on-call' after normal working hours, during Weekends and Public Holidays, for monitoring and supervising the duties of a team. Since this arrangement is still valid, the quantum of the allowance is being revised.

**Recommendation 1**

**33.7 We recommend that the Head, Child Development Unit should be paid a revised monthly Commuted Allowance of Rs 7040 for monitoring and**

**attending to cases related to child abuse/violence after normal working hours, during Weekends and Public Holidays.**

**Family Welfare and Protection Unit**

**Commuted Allowance**

33.8 Presently, a monthly Commuted Allowance is paid to the Head, Family Welfare and Protection Unit, who is required to be 'on-call' to monitor and supervise officers in the Unit after normal working hours. The quantum of the allowance is being revised.

**Recommendation 2**

**33.9 We recommend that the Head, Family Welfare and Protection Unit should be paid a revised monthly Commuted Allowance Rs 7040 for monitoring and attending to cases related to domestic violence after normal working hours, during Weekends and Public Holidays.**

**Family Welfare and Protection Officer**

33.10 Officers in the grade of Family Welfare and Protection Officer, who possess a Degree in the relevant field, are allowed to move incrementally in the Master Salary Scale subject to satisfying certain conditions. We are maintaining this provision.

**Recommendation 3**

**33.11 We recommend that officers in the grade of Family Welfare and Protection Officer who possess a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Time-Off Facilities**

**Recommendation 4**

**33.12 We recommend that arrangements should continue to be made for officers in the grade of Family Welfare and Protection Officer, who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 hours monthly.**

**Allowance (Hot Line Service)**

33.13 The Ministry operates a 24-hour hotline service to provide first hand counselling and advice to the public on any family related issue/problem and in particular to desperate persons who are in urgent need of help and support. Officers who attend to the hotline are paid an all-inclusive allowance (excluding travelling). The quantum of the allowance is being revised.

**Recommendation 5**

**33.14 We recommend that officers who are required to answer phone calls received after office hours during Weekdays, Weekends and Public Holidays through the three digits Hotline Intervention of the Ministry for the purpose of first hand counselling, advice or intervention into family and child abuse/violence cases, as appropriate, should be paid a revised all-inclusive allowance (excluding travelling) as follows:**

| Period | All-inclusive Allowance (excluding travelling) |
|---|---|
| **Weekdays**<br>**From 1600 hours to 0900 hours the following day** | **Rs 375 per day/night period** |
| **Saturdays, Sundays and Public Holidays**<br>**From 0900 hours to 0900 hours the following day** | **Rs 515 per day/night period** |

**Risk Allowance**

33.15 Officers of the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations/environment are eligible to the payment of a monthly Risk Allowance. This provision is being maintained.

**Recommendation 6**

**33.16 We recommend that officers working in the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations and environment should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale.**

**Home Economics Unit**

**Senior Home Economics Officer**

33.17 Senior Home Economics Officers who possess the relevant Degree or an equivalent qualification are allowed to move incrementally in the Master Salary Scale provided they meet certain criteria. This arrangement should continue to prevail.

**Recommendation 7**

**33.18 We recommend that officers in the grade of Senior Home Economics Officer in post as at 31 December 2025, who possess a Degree in Home Economics or Home Science or Food Science or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 on a personal basis provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**33.19 We also recommend that officers joining the grade of Senior Home Economics Officer as from 01 January 2026, who possess a Degree in Home Economics or Home Science or Food Science or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 67900 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Loan Facilities to Enforcement Officers**

**Recommendation 8**

**33.20 We recommend that Enforcement Officers should be granted loan facilities for the purchase of a car on the same terms and conditions as laid down at paragraph 16.2.58 (g)of Volume 1 of this Report.**

**Psychologist Cadre**

33.21 For this Report, Union and Management made some common representations which pertain to the grant/revision of a few allowances; consolidation of the structure with a higher level; and alignment of salary, among others. As regards the current structure, we consider same fit for purpose.

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

33.22 Incumbents in different grades are paid "On-call" and "In-attendance" Allowances for the provision of an emergency service after official hours of work on a rotational basis and to attend to people in distress at nights during Weekdays, Weekends and on Public Holidays. As this arrangement is still valid, we are revising the quantum of the allowances.

**Recommendation 9**

**33.23 We recommend that officers who are required to attend to emergencies should be paid revised "On-call" and "In-attendance" Allowances as follows: -**

| Grade | Period | "On-call" Allowance Rs | "In-attendance" during On-Call Rs/hour |
|---|---|---|---|
| **Psychologist/ Senior Psychologist** | **Weekdays**<br>1600 hours to 0900 hours the following day | **Rs 345 daily** | **Rs 175** per hour of attendance up to a maximum of **Rs 700** per day/night period. |
| | **Saturdays, Sundays and Public Holidays**<br>0900 hours to 0900 hours the following day | **Rs 515 daily** | **Rs 175** per hour of attendance up to a maximum of **Rs 1050** per day/night period. |
| **Coordinator** | **Weekdays**<br>1600 hours to 0900 hours the following day | **Rs 290 daily** | *** |
| | **Saturdays, Sundays and Public Holidays**<br>0900 hours to 0900 hours the following day | **Rs 435 daily** | *** |
| **Principal Family Welfare and Protection Officer**<br>**Senior Family Welfare and Protection Officer** | **Weekdays**<br>1600 hours to 0900 hours the following day | **Rs 195 daily** | |
| | **Saturdays, Sundays and Public Holidays**<br>0900 hours to 0900 hours the following day | **Rs 290 daily** | *** |
| **Inspector of Police**<br>**Police Sergeant**<br>**Police Constable**<br>**Nursing Officer**<br>**Family Welfare and Protection Officer** | **Weekdays**<br>1600 hours to 0900 hours the following day | **Rs 195 daily** | **Rs 95** per hour of attendance up to a maximum of **Rs 570** per day/night period. |
| | **Saturdays, Sundays and Public Holidays**<br>0900 hours to 0900 hours the following day | **Rs 290 daily** | **Rs 95** per hour of attendance up to a maximum of **Rs 760** per day/night period. |
| **Child Care Worker** | **Weekdays**<br>1600 hours to 0900 hours the following day | **Rs145 daily** | **Rs 75** per hour of attendance up to a maximum of **Rs 450** per day/night period. |
| | **Saturdays, Sundays and Public Holidays**<br>0900 hours to 0900 hours the following day | **Rs 215 daily** | **Rs 75** per hour of attendance up to a maximum of **Rs 600** per day/night period. |

| Grade | Period | "On-call" Allowance Rs | "In-attendance" during On-Call Rs/hour |
|---|---|---|---|
| **Driver** | **Weekdays**<br>1645 hours to 0745 hours the following day | **Rs 120 daily** | *** |
| | **Saturdays, Sundays and Public Holidays**<br>0745 hours to 0745 hours the following day | **Rs 180 daily** | |
| | *** Overtime at the rates in force for attendance outside normal working hours | | |

## SOCIAL WELFARE DIVISION

**Specific Provision for Deputy Social Welfare Commissioner**

**Recommendation 10**

**33.24 We recommend that officers in the grade of Deputy Social Welfare Commissioner who possess a Degree in Social Work or a related field should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Specific Provision for Senior Social Welfare Officer and Social Welfare Officer**

**Recommendation 11**

**33.25 We recommend that officers in the grades of Senior Social Welfare Officer and Social Welfare Officer possessing a Diploma in Social Work or an equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary points Rs 62350 and Rs 58850 respectively, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 23 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Coordinator |
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Psychologist |
| 19 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Psychologist/Senior Psychologist |
| 23 063 085 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Family Welfare and Protection Officer |
| 23 057 081 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Family Welfare and Protection Officer |
| 23 043 079 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Family Welfare and Protection Officer |
| 18 043 078 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Enforcement Officer |
| 05 049 076 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Documentalist |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 – 54500 x 1450 - 57400**<br>Integrated Support Officer (Shift) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Bibliobus) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker<br>General Worker (Ex-SMEDA) (Personal) |
| | **GENDER UNIT** |
| 23 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Head, Gender Unit |
| 23 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Gender and Development Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **HOME ECONOMICS UNIT** |
| 23 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Head, Home Economics Unit (Personal) |
| 23 074 098 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Home Economics Unit |
| 23 064 084 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Senior Home Economics Officer |
| 23 043 079 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Home Economics Officer |
| 23 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Instructor (Personal) |
| | **CHILD DEVELOPMENT UNIT** |
| 23 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Head, Child Development Unit |
| 23 035 072 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Child Welfare Officer (Personal) |
| 23 028 067 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Child Care Worker |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **PLANNING AND RESEARCH UNIT** |
| 23 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Head, Planning and Research Unit |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Monitoring and Evaluation Officer |
| 23 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Research Officer |
| | **FAMILY WELFARE AND PROTECTION UNIT** |
| 23 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Head, Family Welfare and Protection Unit |
| 23 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Family Counselling Officer |
| | **SOCIAL WELFARE DIVISION** |
| 23 100 103 | **Rs 102500 x 3750 - 110000 x 4000 - 114000**<br>Social Welfare Commissioner |
| 23 071 090 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Deputy Social Welfare Commissioner |
| 23 065 085 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Social Welfare Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 23 055 081 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Social Welfare Officer |
| 23 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Social Welfare Officer |

# 34. MINISTRY OF COMMERCE AND CONSUMER PROTECTION

34.1 The Ministry of Commerce and Consumer Protection (MCCP) is responsible for the formulation of policies and strategies for consumer protection, regular supply of strategic and essential products and fair market competition practices. Its functions are, among others, to: issue import and export permits and other clearances for restricted goods; ensure regular supply of essential commodities and monitor prices of controlled goods; promote and protect the interests and rights of the consumers through legal and institutional framework; and regulate weights and measuring instruments used in trade.

34.2 Activities of the Ministry are carried out through different Units/Divisions, namely the Trade Division; Price Analysis and Monitoring Division; Legal Metrology Services; and Consumer Affairs Unit. Representations made by the staff side and Management have, thus, been discussed under their relevant Unit/Division.

## TRADE DIVISION

34.3 The Trade Division of the Ministry is responsible for the importation and exportation of certain items that are controlled mainly for health, environmental, security and public safety grounds and for matters related to international trade practices and the implementation of trade policies. It is also mandated to look into the importation and sales of second hand motor vehicles to regulate the organisation of Trade Fairs and the scrap metal sector.

34.4 The Director of Trade is at the apex of the Division. He is assisted by officers of the Analyst (Trade) Cadre.

34.5 Submissions of Management and the staff side, mainly consist of a consolidation of the structure through the creation of levels, restyling of grades and amendments of schemes of service. After examining the existing set up, we consider same fit for purpose, hence requiring no change. We are, however, restyling the grades of the Analyst (Trade) Cadre for harmonisation purpose. Moreover, during consultations Management was apprised of issues which need to be sorted out administratively.

### Restyling of grades of the Analyst (Trade) Cadre

### Recommendation 1

**34.6 We recommend that grades of the Analyst (Trade) Cadre be restyled as per table below:**

| From | To |
|---|---|
| **Principal Analyst (Trade)** | **Principal Trade Analyst** |
| **Senior Analyst (Trade)** | **Senior Trade Analyst** |
| **Analyst (Trade)** | **Trade Analyst** |

## PRICE ANALYSIS AND MONITORING DIVISION

34.7 The Price Analysis and Monitoring Division was set up in 2023. It is responsible for the implementation of the commercial policies and price control mechanism for essential commodities for Mauritius and Rodrigues. It aims to protect the welfare of consumers, prevent trades from profiteering and ensure a sound and stable commercial and competitive environment. The main functions of the Division are related to: price fixing, price observations activities and market/industry research and analysis for price and commercial strategies.

34.8 Presently, the day-to-day operations of the Division are being overseen by a Senior Analyst (Trade), now restyled Senior Trade Analyst. Incumbent is supported by officers of the General Services grades.

34.9 A grade of Analyst (Commerce) has been created on an *adhoc* basis to service the Division. Management has subsequently requested to provide for a combined level of Analyst/Senior Analyst (Commerce) and to create the grades of Lead Analyst (Commerce) and Director (Commercial Division) to reinforce the structure.

34.10 After examining the request, we hold that a senior professional level would be more appropriate at this stage, based on the nature and level of duties/responsibilities to be devolved on the new grade and in line with what obtains for comparable cadres in the Public Sector. We are, therefore, providing for a grade of Senior Analyst (Commerce).

**Senior Analyst (Commerce) (New Grade)**

**Recommendation 2**

**34.11 We recommend the creation of a grade of Senior Analyst (Commerce). Appointment thereto should be made by promotion, on the basis of experience and merit of officers in the grade of Analyst (Commerce) who reckon at least four years' service in a substantive capacity in the grade.**

34.12 Incumbent would be responsible to the Head of the Ministry or any other officer designated by the latter to, *inter alia*, carry out market research and conduct analysis on the consumption sector in Mauritius and on international markets; assist in the implementation of programmes and policies in relation to pricing strategies and consumer protection; propose strategies in relation to pricing and price control mechanism; and supervise and coordinate the work of Analyst (Commerce).

## LEGAL METROLOGY SERVICES

34.13 The Legal Metrology Services (LMS) is responsible for the calibration and maintenance of measurement standards that can be traced back to International Standards; monitoring of trade-related weighing and measuring apparatus to ensure that the instruments are used appropriately and comply with the Legal Metrology Act; and control of prepacked commodities to ensure that they are correctly labelled and contain the quantity mentioned on the packaging in accordance with the Act.

34.14 A Director is responsible for the efficient operation and management of the LMS. He is assisted by a Deputy Director as well as officers of the professional and technical cadres. Officers of the General Services grades and employees of the Workmen's Group also provide support.

34.15 For this review, Management and Union made some common representations which pertain, among others, to the review/alignment of the salary of a few levels; grant of duty remission facilities and enhanced travelling and car benefits. Other common requests include the creation/merging of certain levels and an increase in the establishment size of some core technical grades. After examination, we consider the existing structure adequate.

### Height Allowance

34.16 Union and Management both requested for the provision of a Height Allowance to Legal Metrology Officers on the ground that they are called upon to climb on tanks of more than 6 metres high in the performance of their duties, as reported in their duly filled in Job Description Questionnaires. In line with what obtains in other quarters, we are providing for such allowance.

### Recommendation 3

**34.17 We recommend that Legal Metrology Officers who are effectively required to climb above 20 feet should be paid a Height Allowance computed at 80% of the normal hourly rate for the number of hours put in, in carrying out this task.**

## CONSUMER AFFAIRS UNIT

34.18 The Consumer Affairs Unit (CAU) is a specialised Unit within the MCCP, which caters for the protection of consumers in general. It has the responsibility of enforcing the various consumer legislations and providing consumer satisfaction and security.

34.19 Overall responsibility and administration of the Unit rest upon the Head, Consumer Affairs Unit who is assisted by officers in the grades of Consumer Affairs Officer, Senior Consumer Affairs Officer and Principal Consumer Affairs Officer for the effective implementation of consumer protection laws and other related regulations.

34.20 Both Management and the staff side made representations for a review of the qualifications requirement of the grade of the Consumer Affairs Officer. The Union also requested for a change in appellation of the first level which was not supported by Management, and payment for a Risk Allowance to officers in the Cadre. Additionally, Management proposed the creation of certain positions.

34.21 During consultations, appropriate justifications were provided to parties on requests which cannot be acceded to. The Bureau considers the existing structure of the Unit to be appropriate and same is being maintained while the existing allowance is being revised.

**Allowance for Consumer Affairs Officer Cadre**

34.22 Presently, an allowance is paid to officers of the CAU possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes campaign as well as deliver talks through media. Since this arrangement is still valid, same is being retained and we are reviewing the quantum of allowance.

**Recommendation 4**

**34.23 We recommend that the allowance payable to officers of the Consumer Affairs Officer Cadre possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes/campaign as well as deliver talks through the media, be revised to Rs 305 per session.**

**Hours of Work**

34.24 Officers in the Consumer Affairs Officer Cadre may, in the performance of their duties, be called upon to work outside normal working hours, including Sundays and Public Holidays in accordance with the prevailing schemes of service. **This element has been taken into consideration while determining the respective salary scale of the grades.**

## MINISTRY OF COMMERCE AND CONSUMER PROTECTION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **TRADE DIVISION** |
| 02 102 105 | **Rs 110000 x 4000 - 122000**<br>Director of Trade |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Trade Analyst<br>*formerly Principal Analyst (Trade)* |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Trade Analyst<br>*formerly Senior Analyst (Trade)* |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Trade Analyst<br>*formerly Analyst (Trade)* |
| 18 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Senior Commercial Officer |
| 18 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Commercial Officer |
| 18 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Assistant Commercial Officer |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Trade Information Officer |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior Laboratory Auxiliary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Laboratory Auxiliary |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver (Mechanical Unit) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Helper |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **PRICE ANALYSIS AND MONITORING DIVISION** |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Analyst (Commerce) (New Grade) |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Analyst (Commerce) |
| | **LEGAL METROLOGY SERVICES** |
| 19 102 105 | **Rs 110000 x 4000 - 122000**<br>Director, Legal Metrology Services |
| 19 088 103 | **Rs 73600 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Deputy Director, Legal Metrology Services |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 075 098 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Legal Metrologist |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Legal Metrology Officer |
| 19 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Technical Officer (Legal Metrology) |
| | **CONSUMER AFFAIRS UNIT** |
| 18 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Consumer Affairs Unit |
| 18 069 088 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Principal Consumer Affairs Officer |
| 18 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Consumer Affairs Officer |
| 18 055 082 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Consumer Affairs Officer |

# 35. MINISTRY OF TERTIARY EDUCATION, SCIENCE AND RESEARCH

35.1 The Ministry of Tertiary Education, Science and Research (MoTESR) aspires to be a leading Ministry that propels Mauritius towards global distinction as a world-renowned hub of excellence in tertiary education, science, research and innovation. It also aims at fostering sustainable economic prosperity, inspiring ethical and visionary leadership and empowering inclusive, resilient communities through transformative digital innovation, quality education, strategic partnerships and interdisciplinary breakthroughs.

35.2 With a view to serving a wide range of academic interests, the Ministry oversees a vibrant network of public higher education institutions. Furthermore, it guarantees that private higher education institutions comply with national and international standards with respect to registration, accreditation and quality assurance. Additionally, in a bid to promoting science, technology and innovation, the Cabinet has approved to the MoTESR signing a Memorandum of Understanding (MoU) with the International Science, Technology and Innovation Centre for South-South Cooperation (ISTIC).

35.3 Prior to the setting up of the MoTESR in November 2024, issues regarding the tertiary education sector were under the purview of the former Ministry of Education, Tertiary Education, Science and Technology. With the creation of the Ministry, the structure of the Tertiary Education Division along with its core staff in the grades of Project Officer, Administrator (Tertiary), Assistant Director (Tertiary), Director (Tertiary) and the Chief Technical Officer, have been transferred on its establishment. However, the latter post has not been filled since its inception.

35.4 A Permanent Secretary is responsible to oversee the Ministry. Its core activities are organised under four Departments, namely: Tertiary Education; Science and Research; Internationalisation, Partnership, and Quality Assurance; and Innovation and Digital Transformation.

35.5 For this review, staff side made proposals for the restyling of a few grades; alignment of salaries; and the grant of allowances, among others. Management, on its side, proposed for a restructuring of the technical side with the creation of a panoply of grades, including few at strategic levels. After examination, we consider the present structure to be appropriate at this juncture.

# MINISTRY OF TERTIARY EDUCATION, SCIENCE AND RESEARCH

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 06 000 112 | **Rs 150000**<br>Chief Technical Officer |
| 06 000 109 | **Rs 138000**<br>Director (Tertiary) |
| 06 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director (Tertiary) |
| 06 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Administrator (Tertiary) |
| 06 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Project Officer |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

# 36. MINISTRY OF INDUSTRY, SME AND COOPERATIVES

36.1 The Ministry of Industry, SME and Cooperatives is responsible for the formulation of policies and strategies to support the development of the manufacturing sector, small and medium enterprises and cooperatives sector. It also implements projects and programmes with the overall objective to enhance competitiveness of enterprise for their long-term sustainability.

36.2 Activities of the Ministry are organised under the Industry; SME; and Cooperatives Divisions. Representations received have been discussed under the respective Division.

## INDUSTRY DIVISION

36.3 The Industry Division of the Ministry is responsible to facilitate industrial growth by overseeing the implementation of industrial strategies and policies. It focuses on accelerating industrial development, particularly through the adoption of digital and green technologies, skills development, and enhancing productivity and competitiveness.

36.4 The Division is headed by the Director of Industry. He is supported by the Deputy Director of Industry and officers of the Industrial Analyst Cadre as well as officers in technical and General Services grades.

36.5 Representations of Union relate, among others, to a downward review of the years of service required for appointment to the grade of Deputy Director of Industry. On the basis of the level of operations devolving on this grade and the requirement for comparable positions in the Civil Service it is considered that the current qualifications requirement is appropriate. Other representations pertain to the implementation of the 'Work-from-Home' scheme and flexible working arrangements; grant of Phone/Internet Allowance; and provision of office equipment such as laptops. Management on its side made no submission. During consultations, parties were informed about the issues that need to be dealt administratively.

36.6 We consider the present structure of the Division to be appropriate and should be maintained.

## ASSAY OFFICE

36.7 The Assay Office is responsible to regulate the manufacture, sale and importation of gold, silver and platinum jewellery and of precious and semi-precious stones. It undertakes the assaying of jewellery, verification of gemstones and grading of diamonds. In that same line, the Assay Office operates an Assay Laboratory and a Gemmology Laboratory with its main stakeholders being the general public, jewellers and Government institutions.

36.8 The Director, Assay Office is responsible for the efficient administration of the Assay Office and its two laboratories. Incumbent is assisted by an Assistant Director and core staff comprising officers in professional and technical grades, namely Scientific Officer (Assay), Gemmologist, Senior Gemmologist and Technical Officer/Senior Technical Officer (Assay Office). Support and assistance are also provided by administrative and other ancillary staff.

36.9 For this Report, Union advocated for the creation of professional levels in the field of Gemmology against the abolition of grades in the existing Gemmologist Cadre and to restyle the grade of Technical Officer/Senior Technical Officer (Assay Office) to Scientific Officer with a Degree requirement.

36.10 We consider that the present structure is fit-for-purpose and are, therefore, maintaining it.

**Allowance for Accreditation and ISO Certification**

36.11 Both Management and Union requested for the payment of an allowance to the officer of the Gemmology Laboratory for performing duties related to ISO Certification and accreditation. At present, only the Scientific Officer (Assay) is paid an allowance in that regard, while in practice, both officers of the two laboratories perform duties related to accreditation and ISO Certification, as the Assay Laboratory is an accredited one whereas that of Gemmology is ISO Certified. After examination, we consider that both officers should be paid the allowance. We are recommending accordingly.

**Recommendation 1**

**36.12 We recommend that the two officers who have been designated on a rotational basis to perform duties related to ISO Certification and accreditation of the Assay and Gemmology Laboratories, should be paid a monthly allowance of Rs 2970.**

## MAURITIUS ACCREDITATION SERVICE (MAURITAS)

36.13 Established under the Mauritius Accreditation Service (MAURITAS) Act 1998, MAURITAS is the only national accreditation body that offers a unified, nationwide service for the accreditation of calibration and testing laboratories, inspection bodies, and certification bodies undertaking testing; calibration; certification of management systems, products, and persons; and inspection. The Director, MAURITAS is responsible for the efficient administration, control and day-to-day management of the organisation. He is assisted by professionals in the grades of Accreditation Manager, Assistant Accreditation Manager and Accreditation Officer. Officers in the General Services grades also provide support.

36.14 Management and Union requested for the grant of a few allowances to the core staff for performing additional duties and in respect of Continuous

Professional Development. Union also requested for the creation of a level of Deputy Director in view of the additional responsibilities befalling the MAURITAS. However, for want of information, we could not examine the request further. As regards the structure, we consider same to be adequate for MAURITAS to deliver on its mandate and are, in the circumstance, bringing no change thereto.

## SMALL AND MEDIUM ENTERPRISE DIVISION

36.15 The Small and Medium Enterprise (SME) Division is responsible for the formulation, implementation and monitoring of policies pertaining to Micro, Small and Medium Enterprises. It acts as a facilitator and catalyst in the promotion, development and growth of a competitive and innovative SME Sector.

36.16 Presently, the Division comprises a three-level Business and Enterprise Analyst Cadre as well as a SME Registration Unit with a Registrar, SME at its apex.

36.17 No representation was received from the staff or Union. Management on its part, requested for the grant of 70% duty remission facilities to officers in the grades of Business and Enterprise Analyst and Business Development Officer (Ex-SMEDA) and their salary scale to be elongated as they have no promotional avenue.

36.18 As regards the structure, we consider same to be appropriate and we are maintaining it.

## COOPERATIVES DIVISION

36.19 The Cooperatives Division is responsible for, among others, devising and implementing policies to ensure the development of a modern, viable and sustainable cooperative movement; formation and registration of cooperative societies; and provision of legal and institutional framework for cooperatives and cooperative development.

36.20 Its technical arms comprise the Cooperative Societies Section; Cooperative Development and Cooperative Audit Units.

## COOPERATIVE SOCIETIES SECTION

36.21 Functions of the Cooperative Societies Section are, *inter alia*, to ensure that cooperative societies operate in strict conformity with the Co-operatives Act 2016 and other relevant subsidiary legislations; advise on legal and policy matters concerning cooperative societies; and sensitise and raise awareness among the population on the benefit of cooperatives.

36.22 At the helm of this Section is the Registrar, Co-operative Societies who is assisted by incumbents in the Co-operative Officer Cadre.

36.23 Requests from both Management and staff side were mainly for review of the qualifications requirement and salary scale of grades in the Co-operative Officer Cadre. During consultations, parties were provided with explanations on each request along with justifications on those which could not be acceded to.

36.24 Additionally, Management proposed to amend the schemes of service of certain levels to include enforcement and prosecution duties. Upon evaluation of the proposed schemes of service of the grades of Principal Co-operative Officer, Senior Co-operative Officer and Co-operative Officer, no impact on their respective salary has been found. The moreso comparable grades at same level in the Civil Service perform enforcement and prosecution duties. Furthermore, the demand for a review of the salary of the Registrar, Co-operative Societies has been examined and **this element has been taken into account in arriving at the recommended salary scale of the grade.**

36.25 The existing structure is adequate and, thus, no change is being brought thereto.

**Compensation for regular extra hours**

36.26 Provisions exist for officers of the Co-operative Officer Cadre to be granted time-off when they are called upon to work after normal working hours. This provision is being maintained.

**Recommendation 2**

**36.27 We recommend that arrangements should continue to be made for officers of the Co-operative Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to officers within the period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 hours monthly.**

**Co-operative Officer**

36.28 Co-operative Officers possessing a Diploma in Co-operative Studies or Diploma in Development Studies or who have successfully completed all papers of Fundamental (Skills) *(formerly Part II of the ACCA Examination)* or an equivalent qualification are allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This arrangement should continue to prevail.**

## COOPERATIVE DEVELOPMENT UNIT

36.29 The Cooperative Development Unit is mandated to, *inter alia*, assist in the formulation of policies and preparation of programmes for the development of the cooperative sector; formulate, implement and monitor national cooperative development projects; and provide guidance as well as support to cooperative societies for the implementation of plans and projects.

36.30 It is headed by a Secretary for Co-operative Development and assisted by officers of the Co-operative Development Officer Cadre.

36.31 No representations were received from the staff side while Management requested for the creation of grades and to review the mode of appointment to the grade of Secretary for Co-operative Development. During meeting, appropriate justifications were provided on requests which could not be acceded to.

36.32 In the given circumstance, the existing structure of the Cooperative Development Unit is being maintained.

## COOPERATIVE AUDIT UNIT

36.33 The functions of the Cooperative Audit Unit are to: carry out audit of cooperative societies and submit relevant reports; review and update the audit approach and procedures; and ensure that the quality and sufficiency of audit evidence are maintained in accordance with co-operative legislation.

36.34 In line with the Co-operatives Act 2016, the Unit is headed by a Principal Co-operative Auditor who is assisted by officers in the grades of Co-operative Auditor and Senior Co-operative Auditor.

36.35 The staff side requested for, among others, the restyling and review of the salary scale of grades along with payment of specific allowances. Proposal from Management was mainly for an upward review of salary. For requests which could not be entertained, appropriate justifications were provided to parties concerned.

36.36 Given that the organisation structure of the Cooperative Audit Unit is appropriate, we are not bringing any change thereto.

# MINISTRY OF INDUSTRY, SME AND COOPERATIVES

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| | **INDUSTRY DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 102 105 | **Rs 110000 x 4000 - 122000**<br>Director of Industry |
| 02 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Deputy Director of Industry |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, Business Information Unit<br>Principal Industrial Analyst |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant to Head, Business Information Unit<br>Senior Industrial Analyst |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Industrial Analyst |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |
| | **ASSAY OFFICE** |
| 19 102 105 | **Rs 110000 x 4000 - 122000**<br>Director, Assay Office |
| 19 075 098 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Assistant Director, Assay Office |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Scientific Officer (Assay) |
| 19 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Senior Gemmologist |
| 19 067 087 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Gemmologist |
| 19 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Technical Officer/Senior Technical Officer (Assay Office) |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Assay Laboratory Auxiliary |
| | **MAURITAS** |
| 19 102 105 | **Rs 110000 x 4000 - 122000**<br>Director, MAURITAS |

| Salary Code | Salary Scale and Grade |
|---|---|
| 19 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Accreditation Manager |
| 19 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Accreditation Manager |
| 19 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Accreditation Officer |
| | **SME DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Business and Enterprise Analyst |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Business and Enterprise Analyst |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Business and Enterprise Analyst |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver (on roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **SME REGISTRATION UNIT** |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Registrar, Small and Medium Enterprises |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Business Development Officer (Ex-SMEDA) (Personal) |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Executive Officer (Ex-SMEDA) (Personal) |
| 08 041 072 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Senior Clerk/Word Processing Operator (Ex-SMEDA) (Personal) |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal) |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Receptionist/Word Processing Operator (Ex-SMEDA) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver/Office Attendant (Ex-SMEDA) (Personal) |
| | **COOPERATIVE DIVISION** |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 18 098 101 | **Rs 97000 x 2750 - 102500 x 3750 - 106250**<br>Registrar, Co-operative Societies |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Deputy Registrar, Co-operative Societies |
| 18 072 089 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br>Divisional Co-operative Officer |
| 18 069 086 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br>Principal Co-operative Officer |
| 18 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Senior Co-operative Officer |
| 18 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400**<br>Co-operative Officer |
| 18 093 101 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250**<br>Secretary for Co-operative Development |
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Co-operative Development Officer |
| 18 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Co-operative Development Officer |
| 18 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Co-operative Auditor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Co-operative Auditor |
| 18 064 090 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Co-operative Auditor |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 37. MINISTRY OF EDUCATION AND HUMAN RESOURCE

37.1 The Ministry of Education and Human Resource (MOE & HR) is responsible for providing equitable access to quality pre-primary, primary and secondary education as well as the Special Education Needs (SEN).

37.2 Its mission consists, among others, to: create an enabling environment for a higher education system that both generates and equips learners with innovative, cutting-edge knowledge and deep skills for increased competence in a dynamic work environment; and re-engineer the education as well as skills development system to construct a cohesive, inclusive and productive society.

37.3 Pre-primary education is dispensed by the Early Childhood Care and Education Authority, a parastatal body which operates under the *aegis* of the MOE & HR. In addition, there are also 11 Parastatal Bodies under its umbrella, involved in educational activities, that contribute to the attainment of its overall objectives. Appropriate recommendations for these organisations have been made in Volume 2 Part II of this Report.

37.4 A Senior Chief Executive is the Supervising and Accounting Officer of the Ministry. He is assisted in his functions by officers in the Administrative Cadre and on the technical side, he is supported by the Chief Technical Officer. The latter is responsible to efficiently monitor and evaluate the overall operational procedure, regulatory compliance and service delivery of the whole education sector. The Ministry also operates a Quality Assurance and Inspection Division and a Library Service.

37.5 Given that the MOE & HR is in process of preparing a Blueprint for the Transformation of the Mauritian Education Sector following recommendations made during *"Les Assises de l'Éducation 2025"*, we are, in this Report, not bringing any major change to the organisation structure save for the creation of a grade of School Counsellor. We are also making provisions on some specific issues.

**Artificial Intelligence**

37.6 The rapid advancement of Artificial Intelligence (AI) is transforming various sectors and education is no exception. The use of AI in education includes, *inter alia*, personalised learning platforms which adapt to student needs; administrative tasks like scheduling, attendance, grading and plagiarism checking; and interactive learning tools such as chatbots and virtual assistants for student support. This allows educators to focus more on student development while AI handles repetitive duties. Hence, in view of facilities offered by AI in the education sector, **the Ministry may consider the integration of AI in teaching and learning processes for more efficient and effective teaching and learning.**

### Human Resource Planning

37.7 The Bureau has, in the course of this review, received numerous requests from the staff side for recruitment of additional staff and filling of vacant posts of both teaching and non-teaching staff. It has been highlighted that the lack of staff is hampering the efficient and smooth delivery of services. We are consequently, making an appropriate recommendation thereof.

### Recommendation 1

**37.8 We recommend that the MOE & HR should conduct a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report to assess the adequacy of staff at all levels.**

## PRIMARY SCHOOL SECTOR

37.9 At present, there are 220 Primary Schools in Mauritius, 17 in Rodrigues and 2 in Agalega. The Primary Sector is responsible to inculcate knowledge to children from Grade 1 to Grade 6 through teaching and learning. The total primary sector population which stood around 82500 as at March 2021 in Government Primary Schools has dropped to 63686 in July 2025. The drop in total enrolment since the last report is due to demographic factors and increased access to private schools.

37.10 Leading and managing a Primary School in line with national education policies and priorities by making judicious use of resources rests upon the Head Master. He is assisted in his functions by one or more Deputy Head Masters or Deputy Head Teachers (Oriental Languages) while some incumbents in these grades are also assigned full responsibilities of classroom teaching. The teaching personnel comprise of officers in the grades of Primary School Educator, Primary School Educator (Oriental Languages), among others.

37.11 For this Report, the Bureau has received numerous representations from the Ministry, Federations, Unions as well as from individuals forming part of the education sector. The main requests from Unions pertain to, among others, to: alignment of salary with grades in the Secondary Sector, review of salary, allowances and appellation of grades; creation of grades; review the mode of appointment to certain positions; grant of specific allowances; payment of Risk Allowance; setting up of an Educators Service Commission; a reduction in pupil/teacher ratio; harmonisation of teaching hours of Asian Languages with general purpose; and increase in establishment size of several grades.

37.12 All requests were discussed during consultative meetings and stakeholders were apprised that from the array of requests received, many did not fall under the ambit of the Bureau. Several representations were mostly issues to be looked into by the Ministry such as pupil/teacher ratio; establishment size; amendments to schemes of service, among others. Parties were also

provided with appropriate justifications on these requests which, for technical reasons, could not be retained.

37.13 As regards the proposal for alignment in the salary scale of the grade of Primary School Educator with that of the grade of Educator (Secondary) on the ground that incumbents are called upon to follow the Bachelor in Education (B.Ed) course, it was noted that not all eligible officers forming part of the teaching personnel have completed the training course. Moreover, the B.Ed cannot be considered as a mandatory qualification for appointment to the grade of Primary School Educator in contrast to Educators (Secondary) where the entry requirement is a Degree. The B.Ed course is, therefore, considered as a development programme for Primary School Educators to upgrade their professional skills. Additionally, from the remuneration perspective, a change in qualifications alone might not necessarily be accompanied by a change in salary.

37.14 Management, on the other hand, made proposals, *inter alia,* for the provision of enhanced Conditions of Service to Supply Teachers; and alignment of the salary scale of the grade of Teaching Assistant to that of the grade of Primary School Educator. A further request was received from the Ministry for the payment of a monthly allowance to Primary School Educators and Educators (Secondary) for teaching of Bhojpuri in Primary and Secondary Schools. Same could not be examined in this review exercise for want of information. **Management is, therefore, advised to submit its request to the Bureau through the MPSAR for obtention of the quantum of the allowance to be paid to Educators teaching Bhojpuri.**

37.15 After examination of all requests, the Bureau is reiterating those recommendations that are still valid while framing new ones taking into consideration the specificity of the education sector.

**Supervisor**

**Assistant Supervisor**

37.16 Some Unions have averred that Primary School Educators teaching in fields such as Kreol Morisien do not have a supervisory level. They were informed of the provision made by the Bureau in its last Report for the Ministry to consider the advisability of creating supervisory levels for the new fields/subjects at Primary School level. Given its continued relevance, we are maintaining the recommendation.

**Recommendation 2**

**37.17 We recommend that the Ministry of Education and Human Resource considers the advisability of creating supervisory levels for the new fields/subjects introduced in the curriculum at Primary School level on the basis of its functional and operational needs. The Ministry should**

**ensure that any such request is not fraught with implementation problems.**

**Salary on promotion to the grade of Head Master**

37.18 Most of the Unions have submitted that on being promoted to the grade of Head Master, Deputy Head Masters are eligible for one increment as salary on promotion whereas when they are assigned duties of the higher grade, they are granted three increments. This has resulted into a situation whereby Deputy Head Masters, who are at the verge of their retirement, are refusing promotion to the grade of Head Master with a view to benefitting from higher pension benefits by virtue of relevant provisions under the Chapter on "Retirement and Retirement Benefits for the Public Sector" in Volume 1 of this Report. Hence, the Unions have sought redress to this situation. After analysing the issue, we are recommending accordingly.

**Recommendation 3**

**37.19 We recommend that Deputy Head Masters should, upon promotion to the grade of Head Master, join the initial salary of the latter grade or be granted a maximum of three increments worth at the incremental point reached in the salary scale of the grade of Deputy Head Master subject to the top salary of the grade of Head Master in accordance with relevant provisions under Chapter "Salary on Promotion".**

**Deputy Head Master**

**Deputy Head Teacher (Oriental Languages)**

**Health and Physical Education Instructor (Personal)**

37.20 Incumbents in the grades of Deputy Head Master, Deputy Head Teacher (Oriental Languages) and Health and Physical Education Instructor (Personal) possessing a Diploma in Educational Management or Certificate in Educational Management are presently allowed to proceed incrementally beyond the Qualification Bar (QB) in their salary scale. We are maintaining this provision.

**Recommendation 4**

**37.21 We recommend that officers in the grades of Deputy Head Master, Deputy Head Teacher (Oriental Languages) and Health and Physical Education Instructor (Personal to holder in post as at 31.12.20) possessing the Diploma in Educational Management or Certificate in Educational Management should be allowed to move incrementally beyond the Qualification Bar (QB) in their respective salary scale.**

**Primary School Educator**

37.22 Currently, incumbents in the grades of Primary School Educator and Primary School Educator (Oriental Languages) (Personal) possessing the Teacher's Diploma (Primary) are allowed to move incrementally beyond the Qualification

Bar (QB) in their salary scale. The provision which is still valid is being maintained.

**Recommendation 5**

**37.23 We recommend that incumbents in the grade of Primary School Educator and Primary School Educator (Oriental Languages) (Personal) possessing the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar (QB) in their respective salary scale.**

**Support Teacher**

37.24 The Ministry informed that with a view to providing an enhanced career opportunity to Support Teachers, approval of Cabinet was obtained for the inclusion of a 'First Intake Note' in the scheme of service of the grade of Primary School Educator to enable Support Teachers to join this grade, after having successfully completed the Top-Up Diploma Course and arrangements are being made with the Mauritius Institute of Education to conduct the Top-Up Diploma Course.

**Teaching Assistant (Personal)**

37.25 The Bureau has, in its last Report, recommended that Teaching Assistants (Personal) who have successfully completed the Work Oriented Award Course be allowed to move incrementally in the Master Salary Scale up to salary point Rs 33175. Management has requested for an alignment of the salary of the grade of Teaching Assistant (Personal) with that of the grade of Primary School Educator on the basis that incumbents are called upon to perform similar duties and have been provided with the Teacher's Certificate Primary Course.

37.26 Upon request for information from Management on the number of Teaching Assistants who have completed the said course, the Bureau was informed that as at date, out of 25 Teaching Assistants, 24 have successfully completed the Work Oriented Course. After analysis, it is considered that a complete alignment is not appropriate as the entry qualification of the grade of Primary School Educator differs from that of the grade of Teaching Assistant (Personal). The moreso, Primary School Educators are appointed upon completion of the Teacher's Diploma (Primary). However, based on the level of course followed by the Teaching Assistants (Personal), the Bureau is making provision thereon.

**Recommendation 6**

**37.27 We recommend that officers in the grade of Teaching Assistant (Personal) who have successfully completed the Teacher's Certificate Primary and Advanced Certificate Education Course should be allowed to progress incrementally in the Master Salary Scale up to salary point Rs 47950.**

### Zones D'Education Prioritaires (ZEP)

37.28 There are currently 30 Primary Schools classified as ZEP including one in Rodrigues and two in Agalega. The teaching as well as the non-teaching staff of these schools are paid a monthly allowance for the extra effort which they are required to put in for the education of the children. We are revising the quantum of this allowance.

### Recommendation 7

**37.29 We recommend that staff of ZEP schools should be paid a revised monthly ZEP allowance as hereunder:**

| Grade | Monthly ZEP Allowance (Rs) |
|---|---|
| **Head Master** | **4190** |
| **Mentor (Personal)** | **3940** |
| **Deputy Head Master**<br>**Deputy Head Teacher (Oriental Languages)** | **3685** |
| **Primary School Educator**<br>**Primary School Educator (Oriental language) (Personal)**<br>**Health and Physical Education Instructor (Personal)** | **3300** |
| **Support Teacher** | **2310** |
| **Teaching Assistant (Personal)** | **2310** |
| **ICT Support Officer (Personal)** | **2035** |
| **School Clerk** | **1155** |
| **Ancillary Staff** | **840** |

### Allowance to oversee Pre-Primary Schools

37.30 At present, a monthly allowance of Rs 2000 is payable to Head Masters who are called upon to oversee Pre-Primary Schools operating under the *aegis* of the Early Childhood Care and Education Authority which are found on the premises of Government Primary Schools. We are revising the allowance.

### Recommendation 8

**37.31 We recommend that the monthly allowance payable to Head Masters who are required to oversee Pre-Primary Schools which are on the premises of Government Primary Schools be revised to Rs 2200.**

### Bibliobus Project

37.32 At present, incumbents performing the duties of Animateur in the Bibliobus are paid a monthly allowance of Rs 1260. We are revising its quantum.

### Recommendation 9

**37.33 We recommend that the monthly allowance being paid to incumbents in the grade of Primary School Educator who are performing duties of Animateur in Bibliobus be revised to Rs 1385.**

### Risk Allowance

37.34 Teaching staff who are posted in the Prisons Department to dispense teaching classes to detainees in line with the prevailing school curriculum are eligible for the payment of a Risk Allowance. Given its continued relevance, the allowance is being maintained.

### Recommendation 10

**37.35 We recommend the continued payment of a monthly Risk Allowance equivalent to one and a half increments at the initial of the relevant salary scale to incumbents in the grades of Primary School Educator; Primary School Educator (Oriental Languages) (Personal); Deputy Head Master and Deputy Head Teacher (Oriental Languages) who are posted in the Prisons Department for teaching duties.**

### Refund of travelling by bus to Trainee Primary School Educator

37.36 Presently, Trainee Primary School Educators are refunded travelling expenses incurred by bus from residence to the place of work/training and back. The provision is being maintained.

### Recommendation 11

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

### Special Education Needs (SEN) Sector

37.38 The Ministry of Education and Human Resource has a Special Education Needs sector in its portfolio. It is responsible to ensure equitable access to quality education and holistic development through adapted pedagogies, accommodations, assistive technologies and multi-sectoral support systems for learners with diverse disabilities. There are 12 integrated units in Government Primary Schools to ensure that learning opportunities are accessible to all students with disabilities.

37.39 Incumbents in the grades of Educator (SEN); Deputy Head, Specialised Schools; and Head, Specialised Schools, among others, form part of the SEN Sector.

**Allowance – Special Education Needs**

37.40 Primary School Educators; Primary School Educators (Oriental Languages) (Personal); Deputy Head Masters and Deputy Head Teachers (Oriental Languages) on secondment to specialised schools, penal institutions, probation hostels, rehabilitation centres and shelters for women are eligible for a monthly allowance to teach all subjects as in the mainstream. While maintaining the recommendation, we are revising the quantum of the allowance.

**Recommendation 12**

**37.41 We recommend the payment of a monthly allowance of Rs 3755 to incumbents in the grades of Primary School Educator; Primary School Educator (Oriental Languages) (Personal); Deputy Head Master and Deputy Head Teacher (Oriental Languages) on secondment to serve at the Specialised Schools, Penal Institutions, Probation Hostels, Rehabilitation Centres and Shelters for women.**

**37.42 We also recommend that incumbents in the grades of Primary School Educator and Primary School Educator (Oriental Languages) (Personal) who have successfully completed the training courses and are presently seconded for duty to serve in the SEN Schools should also be considered for appointment to the grade of Educator (SEN).**

**37.43 We further recommend that Primary School Educators and Primary School Educators (Oriental Languages) (Personal) on secondment at the Specialised Schools who are subsequently appointed to the grade of Educator (SEN), should be granted:**

**(i) EITHER the next incremental salary point obtained on integration of the monthly allowance of Rs 3755 into their salary and the allowance should then lapse OR**

**(ii) increments in accordance with paragraph 16.8.8 in Volume 1 of this Report; whichever is the higher, subject to the revised top salary of the grade.**

**Recommendation 13**

**37.44 We recommend that Educators (SEN) possessing the Diploma (Special Education Needs) who are subsequently appointed to the grade of Deputy Head, Specialised Schools or Head, Specialised Schools should draw salary in the scale as follows:-**

| Salary Code | Salary Scale and Grade |
|---|---|
| **06 060 083** | **Rs 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 x 62350 x 1850 – 64200**<br><br>**Deputy Head, Specialised Schools** |
| **06 067 086** | **Rs 43990 x 970 – 46900 x 1050 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 – 69800**<br><br>**Head, Specialised Schools** |

## SECONDARY SECTOR

37.45 A Rector heads a secondary school and is responsible for the implementation of educational policies of the Ministry. He is assisted by a Deputy Rector and supported by officers in different grades performing specific duties according to the role ascribed to them. The core teaching duties devolve upon officers in the grade of Educator (Secondary) while the Senior Educator (Secondary) teaches subject of specialisation and is equally entrusted with administrative duties.

37.46 Submissions from Unions representing grades from both the teaching and non-teaching in the Secondary Sector pertain to, *inter alia,* creation of grades; increase in establishment size; and upward review of salary. Unions related to the teaching grades additionally made proposals for a review of the minutes of teaching as well as reduction in class size. Specific requests from non-teaching staff included, among others, change in appellations and refund of casual leave. Management, on the other hand, made requests for the creation of a few specific grades and submitted its views on the representations from both teaching and non-teaching staff.

37.47 During discussions, stakeholders were informed that from the array of proposals received, many do not fall to be considered by the Bureau. For instance, several requests were received on schemes of service such as mode of appointment, length of service, among others, and the Unions were informed that such issues normally rest upon Management. Additionally, certain requests were dropped in light of change in policy at the Ministry for example the Extended Stream has been replaced by the Foundation Programme in Literacy and Numeracy Skills (FPLNS).

37.48 The existing structure of most cadres is still effective and no change is being brought thereto. We are, however, making provision for a specific grade based on functional needs along with certain particular recommendations for smooth running of operations.

**School Counsellor (New Grade)**

37.49 Request was made by Management for the creation of a dedicated grade to ensure timely support for mental health concerns; facilitate early intervention for emotional and psychological challenges; promote resilience; and mitigate instances of violence within the school environment. The Bureau was apprised that the introduction of this level would act as a proactive measure in addressing behavioural issues. We have examined the proposal and are recommending in that direction.

**Recommendation 14**

**37.50 We recommend the creation of a grade of School Counsellor. Appointment thereto should be made by selection from among candidates possessing a Degree in Counselling or Psychology or Social Work or Education or an equivalent qualification and reckoning at least two years' specialisation in Counselling.**

37.51 Incumbent would be required, *inter alia,* to assist, support and collaborate with Educational Psychologists and Senior Educational Psychologists in providing counselling services to students facing emotional and behavioural challenges; provide support to students with diverse issues including bereavement and loss, transition, eating disorders, self-harm, depression, anger issues, among others; conduct of awareness campaigns on substance abuse and implementation of any prevention programs; and support school initiatives in addressing problems of school violence, absenteeism and drop-outs.

**Senior Educator (Secondary)**

37.52 At present, the mode of appointment to the grade of Senior Educator (Secondary) is by selection from among Educators (Secondary) who reckon at least 24 years' service in a substantive capacity in the grade and who are qualified to cross the QB in their salary scale. There is one Senior Educator (Secondary) posted in each school and incumbent is called upon to perform a combination of teaching and administrative duties. Representations were made by several Unions to review the mode of appointment from selection to promotion and/or to reduce the number of years of service required. Though issues pertaining to scheme of service normally rest with Management, the views of the Ministry were sought and the Bureau was informed that this proposal cannot be entertained as it would not be implementable.

37.53 Request was also made by the staff side to review the current arrangement of having only one Senior Educator (Secondary) per school in view of the increasing workload. It was proposed to post two Senior Educators (Secondary) in each school for teaching duties and for administrative duties respectively. We are making an appropriate provision.

**Recommendation 15**

**37.54 We recommend that the Ministry of Education and Human Resource should, in consultation with relevant stakeholders, consider the advisability of increasing the establishment size of the grade of Senior Educator (Secondary) and examine implementation issues of posting one Senior Educator (Secondary) entrusted with administrative duties and the other one with teaching duties in each school.**

**Educator (Secondary)**

**Educator (Secondary) (Physical Education)**

37.55 Educators (Secondary) are required to teach one or more subjects relating to their academic qualifications for approximately 1190 minutes in a week. Several Unions have requested for a reduction of the teaching time including form period and replacement classes in the minutes of teaching and amending length of a period, among others. The views of the Ministry were sought on this matter and the Bureau has been apprised that any change will impede on work organisation and, therefore, the current arrangements are appropriate and should be maintained. We are recommending accordingly.

**Recommendation 16**

**37.56 We recommend that Educators (Secondary) should continue to teach for approximately 1190 minutes in a week, one or more subjects relating to their academic qualifications.**

**37.57 We also recommend that the 1190 minutes should be inclusive of activity periods. Heads of Departments should continue to ensure that a proper programme is submitted.**

37.58 The term “approximately” for the above recommendation is deemed to mean a few minutes less or few minutes more but not a period less or a period more. It has been used because of divisibility as the duration of a period may differ in different schools/colleges.

37.59 Specific provisions for the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal) which are still effective are being maintained.

**Recommendation 17**

**37.60 We recommend that candidates possessing a post ‘A’ Level Degree should, upon appointment as Educator (Secondary) or Educator (Secondary) (Physical Education) join the recommended salary scale at the salary point Rs 37290.**

**37.61 We also recommend that incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal), who possess a post ‘A’ level**

**Diploma or a post Cambridge School Certificate Degree and drawing salary which is less than Rs 37290 should, on obtention of the qualifications required to cross the QB, be allowed to join the recommended salary scale at salary point Rs 37290.**

**37.62 We further recommend that incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal) who satisfy the requirements to cross the QB in the respective salary scale should, on reaching the top salary point of Rs 77750 be allowed to move incrementally in the Master Salary Scale up to salary point Rs 84500 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Head of Department

37.63 Educators (Secondary) assigned duties of Head of Department are required to teach subjects of specialisation for approximately 840 minutes weekly against the payment of a monthly allowance. Both the Unions and Management have requested for a reduction of the teaching time along with an upward review of the allowance. The issue of reducing minutes of teaching rests upon the Ministry. We are, however, revising the quantum of the allowance.

### Recommendation 18

**37.64 We recommend that Educators (Secondary) assigned the duties of Head of Department on the basis of seniority should teach subjects of specialisation for approximately 840 minutes weekly.**

37.65 The term “approximately” for the above Recommendation is deemed to mean a few minutes less or a few minutes more but not a period less or a period more. It has been used because of divisibility as the duration of a period may differ in different schools/colleges.

**37.66 We also recommend that Educators (Secondary), assigned the duties of Head of Department, should be paid a monthly allowance of Rs 2200.**

### Allowance

37.67 A monthly allowance is currently paid to Educators (Secondary) who do not possess the qualifications required to cross QB and are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods per week. We are revising the quantum of the allowance.

**Recommendation 19**

**37.68 We recommend that:**

**(i) the monthly allowance paid to Educators (Secondary) who do not possess the qualifications required to cross the QB and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, be revised to Rs 2730; and**

**(ii) on obtention of the qualifications required to cross the QB, these Educators (Secondary) would be eligible to:**

**(a) a salary point arrived at after adding the allowance to the basic salary; OR**

**(b) draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 37290, whichever is higher.**

**Section Leader**

37.69 Unions requested for the introduction of Section Leader in state secondary schools with a view to have additional resources to, among others, tackle the problems of indiscipline and misconduct. We are recommending accordingly.

**Recommendation 20**

**37.70 We recommend that assignment of duties of Section Leader should be made from among officers in the grade of Educator (Secondary) with a view to tackle problems of indiscipline and misconduct in secondary schools.**

**37.71 We also recommend that incumbents assigned the duties of Section Leader be paid a monthly allowance equivalent to one increment at the salary point reached in the respective salary scale.**

**Educator (Secondary) (Prevocational) (Personal)**

**Teacher (Secondary) (Prevocational) (Personal)**

37.72 With the phasing out of the Prevocational Stream at the end of the 2019 Academic Year, the grades of Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational), among others, were made evanescent. In the context of the 2021 PRB Report, the Ministry had submitted proposals to absorb officers in these grades in the regular stream. The setting up of an Implementing Committee at the level of the Ministry was, thus, recommended by the Bureau.

37.73 For this review, Unions made several proposals for, *inter alia*, redeployment; review of salary; and provision of specific courses. The views of Management were sought for these grades and the Bureau was informed that the scheme of service of the grade of Educator (Secondary) would be amended to include a 'First Intake Note' with respect to these grades.

**Provision for Books**

37.74 Almost all Unions pointed out that there is lack of books available for teaching staff to use in classrooms. Hence, request was made for the payment of a Book Allowance. We have examined the request and consider that the payment of a Book Allowance cannot be entertained. However, we are of the view that teaching staff should be provided with adequate resources to perform their duties.

37.75 The Head, Library Cadre submitted proposals for a Centralised Provision of Hardcopy Reference Books in school libraries such that each secondary school library is equipped with a curated collection of reference books as per subject which would be available to Educators on short-term loan. As such, in some countries, there are digital platforms in which E-textbooks are provided. After analysing proposals of all parties, we are making an appropriate provision.

**Recommendation 21**

**37.76 We recommend that the Ministry should consider the setting up of a Centralised Provision of Hardcopy Reference Books in school libraries so as to ensure that a sufficient number of books are available for the teaching personnel.**

**37.77 We also recommend that the Ministry of Education and Human Resource should, in collaboration with the Ministry of Information Technology, Communication and Innovation, consider the possibility of introducing E-textbooks or PDF formats for teaching personnel.**

**Scarcity Areas**

37.78 Appointment to the grade of Educator (Secondary) is made from among candidates who possess a recognised degree but do not possess the prescribed qualifications at School Certificate or GCE 'A' Level for certain subjects falling in scarcity areas. **This arrangement should prevail.**

**Restyling of Grades**

**Recommendation 22**

**37.79 We recommend that the grades of Senior Educational Psychologist and Educational Psychologist be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Senior Educational Psychologist** | **Senior Psychologist (Education)** |
| **Educational Psychologist** | **Psychologist (Education)** |

**Psychologist (Education)**
***formerly Educational Psychologist***

37.80 Requests were received from the staff side for the payment of an allowance for debriefing. Upon examination, it is considered that financial compensation for this issue may not be sustainable. We are, however, making an appropriate provision to that effect.

**Recommendation 23**

**37.81 We recommend that the Ministry of Education and Human Resource should consider the advisability of making arrangements for debriefing sessions for officers in the grade of Psychologist (Education) *formerly Educational Psychologist*.**

**Risk Allowance to Educational Social Workers**

37.82 Officers in the grade of Educational Social Worker are presently paid a monthly Risk Allowance. This arrangement should continue to prevail.

**Recommendation 24**

**37.83 We recommend that incumbents in the grade of Educational Social Worker, who by nature of their work, are exposed to risky situations/environment, should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their salary scale.**

**Director (Health and Wellness)**

**Assistant Director (Health and Wellness)**

**Recommendation 25**

**37.84 We recommend that the provisions set out at paragraphs 23.73 and 23.75 in the Chapter Ministry of Health and Wellness of this Volume should be applicable to incumbents in the grades of Director (Health and Wellness) and Assistant Director (Health and Wellness).**

## QUALITY ASSURANCE AND INSPECTION DIVISION

37.85 The Quality Assurance and Inspection Division acts as an interface between the Ministry, the State Secondary Schools and other stakeholders in the education sector. Its main purpose is to ensure that the vision and objectives of the Ministry are achieved.

37.86 Presently, the Quality Assurance and Inspection Division is headed by a Director, Quality Assurance who is assisted by officers in the grades of Assistant Director, Quality Assurance and Quality Assurance Officer/Senior Quality Assurance Officer.

37.87 Request for this Division was mainly for a review of salary scales taking into consideration the level of duties and responsibilities. The relevant grades have been re-assessed based on information submitted in the freshly written Job Description Questionnaires. **All these elements have been taken into consideration in arriving at the salary recommended for the respective grade.**

**Recommendation 26**

**37.88 We recommend that:**

**(i) the grade of Quality Assurance Officer/Senior Quality Assurance Officer be made evanescent and incumbent be granted a personal salary; and**

**(ii) a grade of Quality Assurance Officer (Future Holder) be established. Appointment thereto should be made by selection from among candidates possessing a post 'A' level Degree; a Master's Degree and reckoning at least three years' post-qualification experience in Teaching or Teacher Training or Curriculum Development or School Development/Inspection in a large institution/department in the Education Sector.**

## LIBRARY SERVICES

37.89 The Library Services of the Ministry of Education and Human Resource is responsible for the administration and management of school libraries (Primary, State Secondary Schools and State Colleges), documentation centres of Ministries and public libraries. Its main functions are, *inter alia*, to: advise on policies, legislation and development in the library sector; ensure proper staffing of libraries including the deployment and placement of officers in the Library Cadre; and ensure optimum use of library resources through the organisation of activities.

37.90 The Head, Library Cadre is at the apex of the Library Services. The latter is supported in her functions by officers in the professional/technical grades and other ancillary staff.

37.91 Submissions of Unions and Management mainly related to the creation/restyling of grades; review of mode of appointment of existing grades; increase in number of posts; and eligibility of enhanced Conditions of Service.

37.92 After examining the proposals, we consider that the present structure of the Library Cadre is adequate to meet the objectives of the Library Services. We are reiterating existing provisions as they are still valid.

**Movement for Library Officer**

37.93 Library Officers of the Ministry of Education and Human Resource in post prior to the publication date of the 2021 PRB Report, are presently allowed to move

incrementally in the salary scale of the grade of Senior Library Officer up to a certain salary point. We are maintaining this provision whilst revising the salary point.

**Recommendation 27**

**37.94 We recommend that officers in the grade of Library Officer of the Ministry of Education and Human Resource in post as at the eve of the publication of the 2021 Report, that is, 13 October 2021, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 66050 on a personal basis, on the prevailing conditions, provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Public Libraries**

37.95 At present, officers in the grade of Library Officer, Library Clerk/Senior Library Clerk and Library Auxiliary/Senior Library Auxiliary, posted in public libraries, are paid a monthly allowance for working beyond normal working hours. We are recommending the continued payment of the allowance.

**Recommendation 28**

**37.96 We recommend that officers in the grade of Library Officer, Library Clerk/Senior Library Clerk and Library Auxiliary/Senior Library Auxiliary, should be paid a monthly allowance equivalent to one increment at the salary point reached in their respective salary scale, for working beyond normal working hours in public libraries.**

**Administrative Support Unit**

37.97 The School Clerk Cadre is composed of the grades of School Superintendent, Assistant School Superintendent and School Clerk.

37.98 For this review exercise, the main representations from the staff side were: upgrading of salary; restyling of the grade of Assistant School Superintendent; amending the mode of appointment of the grade of School Superintendent; reviewing the hours of work and inclusion in the list of grades eligible for 70% duty free car. A few issues could not be considered for technical reasons and the Union was so informed.

37.99 After examining the evolution in the functions devolving on officers in this Cadre, we consider that the current structure is suitable for its intended purpose.

**School Management Course**

37.100 Currently provision exists for School Superintendents and Assistant School Superintendents to be provided with a work related Certificate course in School Management. School Superintendents have apprised the Bureau that modules in the courses dispensed to both School Superintendents and

Assistant School Superintendents are the same. Upon query, Management has informed that the issue was being addressed with the then Civil Service College for the modules of the course for School Superintendent to be updated.

37.101 The Bureau was also apprised that for lack of sufficient officers in the respective grades to follow the relevant courses, same could not be run. Given the importance of the course, the Bureau considers that Management should make alternative arrangement for mounting of the course and is making appropriate recommendation in that direction.

**Recommendation 29**

**37.102 We recommend that the Ministry of Education and Human Resource, should seek the collaboration of relevant institutions for the mounting of relevant work related Certificate course in School Management for School Superintendents and Assistant School Superintendents.**

**37.103 We further recommend that:**

**(i) incumbents in the grade of School Superintendent, who have successfully completed the work related course Certificate in School Management should be allowed to proceed beyond the QB inserted in the salary scale.**

**(ii) School Superintendents who have successfully completed the Certificate course and who have attained compulsory retirement age or have attained compulsory retirement age while opting to cash their accumulated Vacation Leave in full before reaching the top salary of the scale should be granted an additional increment at the salary point reached for the computation of their pensionable emoluments; and**

**(iii) Assistant School Superintendents who have successfully completed the Certificate course and who have attained compulsory retirement age or have attained compulsory retirement age while opting to cash their accumulated Vacation Leave in full should be granted an additional increment at the salary point reached, subject to the top salary of the grade, for the computation of their pensionable emoluments.**

**Inspectorate Cadre**

37.104 During consultative meeting, members of the Inspectorate Cadre raised several key concerns, including the filling of vacant positions, shortage of staff, eligibility for car loans and refund of mileage, payment of a Risk Allowance, and the need for specialised training. These matters were discussed with Management who provided further clarifications regarding staffing and training matters, indicating that necessary measures are being undertaken to resolve same. **After a comprehensive assessment, broad provisions concerning**

**the Inspectorate Cadre have been made under the heading: Inspectorate Cadre at the Ministry of National Infrastructure of this Volume.**

### Draughtsman's Assistant

37.105 Management has submitted two key requests concerning the grade of Draughtsman's Assistant which pertained to: a change in appellation and review of salary. These demands stemmed from the role these officers play in assisting Registered Professionals on project-related tasks. After an assessment, the Bureau is of the view that the current appellation is appropriate. In this regard, Management is advised to continue with its present arrangement.

### E-Government Unit

37.106 The E-Government Unit oversees the management, execution, monitoring and advancement of all ICT related initiatives within the Ministry, encompassing both primary and secondary schools. The proposals of the parties for the creation and restyling of grades could not be retained as we consider the present set up to be appropriate.

### Workshop Assistant Cadre

37.107 As an incentive to compensate Workshop Assistant/Senior Workshop Assistants for the evolution in their work complexity, provision was made in the last Report for incumbents in the said grade to move beyond the top salary by one increment. In a spirit of fairness, we are extending this provision to the grade of Head Workshop Assistant.

### Recommendation 30

**37.108 We recommend that employees in the grades of Head Workshop Assistant and Workshop Assistant/Senior Workshop Assistant who have reached the top salary in their respective salary scale should be allowed to move incrementally in the Master Salary Scale by one increment.**

**37.109 This provision is also applicable to corresponding grades in the Public Sector.**

## SPECIFIC CONDITIONS (EDUCATION)

### Vacation Leave

37.110 This section should be read in conjunction with the Chapter on Leave in Volume 1 of this Report.

37.111 Teaching personnel are governed by specific provisions for vacation leave and casual leave due to the specificities of the Education Sector. Proposals from staff side were mainly to remove all conditions attached to the grant of vacation leave during any term time; allow members of the teaching personnel

to cash any excess accumulated vacation leave beyond the ceiling; and further broaden the conditions attached to the grant of vacation leave by including local medical treatment/intervention and demise of a close relative such as spouse, child or parent.

37.112 Management, on the other hand, requested for amendments in the eligibility criteria for vacation leave exceeding 19 days during term time to the teaching personnel such as medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad in urgent and critical cases only; convalescence purposes; after maternity leave; and attending one's own graduation ceremony or that of an immediate member of the family abroad.

37.113 After analysing all proposals, we are maintaining those provisions that are valid while further bringing enhancement wherever possible.

**Recommendation 31**

**37.114 We recommend that the teaching personnel:**

**(a) subject to the exigencies of service, may be granted a maximum of up to 19 days' vacation leave during term time; and**

**(b) who do not take advantage of the annual vacation leave entitlement during term time in a calendar year should be allowed to accumulate up to the normal vacation leave ceiling. Additionally, the maximum vacation leave which may be accumulated over and above the vacation leave ceiling should not exceed 50% of the maximum accumulated vacation leave entitlement for the incumbent. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

**37.115 We also recommend that notwithstanding provision at paragraph 37.114(a) above, vacation leave exceeding 19 days during term time should be granted, subject to the exigencies of the service, to officers for:**

**(i) medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;**

**(ii) convalescence purposes;**

**(iii) after maternity leave;**

**(iv) attending to one's own graduation ceremony or that of an immediate member of the family abroad;**

**(v) the wedding of the officer or the officer's children;**

**(vi) proceeding on pre-retirement leave;**

**(vii) a male officer, following his wife's confinement;**

**(viii) demise of a close relative such as child, parent or spouse; and**

**(ix) any other case, (1) once for officers reckoning less than 20 years' service; and (2) not more than twice for those reckoning over 20 years' service inclusive of (1) above.**

**37.116 We further recommend that vacation leave may be granted only for reasons specified at paragraph 37.115 above during third term.**

37.117 The term "immediate member of the family", for the purpose of paragraph 37.115 above is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

**37.118 We also recommend that members of the teaching personnel should attend to training courses/seminars, talks and workshops organised during school vacation.**

**Vacation Leave taken as on and off**

37.119 Some Unions have averred that the grant of vacation leave as on and off to the teaching personnel varies across different zones. In this context, the Bureau has conducted a survey on vacation leave granted as on and off to members of the teaching personnel during term time. The survey findings revealed that around 1.25 % officers have availed of at least one-day vacation leave as on and off during the first term whilst for the second and third term, the average was 3.19 % and 13.62 % respectively. The Bureau was apprised that vacation leave as on and off were granted to teaching personnel in all zones uniformly. Given that vacation leave taken as on and off is vacation leave and during third term vacation leave may be granted only for reasons mentioned at paragraph 37.115 above, **Management should exercise due diligence when examining request of teaching personnel to avail of vacation leave as on and off, while also taking into account the best interests of the pupils.**

**Casual Leave (Education)**

37.120 Teaching personnel, eligible to 11 working days of casual leave annually, are allowed to a yearly refund of unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year provided that they are assigned full responsibility of classroom teaching during a whole calendar year and effectively perform teaching duties.

37.121 For this review exercise, several Unions have requested to revise the rate at which the unutilised casual leave is refunded and that all unutilised casual leaves be refunded in toto. We consider the existing provisions to be adequate and are maintaining same.

**Recommendation 32**

**37.122 We recommend that members of the teaching personnel who, during a whole calendar year are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should continue to be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

**37.123 We further recommend that up to a maximum of 10 days of unutilised casual leave in respect of those members of teaching personnel who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.**

**Loan Facilities to purchase Laptop/PC**

37.124 In the last Report to enable teaching personnel to perform their pedagogical duties through the use of different techniques, provisions were made for the grant of loan facilities for the purchase of a laptop/PC so that they may avail of the proper tools and equipment. Given its continued relevance, we are recommending accordingly.

**Recommendation 33**

**37.125 We recommend that teaching personnel should continue to be provided with loan facilities of up to a maximum of Rs 25000 at an interest rate of 2% per annum for a duration of 24 months for the purchase of a Laptop/PC, as appropriate.**

For the purpose of this section on SPECIFIC CONDITIONS (EDUCATION), the term “teaching personnel” is deemed to be officers in the following grades:

(i) Primary School Educator;

(ii) Primary School Educator (Oriental Languages) (Personal);

(iii) Deputy Head Teacher (Oriental Languages);

(iv) Deputy Head Master (assigned full responsibility of classroom teaching and who effectively perform teaching duties during a whole calendar year);

(v) Mentor (Personal);

(vi) Health and Physical Education Instructor (Personal);

(vii) Educator (SEN);

(viii) Senior Educator (Secondary);

(ix) Educator (Secondary);

(x) Educator (Secondary) (Physical Education);

(xi) Educator (Secondary) (Prevocational) (Personal);

(xii) Teacher (Secondary) (Prevocational) (Personal);

(xiii) Support Teacher; and

(xiv) Teaching Assistant (Personal).

**Discipline**

37.126 The grade of Discipline Master has been created at the Ministry. However, the Bureau considers that, though creation of this dedicated grade, **the maintenance of discipline within the school compound remains the concern of each and every member of both teaching and non-teaching staff.** Every member should participate actively to continuously maintain the highest level of discipline at school. They should act proactively and collectively to restore discipline immediately in any situation of unruliness and disorderliness.

37.127 On this issue, a request was submitted by the Ministry for the creation of a grade of Discipline Master in a few Parastatal Bodies under its purview. However, this request could not be acceded to for want of information despite several follow-ups thereon.

**Hours of Attendance**

**Recommendation 34**

**37.128 We recommend that the hours of attendance for the teaching profession and other staff members should continue to be determined by the Responsible Officer of the Ministry.**

**Health Surveillance**

37.129 In accordance with existing provisions, officers in IT grades who are required to work continuously on computer screens are provided with regular health check-ups. This arrangement should continue.

**Recommendation 35**

**37.130 We recommend that the Ministry of Education and Human Resource should continue to make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a Health Surveillance, including regular health check-ups.**

# MINISTRY OF EDUCATION AND HUMAN RESOURCE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 06 000 112 | **Rs 150000**<br>Chief Technical Officer (Education) |
| 06 000 109 | **Rs 138000**<br>Director<br>Director, Quality Assurance |
| 09 000 109 | **Rs 138000**<br>Director (Health and Wellness) |
| 06 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director<br>Assistant Director (Primary)<br>Principal Physical Education Organiser |
| 09 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director (Health and Wellness) |
| 06 087 103 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Assistant Director (Quality Assurance) |
| 06 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Administrator (Education)<br>Rector |

| Salary Code | Salary Scale and Grade |
|---|---|
| 06 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Head, National Education Counselling Service<br>Principal School Inspector<br>Senior Physical Education Organiser |
| 06 074 096 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Deputy Rector<br>Quality Assurance Officer/Senior Quality Assurance Officer<br>(Personal to officers in post as at 31.12.25) |
| 06 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Music Organiser<br>Physical Education Organiser<br>Senior Educator (Secondary)<br>Senior Psychologist (Education)<br>*formerly Senior Educational Psychologist* |
| 06 074 092 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250**<br>Senior Inspector, Specialised Schools/Day Care Centres<br>Senior School Inspector<br>Senior Supervisor Oriental Languages |
| 06 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Analyst (Education)<br>Business Development Officer (Ex-SMEDA) (Personal)<br>Psychologist (Education)<br>*formerly Educational Psychologist* |
| 06 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Quality Assurance Officer (Future Holder)<br>School Counsellor (New Grade) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 06 049 090 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br><br>Educator (Secondary) (Personal)<br>Educator (Secondary) (Physical Education) (Personal to holder in post as at 30.06.03) |
| 06 049 090 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 – 57400 QB 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br><br>Educator (Secondary)<br>Educator (Secondary) (Physical Education)<br>Educator (Secondary) (Prevocational) (Personal to holder in post as at 31.12.20) |
| 06 070 089 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500**<br><br>Inspector Specialised Schools/Day Care Centres<br>School Inspector<br>Supervisor Oriental Languages<br>Supervisor (The Arts) |
| 06 067 087 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br><br>Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)<br>Head, SEN Resource Centres (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)<br>Head Specialised Schools (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) |
| 06 067 086 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br><br>Head, Specialised Schools [possessing Diploma (SEN)]<br>Head, SEN Resource Centres [Possessing Diploma (SEN)] |
| 06 049 086 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800**<br><br>Liaison Officer/Senior Liaison Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 06 065 085 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Assistant Supervisor (Oriental Languages)<br>Head Master<br>Head, Specialised Schools<br>Head, SEN Resource Centre |
| 06 058 084 | **Rs 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Assistant Supervisor (The Arts) |
| 06 060 083 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Deputy Head, Specialised Schools (possessing Diploma SEN) |
| 06 057 082 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Deputy Head Master<br>Deputy Head Teacher (Oriental Languages)<br>Health and Physical Education Instructor (Personal to holder in post as at 31.12.20) |
| 06 053 082 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350**<br>Deputy Head, Specialised Schools |
| 06 051 082 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Mentor (Personal to holder in post as at 31.12.20) |
| 06 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Coordinator Health and Anti-Drug<br>Educator (SEN) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 06 049 079 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400**<br>Primary School Educator<br>Primary School Educator (Oriental Languages) (Personal) |
| 06 057 081 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Educational Social Worker |
| 06 039 079 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Educational Social Worker |
| 06 036 073 | **Rs 26945: 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Teacher (Secondary) (Prevocational) (Personal to holder in post as at 31.12.20) |
| 06 035 073 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Discipline Master |
| 06 032 071 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Support Teacher |
| 06 030 071 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 46900 x 1050 - 47950**<br>Teaching Assistant (Personal to officers in post as at 31.12.15) |
| 06 033 035 | **Rs 26045 x 300 - 26645**<br>Trainee Primary School Educator |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Manager (ICT) |
| 04 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Assistant Manager (ICT) |
| 04 073 090 | **Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal ICT Technician |
| 04 049 085 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>ICT Technician/Senior ICT Technician |
| 04 035 073 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>ICT Support Officer (Personal to officers in post as at 31.12.20) |
| 16 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Printing Machine Operator |
| | **HUMAN RESOURCE DEVELOPMENT** |
| 02 102 105 | **Rs 110000 x 4000 - 122000**<br>Director, Human Resource Development |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Human Resource Analyst |
| 02 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Human Resource Analyst /Senior Human Resource Analyst |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| | **CAREERS GUIDANCE SERVICE** |
| 18 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Careers Counsellor |
| 18 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Careers Counsellor |
| 18 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Careers Counsellor |
| | **LIBRARY SERVICES** |
| 05 084 100 | **Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Head, Library Cadre |
| 05 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Senior Librarian |
| 05 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Librarian |
| 05 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Library Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Library Officer |
| 05 032 072 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Library Clerk/Senior Library Clerk |
| 05 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Library Clerk |
| 08 063 084 | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 QB 64200 x 1850 - 66050**<br>School Superintendent |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Assistant School Superintendent |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>School Clerk |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Word Processing Operator (Oriental Language) |
| 11 047 078 | **Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Usher/Senior Usher (Education) (Female) (Personal)<br>Usher/Senior Usher (Education) (Male) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 10 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Communication Officer |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Inspector of Works (Personal)<br>Draughtsman's Assistant |
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |
| 16 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Graphic Artist |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Foreman |

| Salary Code | Salary Scale and Grade |
|---|---|
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Cabinet Maker<br>Carpenter<br>Electrician<br>General Assistant<br>Mason<br>Painter<br>Plumber and Pipe Fitter<br>Rattaner<br>Welder |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 045 070 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Senior ICT Laboratory Auxiliary<br>Senior Laboratory Auxiliary |
| 24 028 065 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>ICT Laboratory Auxiliary<br>Laboratory Auxiliary |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Bibliobuses)<br>Driver (Heavy Vehicles above 5 tons) |
| 24 042 062 | **Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Head, Workshop Assistant |
| 24 029 062 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Driver (roster – day and night) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 032 061 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Senior/Head School Caretaker |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver (on roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 025 058 | **Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840**<br>Workshop Assistant/Senior Workshop Assistant |
| 24 024 057 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**<br>Home Economics Attendant<br>Library Auxiliary/Senior Library Auxiliary |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant<br>Physical Education Attendant (New Grade)<br>School Caretaker |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 020 049 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365**<br>Cloakroom Attendant<br>Lorry Attendant<br>*formerly Lorry Loader* |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker<br>General Worker (Ex-SPI) (Personal) |

# 38. MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

38.1 The Ministry of Information Technology, Communication and Innovation (MITCI) plays a pivotal role in the digital transformation and economic diversification of Mauritius. It is responsible for developing national ICT policies, promoting innovation, and creating a modern and secure digital infrastructure. It also spearheads Government's initiatives aimed at building a knowledge-based economy by encouraging the use of emerging technologies such as artificial intelligence and cloud computing. In May 2025, the MITCI launched the Digital Transformation Blueprint, designed to modernise public services, enhance digital infrastructure and foster a resilient digital economy.

38.2 Activities of the MITCI are organised under several specialised units, namely the Central Informatics Bureau (CIB), Central Information Systems Division (CISD), IT Security Unit (ITSU) and Data Protection Office (DPO). The Government Online Centre (GOC) and Computer Emergency Response Team of Mauritius (CERT-MU), previously under the purview of the Mauritius Digital Promotion Agency (MDPA), also operate under the MITCI. As the head of the Ministry, the Permanent Secretary assumes responsibility for its overall administration and day-to-day management and is supported by professional, technical, administrative and General Services staff as well as employees from the Workmen's Group.

38.3 Proposals concerning the different units of the MITCI are dealt with under the respective section. As regards the general provisions for training and Health Surveillance, these should continue to remain effective.

**Provision of Training**

38.4 Given the dynamic and rapidly evolving nature of the ICT sector, IT personnel need to continuously update their knowledge and skills to remain effective. To this effect, Management is required to make necessary arrangements for regular provision of training for its IT staff. Moreover, it must also ensure that the officers are posted to the different units of the Ministry on a rotational basis so that they get the opportunity to become acquainted with the different aspects of the job. These arrangements should continue to prevail.

**Recommendation 1**

**38.5 We recommend that:**

**(i) the MITCI should continue to make arrangements to provide continuous training to its IT staff to update their knowledge and skills; and**

**(ii) the posting of officers in specific units or organisations should be done on a rotational basis to enable the officers to be acquainted with all aspects of the job.**

**Specific Conditions of Service - Health Surveillance**

38.6 Arrangements exist for employees in IT grades on the establishment of the MITCI to undergo regular health check-ups in view of the potential health risk associated with prolonged use of computer. This provision remains valid.

**Recommendation 2**

**38.7 We recommend that the MITCI should continue to make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a Health Surveillance, including regular health checkups, free of charge.**

## CENTRAL INFORMATICS BUREAU

38.8 The Central Informatics Bureau (CIB) provides strategic directions to Ministries and Departments; initiates, implements and monitors ICT projects; formulates methods to deliver and continuously improve services and propagates ICT culture within the Civil Service. A Director heads the four-level structure and is assisted by IT professionals and other support staff.

38.9 For this review, proposals were made for the provision of several new grades; setting up of new units; amendments to schemes of service; and change in mode of appointment and reporting line. Other proposals, such as project ownership and greening of public service do not fall under the purview of the Bureau.

38.10 After examination, the existing organisation set-up is considered appropriate and is being maintained. Concerning the recruitment problem being encountered for the grade of Programme Manager, CIB due to the equivalence criteria, which is hampering service delivery, Management may consider amending the scheme of service of the grade to address the issue.

**Spearheading E-Government Initiatives**

38.11 To accelerate the implementation of IT projects, arrangements exist for Programme Managers, CIB and Lead Programme Managers, CIB to be posted to Ministries/Departments until completion and implementation of these projects. We consider that the present arrangement is effective and should continue to prevail. Concerning the staff shortage highlighted by the Union, Management should undertake a Human Resource Planning exercise as highlighted in the Chapter on Observations and General Provisions of this Volume.

### Recommendation 3

**38.12** **We recommend that Management should consider the advisability of reviewing the mode of operation at the Central Informatics Bureau, so that Programme Managers, CIB and Lead Programme Managers, CIB are posted to Ministries/Departments. The role of the CIB officers would consist of identifying ways and means to computerise work processes with the collaboration of senior officers of the Ministry/Department. Once a computerisation project has been identified, the CIB officer would be responsible to lead the project in collaboration with support staff from the Central Information Systems Division (CISD).**

## CENTRAL INFORMATION SYSTEMS DIVISION

38.13 The Central Information Systems Division (CISD) manages the operational aspects of ICT in Government. Activities of the Division are divided into two sections. The Technical Section is staffed by officers in the Analyst Cadre while the Operational Section is staffed by officers in the grades providing technical support as well as the Data Entry Officer Cadre. The overall management of the Division rests upon the Director, CISD.

38.14 Proposals for new levels due to increased workload have not been retained. Instead, Management was advised to consider increasing the establishment size of existing grades to cope with the volume of work. Other proposals relate to administrative issues which fall under the prerogative of Management such as provision of specialised training, ergonomic equipment, Internet Allowance and advanced health checks.

38.15 The current organisation set-up is considered to be adequate to enable the CISD to deliver its services effectively.

### Posting of Officers

**38.16** Officers of the CISD are posted, on a rotational basis, across Ministries and Departments. However, in certain Ministries/Departments such as the Registrar General's Department, the IT system is highly complex, and frequent transfers or untimely posting of officers in these organisations hinder the proper monitoring of the system, particularly as the incoming officers need time to familiarise themselves with the complexity thereof. **Hence, the current provision, which allows for the posting of officers in these Ministries and Departments for a reasonable duration with proper handing over during transfers, should continue to be applicable.**

**Recommendation 4**

**38.17 We recommend that the CISD should ensure that the posting of officers to Ministries/Departments, which have complex IT systems, is of a reasonable duration and that adequate time is granted for handing over between the outgoing IT officers and the incoming ones at the time of transfer.**

**Head, ICT**

38.18 Due to a shortage of Project Managers, CIB, officers of the CISD not below the grade of Systems Analyst are designated as "Head, ICT" and posted to Ministries/Departments where no Programme Managers, CIB are assigned. In addition to their normal duties, these officers are, *inter alia*, required to provide project management services and assist in leading and coordinating ICT projects, among others. This arrangement is being maintained.

**Recommendation 5**

**38.19 We recommend that:**

**(i) an officer of the CISD not below the grade of Systems Analyst be designated as "Head, ICT" and posted in a Ministry/Department/ Organisation, where no Programme Manager, CIB is posted;**

**(ii) the "Head, ICT" would be called upon to perform duties of his/her substantive post as well as oversee small ICT projects that do not warrant the direct involvement of a Programme Manager, CIB; submit quarterly performance reports covering projects, risks, compliance and adoption; liaise with stakeholders for an effective implementation of the projects; draft specifications for small ICT initiatives like laptops, PCs, printers, among others; provide in-house ICT advisory services during project implementation and post implementation in compliance with the policies issued by the MITCI; and arrange for the training of staff in using the new system and work out the training programmes/updates; and**

**(iii) the "Head, ICT" should be paid a monthly allowance equivalent to two increments at the salary point reached in their respective salary scale.**

**Allowance to Officers posted in Specialised Units**

38.20 In view of their specific knowledge and skills, certain officers of the Systems Analyst Cadre are posted to specialised units of the CISD to perform specialised functions for which they are compensated accordingly. A proposal has been made for an additional allowance to be granted to the officers heading these specialised units on account of the additional responsibilities shouldered. We are recommending accordingly.

**Recommendation 6**

**38.21 We recommend that:**

**(i) officers of the Systems Analyst Cadre who are posted in specialised units at the CISD to perform specialised tasks, should be paid a monthly *ad hoc* allowance equivalent to one increment at the salary point reached in their respective salary scale; and**

**(ii) the officers heading the specialised units be, in addition to the compensation mentioned at paragraph 38.21(i) above, paid a monthly allowance equivalent to one increment at the salary point reached in their respective salary scale.**

**Movement beyond top**

38.22 Existing provisions allow Assistant Systems Analyst/Senior Assistant Systems Analysts, Systems Analysts as well as Data Entry Officers (Personal) to progress in the Master Salary Scale under specific conditions. These provisions should continue to remain effective.

**Recommendation 7**

**38.23 We recommend that:**

**(a) officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst who:**

**(i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Computer Science or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point 75500 on a personal basis; and**

**(ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of the publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**(b) Systems Analysts possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or a Degree the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000;**

**(c) Data Entry Officers (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47950 on the same conditions prevailing previously,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### Schemes of Service

**38.24** During this review exercise, certain discrepancies were noted in the schemes of service of the grades of Technical Manager and Systems Analyst, particularly relating to the required length of experience for external candidates. In line with recommendations made in the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report, **Management may accordingly consider amending these schemes of service.**

## DATA PROTECTION OFFICE

38.25 The Data Protection Office (DPO) is responsible for ensuring compliance with the Data Protection Act (DPA) and its regulations. The Office may issue or approve guidelines and codes of practice, oversee data processing activities to ensure they align with the law, and promote self-regulation among data controllers and processors. Additionally, it is empowered to investigate complaints or potential breaches of the DPA and take necessary actions.

38.26 A Data Protection Commissioner is at the apex of the Office and she is assisted in her functions by officers of the Data Protection Officer Cadre and other supporting staff.

38.27 Requests were made to review the salary of the Data Protection Officer Cadre, further to an enlargement in the responsibilities befalling the Office, as provided in the DPA 2017 and for a review of the scheme of service of certain grades. After examining the requests, it is considered that an increase in the establishment size is more appropriate to address the enlargement in the duties at the DPO and review of schemes of service need to be considered administratively after consultation with relevant stakeholders.

38.28 Management also requested for a strengthening of the structure through the creation of a few grades including that of Deputy Data Protection Commissioner. Subsequent to an examination of the existing structure *vis-à-vis* the scope of activities and the added responsibilities, we are making a provision to address this situation.

**Deputy Data Protection Commissioner (New Grade)**

**Recommendation 8**

**38.29 We recommend the creation of a grade of Deputy Data Protection Commissioner. Appointment thereto should be made by selection from among Barristers-at-Law with at least five years standing at the Bar.**

38.30 Incumbent would be responsible to the Data Protection Commissioner for the day-to-day management of the Data Protection Office and the implementation of the Data Protection Act, and would be required, *inter alia*, to assist her in any regulation made under the Act; providing legal advice; investigating and providing decision on any complaint or information which gives rise to a suspicion that an offence may have been, is being or is about to be committed under the Data Protection Act.

## IT SECURITY UNIT

## COMPUTER EMERGENCY RESPONSE TEAM OF MAURITIUS

38.31 The IT Security Unit (ITSU) acts as a key contact point for information security in the Government. It implements Government policies with regard to IT Security and disseminates information on IT security and carries out security audits. The Unit is manned by Programme Managers, ITSU who operate under the overall guidance of the Head, IT Security Unit.

38.32 On the other hand, the Computer Emergency Response Team of Mauritius (CERT-MU) provides guidance to the Government on cybersecurity policies and strategies and coordinates responses to cyber incidents. Initially operating under the MDPA, it now falls under the purview of the MITCI. In August 2023, the Bureau provided salary grading for positions created to appoint officers of the CERT-MU within the Ministry.

38.33 In the context of this review, Management has requested for the creation of a National Cyber Resilience and Cybersecurity Agency to oversee the activities of both the ITSU and the CERT-MU. It has further proposed that the unit be headed by a Director and assisted by a Deputy Director and other supporting staff. The Union, however, did not agree with the proposed course of action.

38.34 While examining the proposal, we have noted several matters of concern, particularly as the restructuring would entail job redesign, amendments to existing schemes of service, challenges in the effective execution of tasks, reporting lines, and the risk of industrial disputes. Hence, we consider that Management should, in consultation with the Unions/Federations, re-examine the proposed organisation structure with a view to addressing these issues and, thereafter, resubmit to the Bureau, through proper channel, for consideration.

## GOVERNMENT ONLINE CENTRE

38.35 As the central data centre for Government, the Government Online Centre (GOC) provides hosting, networking, and security services for websites, applications, and online platforms. Previously under the MDPA, it now falls under the ambit of the MITCI. The Union has made several proposals comprising the creation, restyling and merging of grades; review of schemes of service; and payment of allowances while Management has proposed the creation of a grade of Director to head the GOC.

38.36 The Bureau has, however, noted that the required procedures for the prescription of schemes of service, with a view to appoint the officers on the establishment of MITCI, have not yet been finalised. Since an organisation structure cannot be examined in a piecemeal manner, the proposals made in the context of this review exercise could not be considered. As a result, no provision for the GOC is being made at this stage. Nevertheless, pending the receipt of the schemes of service, personal salaries are being provided for the grades that have been redeployed to MITCI.

## MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 04 000 114 | **Rs 158000**<br>Chief Technical Officer, ICT |
| 22 041 066 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Senior Receptionist/Telephone Operator |
| 22 026 063 | **Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Receptionist/Telephone Operator |

| Salary Code | Salary Scale and Grade |
|---|---|
| **24 027 060** | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| **24 021 052** | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| | **DATA PROTECTION OFFICE** |
| **02 000 113** | **Rs 154000**<br>Data Protection Commissioner |
| **02 093 104** | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Data Protection Commissioner (New Grade) |
| **04 075 098** | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Data Protection Officer |
| **04 063 094** | **Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Data Protection Officer/Senior Data Protection Officer |
| **04 049 081** | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Assistant Data Protection Officer |
| **12 060 090** | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Legal Executive |

| Salary Code | Salary Scale and Grade |
|---|---|
| | **IT SECURITY UNIT** |
| 04 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 122000**<br>Head, IT Security Unit |
| 04 079 105 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000**<br>Programme Manager, ITSU (Personal to officers in post as at 31.12.15) |
| 04 079 100 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Programme Manager, ITSU |
| | **COMPUTER EMERGENCY RESPONSE TEAM OF MAURITIUS** |
| 04 079 098 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Assistant Manager (CERT-MU) (Personal) |
| 04 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Information Security Specialist (CERT-MU) (Personal) |
| | **CENTRAL INFORMATICS BUREAU** |
| 04 000 112 | **Rs 150000**<br>Director, CIB |
| 04 104 107 | **Rs 118000 x 4000 - 130000**<br>Deputy Director, CIB |
| 04 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Lead Programme Manager, CIB |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 079 102 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000**<br>Programme Manager, CIB (Personal to officers in post as at 31.12.15) |
| 04 079 100 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Programme Manager, CIB |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| | **CENTRAL INFORMATION SYSTEMS DIVISION** |
| 04 000 111 | **Rs 146000**<br>Director, CISD |
| 04 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director, CISD |
| 04 082 102 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000**<br>Technical Manager |
| 04 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Network/Systems Infrastructure Analyst<br>Senior Systems Analyst |
| 04 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Systems Analyst |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 052 087 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Assistant Systems Analyst/Senior Assistant Systems Analyst |
| 04 072 087 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**<br>Operations Manager |
| 04 065 084 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Assistant Operations Manager |
| 04 060 082 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350**<br>Computer Operations Controller (Roster) |
| 04 060 079 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Data Entry Controller |
| 04 035 078 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Computer Support Officer/Senior Computer Support Officer (Roster) |
| 04 049 076 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Data Entry Supervisor |
| 04 043 071 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Senior Data Entry Officer |
| 04 035 070 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Technical Assistant (Ex-SMEDA) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 04 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Data Entry Officer (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| | **GOVERNMENT ONLINE CENTRE** |
| 04 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Manager (GOC) (ex-NCB) (Personal) |
| 04 065 094 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Database Administrator (GOC) (ex-NCB) (Personal)<br>Information Security Analyst (GOC) (ex-NCB) (Personal)<br>Network Administrator (GOC) (ex-NCB) (Personal)<br>Portal Administrator (GOC) (ex-NCB) (Personal)<br>System Administrator (GOC) (ex-NCB) (Personal)<br>Web Developer (GOC) (ex-NCB) (Personal) |
| 04 064 090 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>IT Officer (GOC) (ex-NCB) (Personal) |
| 04 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>ICT Technician (GOC) (ex-NCB) (Personal) |

## *38.1 INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL*

38.1.1 The Information and Communication Technologies Appeal Tribunal (ICT Appeal Tribunal), was established by Act No. 44 of the Information and Communication Technologies (ICT) Act 2001. It is empowered, among others, to hear and dispose of any appeal against a decision of the Information and Communication Technologies Authority; and pass such orders as it thinks fit, confirming, varying or setting aside the decision appealed against, after giving the parties to appeal an opportunity of being heard.

38.1.2 At present, the structure of the ICT Appeal Tribunal comprises the positions of Chairperson and Vice-Chairperson, both filled on a contractual basis. However, the ICT Act 2001 has been amended through the Finance (Miscellaneous Provisions) Act 2024, to provide for the Chairperson, Vice-Chairperson and members of the ICT Appeal Tribunal to be appointed, on a full-time or part-time basis. Officers in the grade of Shorthand Writer and General Services grades, are normally posted at the Tribunal on secondment for its proper functioning.

38.1.3 For this Report, the Bureau did not receive any proposal in respect of the ICT Appeal Tribunal the moreso it is presently not operational.

38.1.4 In the given circumstance, we are providing the revised salary of the full-time positions of Chairperson and Deputy Chairperson. In the event part-timers in these two posts are recruited, a request should be made to the Bureau on an *adhoc* basis to determine their salaries or all-inclusive allowances.

**INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL**

**SALARY SCHEDULE**

| Salary Code | Salary Scale and Grade |
|---|---|
| 12 000 120 | **Rs 190000**<br>Chairperson, ICT Appeal Tribunal |
| 12 000 112 | **Rs 150000**<br>Deputy Chairperson, ICT Appeal Tribunal |

# 39. MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

39.1 The Ministry of Public Service and Administrative Reforms (MPSAR) is responsible for the formulation and implementation of strategies and policies ensuring the Public Service is staffed with skilled and competent Human Resource for the implementation of Government policies and programmes, and a safe and healthy work environment.

39.2 Activities of the MPSAR are organised under six main Divisions, namely: General Administration; Human Resource Management; Safety and Health; Public Sector Business Transformation Bureau; Administrative Reforms; and Human Resource Development.

39.3 Being at the helm of the Ministry, the Secretary for Public Service is the Accounting Officer as well as the administrative head. The latter is assisted by professional, technical, administrative and General Services staff and supported by employees of the Workmen's Group.

39.4 In the context of this review exercise, requests have been made for, among others, the provision of training; enhancement of Conditions of Service and upgrading of salaries.

39.5 Upon examination of all requests, the Bureau is, in the ensuing paragraphs, making appropriate recommendations regarding those proposals that were retained along with reiterating those prevailing provisions that are still relevant.

**Secretary for Public Service**

39.6 The position of Secretary for Public Service is normally filled on an assignment basis from an officer in the position of Senior Chief Executive, subject to the concurrence of the Prime Minister under Section 89(4) of the Constitution. Incumbent is responsible, among others, to advise and assist the Secretary to Cabinet and Head of the Civil Service on all human resource policies.

39.7 For this review exercise, proposal was made for appointment to the position to be made in a substantive capacity. Considering the sensitive nature of the responsibilities devolving upon the position, we consider that it would be more appropriate to maintain the present mode of appointment.

**Recommendation 1**

**39.8 We recommend that:**

**(a) the position of Secretary for Public Service should be filled on an assignment basis, by an officer in the position of Senior Chief Executive, subject to the concurrence of the Prime Minister, under Section 89(4) of the Constitution;**

**(b) an officer who has been assigned the duties of Secretary for Public Service should continue to be granted an allowance equivalent to**

**the difference between his salary and that of the Secretary for Public Service; and**

**(c) in the event the officer retires in the capacity of Secretary for Public Service or is reverted to his substantive post, the allowance becomes pensionable provided that he has:**

**(i) successfully served for a period of not less than 12 months;**

**(ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**

**(iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**or**

**successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

**Human Resource Management Cadre**

**Allowance for coordinating and monitoring**

39.9 Both Management and Union have requested for the creation of a level of Assistant Director, Human Resources, to be posted in large Ministries/Departments and be responsible for coordinating the duties of Managers, Human Resources and ensuring that Human Resource policies, practices and business rules are correctly interpreted and consistently applied. However, in view of major overlapping of duties with the existing grades of Deputy Director, Human Resources and Manager, Human Resources, it was not technically correct to accede to the request.

39.10 The Bureau, however, considers that in large Ministries/Departments, where there are at least three Managers, Human Resources, there may be need for proper coordination of activities among them, thus, ensuring efficiency. We are, therefore, recommending accordingly.

**Recommendation 2**

**39.11 We recommend that in Ministries where there are at least three Managers, Human Resources and no other higher levels in the Cadre, the seniormost Manager, Human Resources should be assigned the responsibility to coordinate, control and monitor the work of the other Managers, against payment of a monthly allowance of Rs 4500.**

### Specific provision for Assistant Managers, Human Resources and Human Resource Executives

39.12 Assistant Managers, Human Resources and Human Resource Executives are allowed to move beyond the top of their respective salary scale subject to satisfying certain criteria. We are maintaining the present arrangement while providing the revised salary points.

### Recommendation 3

**39.13 We recommend that:**

**(i) Assistant Managers, Human Resources possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000**; **and**

**(ii) Human Resource Executives 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 60600**,

**provided they meet the performance criteria outlined in the Chapter on Observations and General Provisions of this Volume.**

### Scheme of Service

39.14 In the course of this review exercise, a few discrepancies have been noted in the schemes of service, particularly in relation to the aggregate number of years of experience required for certain grades. To this effect, appropriate provision has been made in the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report, which Ministries/Departments/ Organisations should apply.

### General Services

39.15 The General Services comprises three groups, namely: Executive; Clerical and Secretarial. Officers in the General Services grades are on the establishment of MPSAR and are posted across the whole Civil Service. Their services are vital for the general administration of public sector organisations.

### Clerical Group

39.16 In a bid to restore the internal parity of the first level in the cadre responsible for clerical duties *vis-à-vis* other comparable grades and also reflect the market rate of such type of labour, the Bureau recommended the creation of a grade, Management Support Assistant (MSA), in the clerical group. As the first level MSA was also expected to serve as a feeder grade for various other grades in the Civil Service. This recommendation has as at date not been implemented and the MPSAR has continued to recruit Management Support

Officers based on the scheme of service dated 2014. During consultations, the MPSAR has anew informed that they are not in favour of the creation of the grade of MSA and has requested that same be abolished. **In the given circumstances, we are abolishing the grade of Management Support Assistant.**

**Higher Executive Officer (Personal)**

39.17 In Departments where neither an Assistant Permanent Secretary, now restyled Assistant Secretary nor an Office Superintendent nor an Office Management Executive is posted, Higher Executive Officers (Personal) are paid a monthly allowance of Rs 1680 for organising official functions and welfare activities; and providing proper office accommodation, furniture and equipment, among others. Additionally, the Higher Executive Officers (Personal), who have successfully completed the Advanced Course in Effective Office Management and Supervision are allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675. The present arrangements being still valid are being reproduced with the revised quantum of allowance and salary point.

**Recommendation 4**

**39.18 We recommend that a monthly revised allowance of Rs 1850 be paid to officers in the grade of Higher Executive Officer (Personal) for organising official functions and welfare activities, providing proper office accommodation, furniture and equipment; ensuring the effective use and maintenance of office equipment; monitoring the use of Government vehicles and organising transport for official purposes, and ensuring that the workplace is kept clean and tidy and ensuring that safety and health norms are observed in Departments where neither an Assistant Secretary *formerly Assistant Permanent Secretary* nor an Office Superintendent or Office Management Executive is posted.**

**39.19 We further recommend that officers in the grade of Higher Executive Officer (Personal) who have successfully completed the Advanced Course in Effective Office Management and Supervision should be allowed, on reaching the top of their scale, to move incrementally up to salary point Rs 60600 in the Master Salary Scale provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Office Management Assistant**

**Advanced Course in Effective Office Management and Supervision**

39.20 Officers in the grade of Office Management Assistant, who have successfully completed the Advanced Course in Effective Office Management and Supervision, are granted one increment. We are maintaining this provision.

**Recommendation 5**

**39.21 We recommend that Office Management Assistants, on successful completion of the Advanced Course in Effective Office Management and Supervision should be granted one increment, at salary point reached, subject to the top salary of the grade.**

## SECRETARIAL CADRE

### Advanced Secretarial Course for Confidential Secretary

39.22 Presently, officers in the grade of Confidential Secretary who have successfully completed the Advanced Secretarial Course are granted one increment. On the basis of its relevance, the provision is being maintained.

**Recommendation 6**

**39.23 We recommend that Confidential Secretaries, on successful completion of the Advanced Secretarial Course, should be granted one increment, at salary point reached, subject to the top salary of the grade.**

### Posting of Confidential Secretaries

39.24 The services of Confidential Secretaries are generally provided to Deputy Permanent Secretary and officers in grades above this level. Confidential Secretaries are also allocated to other officers holding office at the level of Deputy Permanent Secretary, on a needs basis or are alternatively attached to a pool of officers as may be decided by the Supervising Officer with the approval of the MPSAR. The Bureau is reiterating this provision.

**Recommendation 7**

**39.25 We recommend that*:***

**(i) Deputy Permanent Secretaries and officers in grades above this level should continue, by virtue of their duties, to be provided with the services of a Confidential Secretary; and**

**(ii) officers at the level of Deputy Permanent Secretary should be provided with the services of a Confidential Secretary on a needs basis or one Confidential Secretary attached to a pool of such officers as may be decided by the Supervising Officer, with the approval of the MPSAR.**

### *Ad hoc* Allowance to Confidential Secretaries

39.26 Confidential Secretaries, who are regularly required to work beyond their normal working hours are eligible for the payment of an *ad hoc* allowance as determined by the MPSAR:

(i) Rs 2250 when posted to the office of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Parliamentary Private Secretaries, and Deputy Speaker; and

(ii) Rs 1890 when posted with Supervising Officers at the level of Permanent Secretary and above and who are also Accounting and Responsible Officers of Ministries/Departments and at the Cabinet's Office.

39.27 Furthermore, Confidential Secretaries posted with officers at the level of Permanent Secretary and above and who are not Accounting and Responsible Officers, are allowed to claim overtime, subject to a maximum of Rs 1890 monthly. In the context of this review exercise, representation has been made regarding the maximum amount that may be claimed as overtime. Given that these Confidential Secretaries unlike their counterparts who are posted with Supervising Officers at the level of Permanent Secretary and above and who are also Accounting and Responsible Officers are in receipt of only overtime allowance, the MPSAR should review the ceiling for overtime allowance to a fairer quantum and seek the approval to the High Powered Committee.

39.28 The payment of the monthly *ad hoc* allowance has been extended to Confidential Secretaries attached to Junior Ministers as their Confidential Secretaries are regularly called upon to work beyond normal working hours. Since the above provisions are still of relevance, the quantum should continue to be determined by the MPSAR to avoid any abuse.

**Recommendation 8**

**39.29 We recommend that, subject to the approval of the MPSAR, Confidential Secretaries posted with Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Junior Ministers, Deputy Speaker, Supervising Officers at the level of Permanent Secretary and above who are also the Accounting and Responsible Officers and at the Cabinet's Office who have to regularly work over and above their normal working hours should continue to be paid an *ad hoc* allowance as determined by the Ministry.**

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

**Allowance for performing additional duties**

39.31 By virtue of their posting, some Confidential Secretaries are required, in addition to their normal duties to, *inter alia*, perform general administrative work and manage the office. Subject to the approval of High Powered Committee, they are paid a Responsibility Allowance equivalent to three increments at the point reached in their salary scale. We are maintaining this provision.

**Recommendation 9**

**39.32 We recommend that the approval of the High Powered Committee should continue to be sought for the payment of an allowance to incumbents in the grade of Confidential Secretary posted to the office of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Junior Ministers, Deputy Speaker and Senior Chief Executives and above, and who are required, in addition to their normal duties, to perform general administrative work, manage the office and meet deadlines.**

**39.33 We additionally recommend that this allowance may be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, on the condition that the incumbents have:**

**(i) performed in that position for a continuous period of five years;**

**(ii) not been the subject of disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**

**(iii) reached the age of 55 years at the time of retirement/change in posting.**

**Special Allowances**

39.34 Officers, other than Transcribers, are paid an allowance whenever they are called upon to service Commissions of Enquiry and for other similar tasks consisting of taking notes of proceedings in shorthand and for transcribing same in longhand. The present arrangement is being maintained while the quantum of allowance is being revised.

**Recommendation 10**

**39.35 We recommend that an allowance of Rs 5.30 per folio of 90 words for taking notes of proceedings in shorthand and Rs 3.15 per folio of 90 words for transcribing the shorthand notes in longhand should be paid to officers other than Transcribers, servicing Commission of Enquiry and for other similar tasks.**

**Cashier Duties**

39.36 Officers in the grade of Clerical Officer/Higher Clerical Officer (Personal) and Management Support Officer posted at the Treasury are paid a daily allowance of Rs 40 for giving assistance to the Cashier at the District Cash Office and the Chief Cashier's Office while those replacing full time District Cashier and Treasury Receiving Cashier are paid an allowance of Rs 115 per day. Given that no implementation issues being encountered have been reported, we are providing for the revised quantum of the allowance.

**Recommendation 11**

**39.37 We recommend that the allowance payable to officers in the grades of Clerical Officer/Higher Clerical Officer (Personal) and Management Support Officer posted at the Treasury be as follows: -**

**(i) Rs 45 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office; and**

**(ii) Rs 125 per day subject to a maximum of Rs 2795 a month for Clerical Officer/Higher Clerical Officer (Personal) and a maximum of Rs 2520 for Management Support Officer replacing full time District Cashier and Treasury Receiving Cashier.**

**39.38 We further recommend that the above provision be extended to officers in the grades of Clerical Officer/Higher Clerical Officer, and Agricultural Clerk of other Ministries, Departments and Organisations who are required to perform cashier duties.**

**Rotation of Officers in the General Services Grades**

39.39 In previous reports, provision was made for officers of the General Services grades to rotate in various Ministries/Departments at least every five years in their career so as to enhance their understanding of the various Ministries and Departments and enrich their skills and experience. The present arrangement being appropriate is maintained.

**Recommendation 12**

**39.40 We recommend that officers of the General Services grades should be made to rotate in various Ministries/Departments at least every five years in their career to enable them to enrich their skills and experience.**

**Office Auxiliary Cadre**

39.41 As an incentive to compensate Office Auxiliary/Senior Office Auxiliary for the evolution in their work complexity, provision was made in the last Report for incumbents in the said grade to move beyond the top salary by one increment. In a spirit of fairness, we are extending this provision to the grade of Head Office Auxiliary and recommending accordingly.

**Recommendation 13**

**39.42 We recommend that employees in the Office Auxiliary Cadre who have reached the top salary in their respective salary scale should be allowed to move incrementally in the Master Salary Scale by one increment.**

**39.43 This provision is also applicable to corresponding grades in the Public Sector.**

## SAFETY AND HEALTH DIVISION

39.44 The Safety and Health Division of the MPSAR is mandated to promote a safety and health culture within the public service through an effective Occupational Safety and Health Management System; and ensure that the State, as an employer, complies with the Occupational Safety and Health Act and other related legislations.

39.45 At the helm of the Division, a Director, Safety and Health Unit is responsible for its proper management. He is assisted by officers in other grades in the Safety and Health Officer Cadre.

39.46 Representations made by the staff side were mainly geared towards: the creation of additional levels; review of the qualifications requirement; and payment of specific allowances. Management made proposals for the review of salary scale of few grades. During consultations, appropriate explanations were provided to parties on all their requests including those which were not acceded to.

39.47 The structure is adequate and therefore, we are bringing no change thereto.

## MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 124 | **Rs 222000**<br>Secretary for Public Service |
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 08 103 106 | **Rs 114000 x 4000 - 126000**<br>Director, Human Resource Management |
| 08 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director, Human Resource Management |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 077 094 | **Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Manager, Human Resources |
| 08 070 091 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Assistant Manager, Human Resources (Personal) |
| 08 070 090 | **Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Manager, Human Resources |
| 08 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Senior Human Resource Executive |
| 08 055 080 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Human Resource Executive |
| 08 062 094 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Human Resource Management Officer (Personal) |
| 08 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Office Management Executive |
| 08 052 079 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Office Management Assistant |
| 08 055 078 | **Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Higher Executive Officer (Personal) |
| 08 051 076 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Office Supervisor |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 040 072 | **Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Management Support Officer |
| 08 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Clerical Officer/Higher Clerical Officer (Personal) |
| 08 048 078 | **Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Confidential Secretary |
| 08 041 071 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Senior Word Processing Operator |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Word Processing Operator |
| 05 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Senior Library and Documentation Officer |
| 05 049 081 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Library and Documentation Officer |
| 18 079 096 | **Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**<br>Director, Safety and Health<br>*formerly Director, Safety and Health Unit* |

| Salary Code | Salary Scale and Grade |
|---|---|
| 18 074 093 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 84500**<br>Assistant Director, Safety and Health<br>*formerly Assistant Director, Safety and Health Unit* |
| 18 067 091 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000**<br>Principal Safety and Health Officer (Personal to officers in post as at 31.12.15) |
| 18 062 090 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Principal Safety and Health Officer |
| 18 049 088 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600**<br>Safety and Health Officer/Senior Safety and Health Officer (Personal to officers in post as at 31.12.15) |
| 18 049 083 | **Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Safety and Health Officer/Senior Safety and Health Officer |
| 24 041 061 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Head Office Auxiliary |
| 24 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Driver (on roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 057 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**<br>Office Auxiliary/Senior Office Auxiliary |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| | **PUBLIC SECTOR BUSINESS TRANSFORMATION BUREAU** |
| 01 000 115 | **Rs 162000**<br>Director, Public Sector Business Transformation Bureau **(Personal**) |
| 01 094 104 | **Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Assistant Director, Public Sector Business Transformation Bureau |
| 01 060 094 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Management Analyst/Senior Management Analyst |

# 40. MINISTRY OF LOCAL GOVERNMENT

40.1 Established under the Local Government Act of 2011, the Ministry of Local Government is responsible for the formulation of policies for Local Government and fire and rescue services. It is also responsible for the construction and maintenance of urban and rural roads, community-based amenities and drainage infrastructure. The Ministry has under its purview the Local Authorities, the Field Services Unit and the Mauritius Fire and Rescue Service.

40.2 It envisions, *inter alia*, to provide: efficient and quality local services to improve the wellbeing of the community; and timely weather forecasting and climate services, effective disaster management to build a disaster resilient nation and prompt response to fire and rescue incidents.

40.3 The day-to-day administration of the Ministry is entrusted upon a Senior Chief Executive who is assisted by a Permanent Secretary and supported by officers belonging to other occupational groups. For this Report, Management's proposals were mainly geared towards: a review of salary relativity; the grant of allowance when acting as Secretary of the Unified Local Government Service Board (ULGSB); review of qualifications requirement; merging of levels; and provision of new levels in Local Authorities. Submissions were also made in respect of the Administrative Cadre. The Bureau has examined all the requests and along with their implications.

**Secretary, Unified Local Government Service Board**

40.4 The ULGSB is mandated to look into various human resource matters in Local Authorities, such as redeployment of staff and filling of temporary vacancies. Section 68 (4) of the Local Government Act 2011 provides for a designate position of Secretary, ULGSB. At present, a Deputy Permanent Secretary is assigned its duties against payment of a sessional fee in line with the MPSAR's Circular No. 54 of 2022. In the context of this Report, representations were made for an upward review of the fee payable to incumbent.

40.5 A reassessment of the duties and responsibilities devolving upon the Secretary, ULGSB has shown that this is not a full-time job for an incumbent. Taking into account the nature and level of those duties, we are revisiting the provisions governing the filling of the position, so that **henceforth, an officer not below the grade of Assistant Permanent Secretary, now restyled Assistant Secretary, should be designated to act as Secretary, ULGSB.**

**Inspectorate Cadre**

40.6 A request was submitted by Management to merge the grades of Assistant Inspector and Inspector on grounds that their duties are largely similar. However, as the grade of Inspector is, in accordance with its scheme of

service, required to assume supervisory responsibilities, the Bureau cannot accede to this request. **Besides, after a comprehensive assessment, broad provisions concerning the Inspectorate Cadre have been made under the heading: Inspectorate Cadre at the Ministry of National Infrastructure of this Volume.**

## MINISTRY OF LOCAL GOVERNMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 122 | **Rs 206000**<br>Senior Chief Executive |
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 26 067 085 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Chief Inspector of Works<br>*formerly Chief Inspector* |
| 26 062 081 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Inspector of Works<br>*formerly Senior Inspector* |
| 26 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Inspector of Works<br>*formerly Inspector* |
| 26 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Assistant Inspector of Works (Personal) |
| 26 029 031 | **Rs 24845 x 300 - 25445**<br>Trainee Inspector of Works (New Grade) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 065 078 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Clerk Valuation Tribunal |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Foreman |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Cabinet Maker<br>Carpenter<br>Electrician<br>General Assistant<br>Mason<br>Motor Mechanic<br>Painter<br>Plumber and Pipe Fitter<br>Welder |
| 25 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Tradesman's Assistant |
| 24 032 065 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Leading Hand/Senior Leading Hand |
| 24 035 064 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080**<br>Driver (Mechanical Unit) |
| 24 035 063 | **Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110**<br>Driver (Heavy vehicles above 5 tonnes) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 021 051 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190**<br>Refuse Collector |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *40.1 NATIONAL DEVELOPMENT UNIT*

40.1.1 The National Development Unit (NDU) contributes to the enhancement of the quality of life of the population through the provision of community-based infrastructure and amenities and implementation of the Land Drainage Programme. Activities of the Unit are classified under two main arms, namely Regional Development and Engineering Section.

**Regional Development**

40.1.2 Officers of the Regional Development Officer Cadre which consists of a four-level structure, are responsible to identify the infrastructural needs of the community with the Chief Regional Development Officer at the apex.

40.1.3 For this review, staff side did not submit any representation. Management, on its part, requested for the creation of a grade of Deputy Chief Regional Development Officer. After examining the proposed scheme of service, we observed that creation of such a level would be superfluous, as the proposed duties overlap considerably with those of the existing grades. Moreover, the Bureau holds that the present structure of the Regional Development Officer Cadre is adequate to deliver on its mandate and same is, therefore, being maintained.

40.1.4 As regards the grade of Regional Development Officer, **Management is advised to review its mode of appointment as the existing one is no longer appropriate.**

**Engineering Section**

40.1.5 The Engineering Section of the NDU oversees the design and supervision of infrastructural projects such as roads, drains and public facilities. Led by a Chief Project Manager, this Section includes engineering and other technical staff who ensure that projects are safe, well-designed and responsive to the needs of the local communities. It also collaborates closely with the Land Drainage Authority (LDA), the Drains Infrastructure Construction Ltd (DICL) and other stakeholders to implement flood mitigation measures.

40.1.6 Both Management and the staff side have submitted a range of proposals, related to: creation/restyling of certain grades; reviewing the mode of appointment of some existing ones; upgrading of salary; enhancing travelling and car benefits; and various types of allowances. These matters were deliberated during consultative meetings.

40.1.7 In line with its initiative to restructure the Engineering Unit, Management has also proposed the creation of the grades of Deputy Director (Engineering) and Director (Engineering) in order to establish a more robust leadership framework at the strategic level as well as to ensure the efficient delivery of infrastructure programmes. These grades are also intended to provide clear

lines of accountability and support succession planning within the Unit. After examination and in alignment with best practices observed for comparable grades in the Civil Service, we are making provision for the creation of the aforementioned positions along with a few others. Additionally, we are also changing certain existing job appellations to better reflect the nature and scope of duties attached thereto.

**Change in Appellation**

**Recommendation 1**

**40.1.8 We recommend that the grades in the Table below be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Project Manager** | **Project Manager (Engineering)** |
| **Project Officer/Senior Project Officer** | **Project Officer/Senior Project Officer (Engineering)** |

**Deputy Director (Engineering) (New Grade)**

**Recommendation 2**

**40.1.9 We recommend the creation of a grade of Deputy Director (Engineering). Appointment thereto should be made by selection from among officers in the grade of Project Manager (Engineering) *formerly Project Manager* reckoning at least two years' service in a substantive capacity in the grade.**

40.1.10 Incumbent would, *inter alia*, be required to: coordinate and oversee the implementation of engineering projects at the NDU; provide technical guidance to the technical staff and monitor their performance in project delivery; deputise the Director (Engineering) as and when required; serve as the operational interface between the NDU and other agencies involved in project execution; and ensure that project expenditures are properly tracked and controlled against allocated budgets.

**40.1.11 We further recommend that the grade of Chief Project Manager be made evanescent.**

**Director (Engineering) (New Grade)**

**Recommendation 3**

**40.1.12 We recommend the creation of a grade of Director (Engineering). Appointment thereto should be made by selection from among officers in the grades of Chief Project Manager (Personal) and Deputy Director (Engineering).**

40.1.13 The Director (Engineering) would be responsible to the Head of the Ministry for the strategic direction, policy development, and overall management of the Engineering Section. Incumbent would, among others, also be required to: provide high-level technical expertise and strategic guidance to the Ministry on complex engineering matters and national development initiatives; and evaluate, analyse technical reports and provide executive recommendations.

**Project Assistant**

40.1.14 Currently, recruitment to the grade of Project Assistant is made by selection from among candidates possessing a Diploma in either Civil Engineering or Quantity Surveying. In the context of this review, Management has pressed for the creation of two distinct grades of Project Assistant: one in the field of Civil Engineering and the other in Quantity Surveying. We have examined the request together with its implications and are recommending in that perspective.

**Recommendation 4**

**40.1.15 We recommend that the grade of Project Assistant be made evanescent.**

**Project Assistant (Engineering) (New Grade)**

**Recommendation 5**

**40.1.16 We recommend the creation of a grade of Project Assistant (Engineering). Appointment thereto should be made by selection from among candidates possessing a Diploma in Civil Engineering or an equivalent qualification and reckoning at least two years' post-qualification experience in the field.**

40.1.17 Incumbent would, *inter alia*, be required to: assist in the overall implementation of the projects at the NDU; supervise all construction activities including the making of tests and taking of test cubes to ensure compliance with drawings and specifications; attend site meetings; and carry out surveys and levelling in connection with building and civil engineering works.

**Project Assistant (Quantity Surveying) (New Grade)**

**Recommendation 6**

**40.1.18 We recommend the creation of a grade of Project Assistant (Quantity Surveying). Appointment thereto should be made by selection from among candidates possessing a Diploma in Quantity Surveying or an equivalent qualification and reckoning at least two years' post-qualification experience in the field.**

40.1.19 Incumbent would be required to, among others: assist in the overall implementation of the projects at the NDU; attend site meetings; assist in the preparation of drawings and detailing of reinforcement of concrete and steel

structures and plans related to survey works; and assist in taking-off quantities, preparation of bills of quantities and measurement of work on site.

**Transition of Project Assistants (Personal)**

40.1.20 Based on information obtained, a seniority ranking list for officers in the grade of Project Assistant (Personal) is duly established within the Central Establishment List of the NDU. **The Bureau holds that Management should ensure the smooth transition of officers in the grade of Project Assistant (Personal) to the new grades of Project Assistant (Engineering) and Project Assistant (Quantity Surveying).**

**Project Officer/Senior Project Officer (Quantity Surveying) (New Grade)**

**Recommendation 7**

**40.1.21 We recommend the creation of a grade of Project Officer/Senior Project Officer (Quantity Surveying). Appointment thereto should be made by selection from officers in the grade of Project Assistant (Quantity Surveying) who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grades of Project Assistant (Quantity Surveying) and Project Assistant (Personal) and are registered as Professional Quantity Surveyor with the Professional Quantity Surveyors' Council of Mauritius.**

40.1.22 Incumbent would, among others, be required to: prepare cost plans, cost estimates, activity schedules, bills of quantities and tender documents; assess work in progress and prepare final accounts; attend meetings and committees; guide and supervise work of subordinate staff; and participate in the evaluation of tenders for building and civil engineering projects of the NDU.

**Consequential amendments to Schemes of Service**

40.1.23 In alignment with the proposed restructuring, consequential amendments should be brought to existing schemes of service of a few grades. The Bureau is making the appropriate recommendations.

**Recommendation 8**

**40.1.24 We recommend that appointment to the grade of:**

**(i) Project Officer/Senior Project Officer (Engineering) *formerly Project Officer/Senior Project Officer* be made by selection from officers in the grade of Project Assistant (Engineering) who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grades of Project Assistant (Engineering) and Project Assistant (Personal) and are registered as Professional Engineers with the Council of Registered Professional Engineers of Mauritius; and**

**(ii) Project Manager (Engineering) *formerly Project Manager* be made by promotion, on the basis of experience and merit, of officers in the grade of Project Officer/Senior Project Officer (Engineering) *formerly Project Officer/Senior Project Officer* who reckon at least five years' substantive service in the grade.**

**Special Professional Retention Allowance**

40.1.25 Provision had previously been made for officers in the grades of Project Officer/Senior Project Officer (Engineering) *formerly Project Officer/Senior Project Officer*, Project Manager (Engineering) *formerly Project Manager* and Chief Project Manager (Personal) to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.**

## NATIONAL DEVELOPMENT UNIT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 02 103 106 | **Rs 114000 x 4000 - 126000**<br>Chief Regional Development Officer |
| 02 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Regional Development Officer |
| 02 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750**<br>Senior Regional Development Officer |
| 02 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Regional Development Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 26 000 109 | **Rs 138000**<br>Director (Engineering) (New Grade) |
| 26 104 107 | **Rs 118000 x 4000 - 130000**<br>Chief Project Manager (Personal) |
| 26 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director (Engineering) (New Grade) |
| 26 082 100 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500**<br>Project Manager (Engineering)<br>*formerly Project Manager* |
| 26 067 094 | **Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750**<br>Project Officer/Senior Project Officer (Engineering)<br>*formerly Project Officer/Senior Project Officer*<br>Project Officer/Senior Project Officer (Quantity Surveying) (New Grade) |
| 26 052 085 | **Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Project Assistant (Engineering) (New Grade)<br>Project Assistant (Personal)<br>Project Assistant (Quantity Surveying) (New Grade) |
| 08 043 072 | **Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Executive Officer (Ex-SMEDA) (Personal) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Office Attendant (Ex-SMEDA) (Personal) |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 022 052 | **Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Handy Worker (Special Class) |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## *40.2 MAURITIUS FIRE AND RESCUE SERVICE*

40.2.1 The Mauritius Fire and Rescue Service (MFRS) is governed by the MFRS Act No. 13 of 2013 which clearly spells out its mandate and responsibilities in the provision of safety, rescue services and emergency response across Mauritius. It envisions to have a Republic of Mauritius free from the dangers of fire and other emergency threats.

40.2.2 The core functions of the MFRS are carried out through various Fire Stations around the Island and one Fire Post at Agalega which are manned by Fire Officers, for the provision of fire and emergency cover. The Chief Fire Officer, being at the apex, has the responsibility for the overall functioning and administration of the Service. He is assisted by officers of the Firefighter Cadre as well as other supporting grades.

40.2.3 Common submissions of both Management and Unions focussed on the: review of salaries and allowances; provision of additional levels/allowances; payment of Sunday Allowance to all Fire Officers irrespective of their pattern of work; and enhancement of existing Conditions of Service. Specific requests from staff side related to: abolition of the planned roster of leave established exclusively and administratively by the MFRS; eligibility for travel grant; review of scheme of service; and refund of membership fee to Institution of Fire Engineers (IFE) Graduates while Management, on its side, proposed the employment of retired Fire Officers on sessional basis.

40.2.4 All the stakeholders were provided with the opportunity to justify their proposals during consultative meetings held at the Bureau. Both Management and Unions were apprised of those requests which could not be acceded to and/or which should be addressed administratively or channelled to relevant authorities.

40.2.5 With a view to making optimum use of its human capital, Management also requested for a grade of Dispatcher to service the Control Room. This request has, however, not been taken on board as the information submitted was not in order.

40.2.6 We are making appropriate recommendations in the ensuing paragraphs.

**Lead Firefighter (New Grade)**

40.2.7 As per existing provision, Firefighters are departmentally known as “Lead Firefighter” on completing 15 years of service in the grade on account of being favourably reported on his performance, conduct and attendance. As Lead Firefighters, incumbents are assigned additional responsibilities against payment of a monthly allowance equivalent to two increments at the point reached in the salary scale. Unions have expressed their appreciation on this

provision which has played a tremendous role in the smooth running of the MFRS.

40.2.8 For this review, they proposed the creation of a grade of Lead Firefighter in line with what exists internationally. After examining the request, the Bureau is recommending in that direction.

**Recommendation 1**

**40.2.9 We recommend the creation of a grade of Lead Firefighter. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Firefighter who reckon at least 15 years' service in a substantive capacity in the grade.**

40.2.10 Depending on their posting, incumbents would be required, *inter alia*, to: assist the Sub Fire Officer in the performance of his duties; conduct fire investigation and advise accordingly; take charge of a crew of Firefighters during an emergency as well as for activities in connection with fire safety, community emergency preparedness and training in-house; act as Sector Officer/Command Post in major fire outbreak; perform administrative duties wherever posted; and attend as well as assist in the supervision of change of shift parade, familiarise with all relevant provisions of legislations, Fire Service Orders, Standard Operating Procedures, among others.

**40.2.11 We also recommend that pending the filling of the post of Lead Firefighter, the existing provision governing the grant of a monthly allowance equivalent to two increments at the salary point reached to the Firefighters should continue to prevail.**

**40.2.12 We further recommend that, with the creation of the grade of Lead Firefighter, consequential amendments need to be brought to the scheme of service of the grade of Sub Fire Officer.**

**Attending duty during emergencies**

40.2.13 Firefighters up to the level of Assistant Chief Fire Officer not forming part of the Bank Scheme – Fire Officers but who are required to attend their site of work to cater for normal interventions and emergencies whilst being on leave or off duty, are 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 is paid an allowance based on his normal hourly rate for every hour put in. As this arrangement is fit for its purpose, we are maintaining it.

**Recommendation 2**

**40.2.14 We recommend that officers of the Firefighter Cadre, from the rank of Firefighter to Assistant Chief Fire Officer, who do not form part of the Bank Scheme – Fire Officers and who are required to attend their site of work to cater for normal interventions and emergencies 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.**

**Work Related Allowances**

40.2.15 Work Related Allowances are paid to officers of the Firefighter Cadre based on their posting, nature of work, and/or possession of additional training/qualifications/skills/competencies. Given their validity, we are maintaining the allowances whilst revising their quantum, wherever applicable.

**Recommendation 3**

**40.2.16 We recommend that the quantum of the Work Related Allowances should be as per the table below:**

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| **Trainer's Allowance** | **Qualified officers possessing the necessary skills, as approved by the Chief Fire Officer and who are posted in the Training Unit to act as Trainer.** | **1700 per month** |
| **Special Duty Allowance** | **Firefighter Cadre posted in the Specialised Units for performing specific duties of a specialised nature.** | **A monthly allowance equivalent to two increments at the point reached in their respective salary scale.** |
| **Risk Allowance** | **Officers of the Firefighter Cadre up to Assistant Chief Fire Officer.** | **A monthly allowance equivalent to one and a half increments at the initial point of their respective salary scale, subject to a maximum of Rs 1045.** |

| Allowance | Payable to | Amount (Rs) |
|---|---|---|
| **Physical Training Instructors' Allowance** | **Officers of the MFRS who have successfully followed the Physical Training Instructors Certificate Course of the Mauritius Institute of Education and who act as Physical Training Instructor.** | **A monthly allowance equivalent to one increment at the point reached in their respective salary scale.** |
| **Maintenance and Repair Allowance** | **Officers of the Firefighter Cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus.** | **445 per month** |
| **Allowance to drive Heavy Specialised Vehicles** | **Officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialised vehicles.** | **A monthly allowance equivalent to one increment at the initial point of their respective salary scale.** |
| **Night Duty Allowance** | **(i) Officers of the Firefighter Cadre who effectively perform night shift.**<br>**(ii) Officers of the Firefighter Cadre up to Assistant Chief Fire Officer who perform day duty but are called upon to work at night.** | **Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours** |

**Additional duties of Firefighter Cadre pursuant to amendment to the MFRS Act 2013**

40.2.17 In addition to attending to fire and other emergencies, officers of the Firefighter Cadre provide pre-hospital emergency care and life support to injured persons and equally rescue trapped people and animals, amongst others. This amendment was brought in the MFRS Act 2013. To compensate for the evolution in the work complexity, Management has requested for a review of the salary of the Firefighter Cadre. As mentioned in the previous PRB Report, the Bureau once again wishes to point out that **these elements have been taken into consideration in arriving at the salaries recommended for the grades.**

**Pregnant Officers of the Firefighter Cadre**

40.2.18 A specific provision exists to safeguard the health of pregnant officers of the Firefighter Cadre. We are, in this Report, enhancing this provision.

**Recommendation 4**

**40.2.19 We recommend that:**

**(i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the Firefighter Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and**

**(ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.**

**Bank Scheme – Fire Officers**

40.2.20 Under the Bank Scheme – Fire Officers, an allowance is granted to officers in the grades of Firefighter, Sub Fire Officer and Station Fire Officer who are recalled for duty whilst on leave or off duty. A request was made by Unions to extend this allowance up to the level of Divisional Fire Officer. Management views that the purpose of this Scheme is to palliate any shortage of staff at operational level. **The Bureau reiterates that Management should conduct an HRP exercise to assess the rightsizing of staff.** We are providing the revised quantum of the allowance.

**Recommendation 5**

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

| Grade | Amount (First 3 hours) (Rs) |
|---|---|
| **Firefighter** | **745** |
| **Sub Fire Officer** | **805** |
| **Station Fire Officer** | **870** |

**Recruitment of Retired Fire Officers on sessional basis**

40.2.22 To cope with the increasing workload, Management has proposed the recruitment of retired Fire Officers on a sessional basis. According to them, the retired Fire Officers have acquired relevant knowledge and experience and can effectively contribute in: conducting fire safety awareness campaigns in schools, workplaces and communities; delivering training sessions on fire safety and emergency preparedness schemes; and providing expertise in fire prevention and safety measures. They reported that this practice would enable the MFRS to make effective use of the Fire Officers in post for operational duties. To encourage the sharing of knowledge, we are making a provision for the employment of retired Fire Officers.

**Recommendation 6**

**40.2.23 We recommend that retired officers of the Firefighter Cadre who are employed on a sessional basis for: conducting fire safety awareness campaigns in schools, workplaces and communities; delivering training sessions on fire safety and emergency preparedness schemes; and providing expertise in fire prevention and safety measures, should be paid an allowance of Rs 870 per session of three hours and thereafter be paid on a *pro rata* basis for any additional hour put in.**

**Rent Allowance**

**Recommendation 7**

**40.2.24 We recommend that officers of the MFRS who do not occupy government quarters, should be eligible for the ensuing monthly Rent Allowance:**

| Grade | Amount (Rs) |
|---|---|
| **Firefighter** | **770** |
| **Sub Fire Officer** | **830** |
| **Station Fire Officer** | **855** |

| Grade | Amount (Rs) |
|---|---|
| **Senior Station Fire Officer** | **960** |
| **Divisional Fire Officer** | **1060** |
| **Assistant Chief Fire Officer**<br>**Deputy Chief Fire Officer** | **1240** |
| **Chief Fire Officer** | **2025** |

**Early Retirement Scheme**

40.2.25 In view of the nature of duties performed by officers of the Disciplined Forces, a specific provision exists for their early retirement. As this provision remains valid, we are replicating same.

**Recommendation 8**

**40.2.26 We recommend that officers of the Firefighter Cadre who have been appointed as from 01 July 2008 should be:**

**(c) allowed to retire on a proportionate pension after completing 28¾ years of service; and**

**(d) eligible to earn pension at an enhanced rate of 1/414$^{th}$ of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.**

**40.2.27 We also recommend that officers in post as at 30 June 2008 should continue to benefit from the Early Retirement Scheme applicable as at that date.**

**Medical Examination**

40.2.28 To ensure the fitness of officers of the Firefighter Cadre, Management is required to make necessary arrangements for them to undergo a medical examination on a yearly basis. However, in view of their regular exposure to fire which may adversely impact their health, Management has, as a preventive measure for early detection of any disease, requested to review the time frame for the medical examination. We are recommending in this direction.

**Recommendation 9**

**40.2.29 We recommend that Management should make necessary arrangements for officers of the Firefighter Cadre to undergo a medical examination, at such frequency deemed necessary, to ensure their fitness for the job.**

**Posting of Officers on a rotational basis**

40.2.30 With a view to enabling the Fire Officers to be polyvalent and enhance their knowledge and competencies, the Bureau, in its successive Reports recommended the posting of these officers on a rotational basis to different operational units in the MFRS. It has been reported that some officers, by way of their posting, are deprived of certain benefits that accrue to the grade. For equity and fairness, **the Bureau reiterates that Management should ensure that the posting of Fire Officers in specific units is carried out on a rotational basis to enable them to enhance their knowledge and skills.**

**Officers posted to Agalega on a Tour of Service**

40.2.31 A Fire and Rescue Service has been set up in Agalega to ensure fire prevention measures relating to the project of the construction of an airstrip and other amenities therein. Consequently, officers of the Firefighter Cadre posted in Agalega are eligible for a monthly allowance for providing a 24-hour coverage. We are revising this allowance.

**Recommendation 10**

**40.2.32 We recommend the payment of a monthly allowance of Rs 5775 to officers of the Firefighter Cadre posted to Agalega on a Tour of Service for providing 24-hour coverage and effectively working over and above their normal working hours.**

**Special Provision for officers of the Disciplined Forces working on shift**

40.2.33 Officers of the MFRS operating on shift often forego their casual leave to ensure the operational efficiency of the organisation. With a view to compensating them for the untaken casual leaves, the Bureau in the last review, introduced a specific provision for officers in the grades of Firefighter up to Station Fire Officer who effectively work on shift to be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year. As this provision is still relevant, we are replicating it.

**Recommendation 11**

**40.2.34 We recommend that officers in the grades of Firefighter up to Station Fire Officer who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

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

**Once-in-a-Career Performance Bonus**

**Recommendation 12**

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

**(iv) served for a period of at least 10 years in the Mauritius Fire and Rescue Service;**

**(v) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**

**(vi) not been adversely reported upon on ground of conduct.**

## MAURITIUS FIRE AND RESCUE SERVICE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 07 000 110 | **Rs 142000**<br>Chief Fire Officer |
| 07 087 103 | **Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000**<br>Deputy Chief Fire Officer |
| 07 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Assistant Chief Fire Officer |
| 07 064 083 | **Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200**<br>Divisional Fire Officer |
| 07 060 080 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**<br>Senior Station Fire Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 07 053 077 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500**<br>Station Fire Officer |
| 07 051 074 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Sub Fire Officer |
| 07 050 073 | **Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100**<br>Lead Firefighter (New Grade) |
| 07 039 071 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 QB 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Firefighter |
| 25 054 072 | **Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Workshop Supervisor |
| 25 046 069 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Foreman |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Automobile Electrician<br>General Assistant<br>Mason<br>Motor Mechanic<br>Panel Beater<br>Plumber and Pipe Fitter<br>Welder |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 41. MINISTRY OF ARTS AND CULTURE

41.1 The Ministry of Arts and Culture is responsible for preserving cultural and national heritage, fostering creative arts and promoting national unity. It aims to nurture a balanced and harmonious Mauritian Society through consolidation of existing pluralism, promotion of creativity and the celebration of cultural values. The Ministry is also dedicated to preserving and promoting both tangible and intangible national heritage as well as supporting artists and organising national events/activities for the public. It has under its purview the National Archives Department and the Film Classification Board.

41.2 A Permanent Secretary is the Accounting and Responsible Officer of the Ministry. Incumbent is supported by the Director of Culture, officers of the Culture Officer and Arts Officer Cadres, Centre de Lecture Publique et d'Animation Culturelle (CELPAC) Unit and other ancilliary staff.

41.3 Both Management and Union have requested, among others, for the creation and restyling of grades; upgrading of qualifications requirement of certain positions with an upward review in salary; grant of time-off facilities at an enhanced rate for working during weekends and public holidays; creation of additional posts; and grant of 70% duty remission to a few grades. During the consultative meetings, they were informed of proposals that could not be retained for technical reasons or those that devolved on Management.

41.4 As regards proposals for amendment in schemes of service, Management was advised to, after consultation with relevant stakeholders, revisit the mode of appointment and qualifications requirement of grades where deemed necessary for greater efficiency and sound employee relations. General provision regarding experience that may be required has been made in Volume 1 of this Report under the Chapter of Review of Schemes of Service and Qualifications.

41.5 After examining all the demands, we consider that the present structure of the Ministry is adequate. Further, we are revisiting the provision for the grant of time-off facilities and maintaining the payment of existing allowances.

**Time-Off Facilities**

41.6 Currently, officers of the Arts Officer and Culture Officer Cadres, and the Theatre Superintendent are granted time-off for working outside normal working hours in respect of the organisation of artistic and cultural activities. The officers are compensated at normal hourly rate in the event time-off cannot be granted within a period of four months.

41.7 Management and the staff side have submitted that time-off be compensated at overtime rate given that the officers put in additional hours of work during Weekends and Public Holidays. This request has been examined in a general manner and we are reviewing the existing provision.

**Recommendation 1**

**41.8 We recommend that officers of the Arts Officer and Culture Officer Cadres as well as the Theatre Superintendent, who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, be granted, on application, equivalent time-off within the current month for the extra hours put in. However, where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly.**

**On-Call and In-Attendance Allowances**

41.9 The Theatre Manager and Theatre Superintendent are presently eligible for the payment of 'On-Call' and 'In-Attendance' Allowances. Since this arrangement is appropriate, we are retaining this provision.

**Recommendation 2**

**41.10 We recommend that the Theatre Manager and Theatre Superintendent should be paid:**

**(i) a daily On-Call Allowance of Rs 125; and**

**(ii) an In-Attendance Allowance when attending to rehearsals and events after normal working hours, at the normal hourly rate for every hour of attendance.**

**Technician (Light/Sound) Cadre**

41.11 Further to additional information obtained, the Bureau noted that officers of the Technician (Light/Sound) Cadre do not operate on a Roster (Day and Night) basis. We therefore consider that the appellation of the grades concerned of the Cadre should be appropriately restyled to reflect their actual pattern of work, which is in fact on a roster day basis. Moreover, we are providing for Technicians (Light/Sound) in post as at 31 December 2020 and drawing salary in a personal scale, to be governed, upon their promotion to the grade of Senior Technician (Light/Sound) by the recommended salary scale attached to the latter. We are recommending along these lines.

**Recommendation 3**

**41.12 We recommend that the grades of the Technician (Light/Sound) Cadre should be restyled as hereunder:**

| Grade | Restyled to |
|---|---|
| **Technician (Light/Sound) (Roster – Day and Night) (Personal to officers in post as at 31.12.20)** | **Technician (Light/Sound) (Roster) (Personal to officers in post as at 31.12.20)** |

| Grade | Restyled to |
|---|---|
| **Technician (Light/Sound) (Roster – Day and Night)** | **Technician (Light/Sound) (Roster)** |
| **Senior Technician (Light/Sound) (Roster – Day and Night)** | **Senior Technician (Light/Sound) (Roster)** |

**41.13 We further recommend that the salary code and salary scale of the grades of Technician (Light/Sound) (Roster) (Personal to officers in post as at 31.12.20) *formerly Technician (Light/Sound) (Roster – Day and Night) (Personal to officers in post as at 31.12.20)* and Senior Technician (Light/Sound) (Roster) *formerly Senior Technician (Light/Sound) (Roster – Day and Night)* should be as per the table below:**

| Salary code | Salary Scale and Grade |
|---|---|
| 22 045 078 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br><br>Technician (Light/Sound) (Roster) (Personal to officers in post as at 31.12.20)<br>*formerly Technician (Light/Sound) (Roster – Day and Night) (Personal to officers in post as at 31.12.20)* |
| 22 046 079 | **Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br><br>Senior Technician (Light/Sound) (Roster)<br>*formerly Senior Technician (Light/Sound) (Roster – Day and Night)* |

**41.14 We also recommend that the salary scale as recommended in the table above for the grade of Senior Technician (Light/Sound) (Roster) should also apply on a personal basis to officers in the grade of Technician (Light/Sound) (Roster) (Personal to officers in post as at 31.12.20) *formerly Technician (Light/Sound) (Roster – Day and Night) (Personal to officers in post as at 31.12.20)*, upon being promoted thereto.**

**41.15 The future holder salary scales for the grades of Technician (Light/Sound) (Roster) and Senior Technician (Light/Sound) (Roster) have been provided in the salary schedule.**

### Height Allowance

41.16 Officers in the Technician (Light/Sound) Cadre operating on a roster basis as well as the Electrician are paid a Height Allowance for climbing scaffolds of a height between 20 and 30 feet in respect of rigging and focusing projectors. We are providing for the continued payment of the allowance.

### Recommendation 4

**41.17 We recommend that employees in the restyled grades of Senior Technician (Light/Sound) (Roster), Technician (Light/Sound) (Roster) and the Electrician who during the course of their duties effectively climb scaffolds of a height ranging from 20 to 30 feet for rigging and focusing projectors, should be paid a Height Allowance at the rate of 80% of the normal hourly rate for every hour put-in in carrying out this task.**

### Centres de Formation Artistique

41.18 Instructors/resource persons dispensing short-term courses at the "Centres de Formation Artistique", are paid a sessional fee. We are maintaining this provision whilst revising the quantum of the fee payable.

### Recommendation 5

**41.19 We recommend that qualified instructors and resource persons and non-qualified instructors dispensing courses at the "Centres de Formation Artistique" as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, should be paid Rs 385 and Rs 330 per session of 1 ¼ hours duration respectively, on a personal basis.**

**41.20 We further recommend that for those recruited as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, the rate payable per session of 1¼ hours duration for dispensing courses at the "Centres de Formation Artistique" should be Rs 260 for qualified instructors and Rs 180 for resource persons and non-qualified instructors.**

### Library and Animation Officer/Senior Library and Animation Officer

41.21 During consultations, Union requested the Bureau to give due regard to the fact that to perform "animation" duties, Library and Animation Officer/Senior Library and Animation Officers need to possess specific skills related thereto for an effective and efficient delivery of services, unlike their counterparts namely Library Clerk/Senior Library Clerks.

**41.22 This element has been taken on board in arriving at the revised salary of the grade.**

**Allowance to Word Processing Operator (Oriental Language)**

41.23 In addition to their typing duties in the relevant Oriental language, Word Processing Operator (Oriental Language) are also called upon to type in other languages such as English, French and Kreol for which they are currently entitled to a monthly allowance of Rs 280. We are maintaining the provision while revising the quantum.

**Recommendation 6**

**41.24 We recommend that a monthly allowance of Rs 310 be paid to Word Processing Operators (Oriental Language), who are called upon to type work in other languages such as English, French and Kreol.**

## MINISTRY OF ARTS AND CULTURE

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 02 000 116 | **Rs 166000**<br>Permanent Secretary |
| 05 000 108 | **Rs 134000**<br>Director of Culture |
| 05 093 104 | **Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000**<br>Deputy Director of Culture |
| 05 082 098 | **Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Principal Culture Officer |
| 05 075 094 | **Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 86750**<br>Senior Culture Officer |
| 05 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Culture Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 072 090 | **Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Chief Arts Officer |
| 05 069 085 | **Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Principal Arts Officer |
| 05 056 081 | **Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600**<br>Senior Arts Officer |
| 05 041 079 | **Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Arts Officer |
| 05 065 090 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Coordinator, CELPAC |
| 05 062 085 | **Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900**<br>Assistant Coordinator, CELPAC |
| 05 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Theatre Manager |
| 05 039 079 | **Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**<br>Theatre Superintendent |

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 033 074 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Library and Animation Officer/Senior Library and Animation Officer |
| 22 045 078 | **Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Senior Technician (Light/Sound) (Roster) (Future Holder)<br>*formerly Senior Technician (Light/Sound) (Roster – Day and Night)* |
| 22 037 074 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200**<br>Technician (Light/Sound) (Roster) (Future Holder)<br>*formerly Technician (Light/Sound) (Roster – Day and Night)* |
| 08 031 068 | **Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960**<br>Word Processing Operator (Oriental Language) |
| 10 028 067 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990**<br>Public Address Operator (Roster) |
| 10 027 066 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020**<br>Public Address Operator (Personal to holder in post as at 30.06.08) |
| 25 028 061 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215**<br>Carpenter<br>Electrician |

| Salary Code | Salary Scale and Grade |
|---|---|
| 24 037 065 | **Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050**<br>Driver (Heavy Vehicles above 5 tons) (on roster - day and night) |
| 24 029 062 | **Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140**<br>Driver (on roster - day and night) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 024 057 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280**<br>Attendant/Senior Attendant (Arts and Culture) |
| 24 024 054 | **Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600**<br>Gardener/Nursery Attendant |
| 24 021 052 | **Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615**<br>Stores Attendant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

## FILM CLASSIFICATION BOARD

41.25 The Film Classification Board is responsible for classifying films, publicity materials and stage plays intended for public exhibition, ensuring they comply with legal requirements and societal standards. Additionally, before classification, it also conducts clearance process at the point of entry.

41.26 Daily administration of the organisation rests upon the Secretary, Film Classification Board, who is also the Chief Executive of the Board. The latter is assisted in his duties by officers in the grades of Assistant Secretary, Film Classification Board, Senior Projectionist, Projectionist as well as staff belonging to the General Services.

41.27 In the context of this Report, the Bureau did not receive any representation from the staff side. As regards Management's submission for an upgrading of the Projectionist Cadre, same was examined during our job evaluation exercise. The current structure is considered fit-for-purpose and is being maintained.

### Allowance in connection with Film Censorship

41.28 Officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Senior Projectionist; and Projectionist, who perform duties related to censorship of films beyond their normal working hours, are paid an allowance on a sessional basis, for sessions of at least two hours. We are reviewing the quantum of the allowance.

### Recommendation 7

**41.29 We recommend that the allowance payable to officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Senior Projectionist; and Projectionist who perform duties related to censorship of films beyond their normal working hours for session of at least two hours, be revised as follows:**

| Grade | Allowance per session (Rs) |
|---|---|
| **Secretary, Film Classification Board** | **580** |
| **Assistant Secretary, Film Classification Board** | **495** |
| **Senior Projectionist** | **420** |
| **Projectionist** | **420** |

# FILM CLASSIFICATION BOARD

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 08 071 090 | **Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Secretary, Film Classification Board |
| 08 051 078 | **Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Assistant Secretary, Film Classification Board |
| 10 053 076 | **Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400**<br>Senior Projectionist |
| 10 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Projectionist |

## *41.1 NATIONAL ARCHIVES DEPARTMENT*

41.1.1 The National Archives Department is responsible to collect, preserve and make accessible the collective memory of the nation. Its main objectives are, among others, to: promote an awareness of the collective memory for the purpose of research; and produce and publish documentary materials for educational purposes and for the public at large. It also caters for the preservation of public records of archival value for current and future use by the Government, citizens of Mauritius and International users.

41.1.2 A Director, National Archives is the administrative head of the Department. Incumbent is supported by a Deputy Director and officers in professional, technical and support grades.

41.1.3 Submissions of Management and staff side were mainly geared towards an upgrading of qualifications requirement of grades, coupled with a review of salary. While the first request may be addressed by Management after consulting the Unions, the second one has been examined holistically.

41.1.4 As regards the present structure of the Department, it is considered adequate to fulfil its objectives. However, we are providing for Management to mount a competency-based course for Archives Officer/Senior Archives Officers related to digital preservation and records management. We are also maintaining the provision for health surveillance and protective clothing/equipment to the employees of the Department.

**Competency-Based Course in Digital Preservation and Records Management**

41.1.5 Management emphasised on the creation of dedicated grades to manage digital records at the National Archives and in Ministries/Departments. After examining the request, we consider that since some years of experience in digital preservation of records management would be required for filling of such a position, it would be more appropriate in a first instance for **Management to contemplate mounting a Competency-Based Course in Digital Preservation and Records Management for serving officers in the grade of Archives Officer/Senior Archives Officer.**

**Health Surveillance and Protective Clothing/Equipment**

41.1.6 Provisions exist for employees to undergo health surveillance and to grant them protective clothing/equipment owing to the nature of their duties. These provisions are being maintained as they are still valid.

**Recommendation 1**

**41.1.7 We recommend that the National Archives Department should continue to make:**

**(i) arrangement for Health Surveillance for all its employees free of charge, at intervals as may be advised by the Health Authorities; and**

**(ii) necessary arrangement for the timely issue of items of protective clothing/equipment to officers concerned.**

## NATIONAL ARCHIVES DEPARTMENT

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 103 106 | **Rs 114000 x 4000 - 126000**<br>Director, National Archives |
| 05 074 098 | **Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000**<br>Deputy Director, National Archives |
| 05 061 090 | **Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**<br>Conservator |
| 05 060 090 | **Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 – 77750**<br>Archivist<br>Record Manager |
| 05 065 084 | **Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050**<br>Chief Archives Officer |
| 05 057 078 | **Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**<br>Principal Archives Officer |
| 05 033 072 | **Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**<br>Archives Officer/Senior Archives Officer |

| Salary Code | Salary Scale and Grade |
|---|---|
| 05 032 069 | **Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**<br>Conservation Assistant |
| 10 034 071 | **Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950**<br>Audio Visual Technician (Operations) |
| 10 028 070 | **Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900**<br>Reprographic Operator (Archives) |
| 16 030 072 | **Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 – 40110 QB 41080 x 970 - 46900 x 1050 - 49000**<br>Print Finishing/Book Binding Operator (Roster) |
| 24 027 060 | **Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290**<br>Driver |
| 24 023 053 | **Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040**<br>Surveillant |
| 24 020 050 | **Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765**<br>Handy Worker |
| 24 001 047 | **Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615**<br>General Worker |

# 42. WORKMEN'S GROUP

42.1 Based on the nature of their duties, skills and competencies required, employees in the Workmen's Group are classified under two broad occupational categories, namely Workmen's Group – General and Workmen's Group – Tradesmen. The Workmen's Group – General relates to employees who normally undertake elementary tasks requiring little or no work experience in contrast to employees of the Workmen's Group – Tradesmen whose specialised competencies are demonstrated through a trade test.

## WORKMEN'S GROUP–GENERAL

42.2 Homogenised in the 1998 PRB Report, the Workmen's Group – General encompasses unskilled and semi-skilled workers, including their supervisors. It constitutes a substantial size of the workforce in the Public Sector. Considering the spectrum of the grades which are scattered across Ministries and Departments and for efficient retrieval, the literature pertaining to this category of employees has been consolidated under one Chapter. Common representations from stakeholders have been highlighted in the Introductory part with the General Recommendations that are applicable across the Civil Service followed by the Specific Proposals alongside the recommendations which have been spelt out under the respective Ministry and Department in the same Chapter.

42.3 Recurrent submissions from both staff side and Management were centred mainly on: adjustment of salary to factor in the minimum wage; provision of new levels; merging/ restyling of grades; review of salary; provision of training/ health surveillance/personal protective equipment; amendments of schemes of service; grant/review of allowances; grant of additional increments upon promotion; change in occupational classes/pattern of work; filling of vacancies; implementation of task work; and provision of duty free facilities. Some implementation and administrative issues were also brought to our attention. The Bureau equally took note that Unions replicated their demands made in the previous PRB Reports though most of these issues have already been addressed in the 2021 PRB Report.

42.4 During discussions, adequate justifications were provided to the stakeholders on all issues which could not be entertained or which should be channelled to other instances. In arriving at its recommendations, all information furnished by the stakeholders as well as those captured in the newly filled in Job Description Questionnaires have been taken into account.

## GENERAL RECOMMENDATIONS

### Human Resource Planning

42.5 As reported by Unions, a common issue facing most organisations is lack of manpower resulting from non-filling of vacant posts. Considering the importance of Human Resource Planning, **we are reiterating that all organisations should mandatorily carry out a Human Resource Planning exercise in line with provision made in the Chapter on Observations and General Provisions of this Volume.**

### Health Surveillance

42.6 Health surveillance is a system of ongoing health checks, meant to protect individual employees through early detection of work-related adverse effect on health. Management, therefore, has the statutory obligations to ensure that regular occupational safety and health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer in order to identify risks associated with safety and health. In the last Report, a provision on Health Surveillance was made. While a few categories of employees have already benefitted from this provision, others have aggrieved that same is yet to be implemented. Given its relevance, we are replicating the recommendation.

### Recommendation 1

**42.7 We recommend that Management should make necessary arrangements with Health Authorities, wherever the need arises, for employees of the Workmen's Group – General to undergo a Health Surveillance including regular health check-ups, free of charge.**

### Personal Protective Equipment

42.8 According to the provision of the Occupational Safety and Health Act (OSHA) 2005, an employer is required to provide suitable and appropriate personal protective equipment and clothing so as to protect the employee from the risk of injury. Staff side has raised qualms on the quality of protective equipment, the non-timely supply of these equipment and in some instances, the non-provision of protective equipment. As ensuring the welfare of its employees is an obligation for the employer, we hold that the current arrangement should prevail.

### Recommendation 2

**42.9 We recommend that officers whose duties necessitate the use of protective clothing/item and equipment should promptly be provided with such items that are of good quality and designed to safeguard them against the health and safety risks they may encounter in the course of their duties.**

**Training to employees in the Workmen's Group – General**

42.10 In its successive Reports, the Bureau has inculcated the culture of training and development emphasising on its relevance and importance. It has been reported that to keep trend with latest technology, new equipment having digitalised system is being introduced at the workplace. However, employees are being required to operate such equipment on their own without any training. In this regard, request for payment of an allowance has been made. They were informed that the introduction of new equipment and work processes do not necessarily entail payment of specific allowance. Considering the importance of training, we are making a provision to this effect.

**Recommendation 3**

**42.11 We recommend that Supervising Officers should ensure that employees of the Workmen's Group–General are provided with appropriate training as per the provisions made in the Chapter on Observations and General Provisions of this Volume.**

**Training Programme in Defensive Driving for Drivers**

42.12 In collaboration with the Mauritius Institute of Training and Development, the Ministry of Public Service and Administrative Reforms (MPSAR) has mounted a training programme in Defensive Driving which is being dispensed by the Atal Bihari Vajpayee Institute of Public Service and Innovation. The aim is to sensitise the Drivers on the aspects of safety and security on the roads with a view to reducing road accidents. So far, around 1500 Drivers have benefitted from this training course. The MPSAR has requested that a 'Note' be included in the scheme of service of the grade of Driver requiring incumbents to follow an approved training programme in Defensive Driving. Additionally, Drivers requested for a training on the protocols to be followed when receiving delegates upon their arrival to Mauritius. This request has been supported by the MPSAR. We are making a provision in that direction.

**Recommendation 4**

**42.13 We recommend that the schemes of service of all categories of Drivers be amended with the inclusion of a "Note" requiring incumbents to follow an approved Training programme in Defensive Driving, as mounted by the MPSAR.**

**42.14 We also recommend that Drivers who are called upon to receive delegates should be provided with a Training on the Protocols to be followed.**

**Scheme of Service – Handy Worker (Special Class)**

42.15 The post of Handy Worker (Special Class) is filled by selection from among serving employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or Primary School Achievement Certificate as well as reckoning at least three years' service in a substantive capacity in their respective grade. The fact that the existing qualifications requirement would debar certain categories of employees, the scheme of service of the grade was amended in a few organisations such that the requirement to hold the relevant years of service in a substantive capacity was waived. For the sake of harmonisation, we are making a recommendation.

**Recommendation 5**

**42.16 We recommend that, henceforth, the grade of Handy Worker (Special Class) should be filled by selection from among serving employees on the permanent and pensionable establishment possessing the Certificate of Primary Education or the Primary School Achievement Certificate and reckoning at least three years' service.**

**Assistance to Driver (Heavy Vehicles)**

42.17 As per existing provision, organisations should continue to consider the advisability of having a Lorry Loader now restyled Lorry Attendant or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations. The rationale behind this provision was for security measure. Unions have reported that in most organisations, the Drivers of Heavy Vehicles are not provided with any assistance, and hence, they reiterated their demand for the creation of a grade of Lorry Helper. As a grade of Lorry Loader now restyled Lorry Attendant exists in some organisations, we are making a provision for this grade in organisations equipped with vehicles categorised as Heavy Vehicles and where the latter grade does not exist with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations.

**Recommendation 6**

**42.18 We recommend the creation of a grade of Lorry Attendant in organisations equipped with vehicles categorised as Heavy Vehicles and where the latter grade does not exist.**

**Risk Allowance**

42.19 During meeting, employees in various grades expatiated on the occupational risks they are exposed to, emphasising on the injuries some have sustained in the course of their duties, thereby justifying their request for the grant of a Risk Allowance. Parties were apprised of the philosophy underlying the compensation of risk and were requested to submit their request to the

Departmental Safety and Health Committee for assessment. We are maintaining the existing provisions governing Risk Allowance.

**Recommendation 7**

**42.20 We recommend that Ministries/Departments should ensure that a Risk Assessment Exercise is carried out by the Departmental Safety and Health Committee for employees of the Workmen's Group - General in line with provisions made in the Chapter on Observations and General Provisions of this Volume.**

**Chemical Sprayer Operator**
***formerly Insecticide Sprayer Operator***

42.21 Unions averred that the current appellation of Insecticide Sprayer Operator is a misnomer and accordingly, requested to restyle the grade to Chemical Sprayer Operator. We consider that the proposed appellation is broader and are recommending accordingly while maintaining the existing provisions.

**Recommendation 8**

**42.22 We recommend that the grade of Insecticide Sprayer Operator be restyled Chemical Sprayer Operator and Management should continue to ensure that incumbents are provided, wherever possible, with adequate and suitable washing facilities, in accordance with the Mauritius Pesticides Control Act of 1972.**

**42.23 We also recommend that employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* should continue to be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale for being regularly exposed to and handling noxious chemicals.**

**42.24 We further recommend that Management should continue to make necessary arrangement with Health Authorities for Chemical Sprayer Operators *formerly Insecticide Sprayer Operators* and their immediate supervisors to undergo a Health Surveillance, free of charge.**

**Cook Cadre**

42.25 Employees in the Cook Cadre across the Civil Service are eligible for a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale. We are keeping up with this arrangement.

**Recommendation 9**

**42.26 We recommend that employees of the Cook Cadre across the Civil Service should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial salary point of their respective salary scale.**

**Collection and deposit of keys at Police Station**

42.27 Current provision entitles the payment of an allowance, at applicable rates, to employees in the Workmen's Group – General for the collection and deposit of keys at the Police Stations. Both staff side and Management have proposed to review the quantum of the allowance so as to compensate incumbents for shouldering the responsibility of keeping the office key in their possession without an insurance cover and the out-of-pocket travelling expenses they incur from their residence to the Police Station and back. During consultation, the Bureau was apprised that incumbents are presently being refunded the bus fares incurred for collecting and depositing keys at the Police Station. Unions also sought clarifications as to whether the time they collect/deposit keys at the Police Station is considered as their effective hours of work. Pursuant to the foregoing, the Bureau is reviewing the mode of compensation and is recommending accordingly.

**Recommendation 10**

**42.28 We recommend that:**

**(i) employees in the Workmen's Group who are called upon to collect and deposit keys at Police Stations should be refunded the bus fares provided they travel by bus for a distance of not less than 1.6 kilometres per trip, over and above their residence to office and back, on a daily basis; and**

**(ii) these employees are deemed to have attended duty as from the time they collect the office keys from the Police Station in the morning and to have departed from duty at the time they deposit same in the afternoon.**

**Salary on Promotion**

42.29 Normally, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, the serving employees applying for the grade, on appointment, join the initial salary scale or receive one increment if they were drawing the same salary point as the initial or more. Following numerous qualms raised by the staff side on this issue, the Bureau has further studied the existing provision, including its technical implications. Subsequently, we are, in this Report, reviewing the number of increments to which serving employees in the said Class would be entitled to.

**Recommendation 11**

**42.30 We recommend that, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, a serving employee applying for the grade, should on appointment, join the grade at the initial salary scale or be granted a maximum of three increments worth at the incremental point**

**reached in the lower grade (to be read from the Master Salary Scale) whichever is higher, provided the total emoluments of the employee should not be more than the maximum salary of the higher grade.**

**42.31 The above provision should, on a case-to-case basis, equally apply in Local Authorities and Parastatal Bodies.**

## SPECIFIC RECOMMENDATIONS

### OFFICE OF THE PRESIDENT

#### Personal Attendant

42.32 The prevailing recommendation provides that the post of Personal Attendant should not be filled in a substantive capacity. Hence, provision has been made for an employee of the Office of the President to be assigned the duties of Personal Attendant against payment of an allowance equivalent to the difference between the salary of the Personal Attendant and his salary. **As this provision is fit for its purpose, it should continue to prevail.**

### NATIONAL ASSEMBLY

#### Allowance to employees in the Office Auxiliary/Senior Office Auxiliary Cadre

42.33 Employees in the Office Auxiliary/Senior Office Auxiliary Cadre are presently eligible for the payment of an *ad hoc* allowance of Rs 200 per sitting for performing work over and above their normal set of duties during Parliamentary sittings. Given its relevance, we are, while maintaining this provision, revising the quantum.

#### Recommendation 12

**42.34 We recommend that incumbents in the Office Auxiliary/Senior Office Auxiliary Cadre be paid a revised *ad hoc* allowance of Rs 220 per sitting for performing work beyond their normal set of duties during Parliamentary sittings.**

### PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY OF FINANCE AND MINISTRY OF RODRIGUES AND OUTER ISLANDS

### REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE

#### Surveillant (New Grade)

42.35 Pursuant to a request made by staff side for the reinstatement of the grade of Surveillant, the views of Management were sought thereon to which they subscribed. Upon scrutiny, the Bureau noted with much concern that the said grade was abolished in the Civil Establishment Order 2022. The Bureau views that organisations should refrain from abolishing grades unless strongly

justified. Nevertheless, on the basis of functional requirements of the Rehabilitation Youth Centre, we are creating the grade.

**Recommendation 13**

**42.36 We recommend the creation of a grade of Surveillant. Appointment thereto should be made by selection from among employees who reckon at least three years' service on the permanent and pensionable establishment of the Rehabilitation Youth Centre and who possess the Certificate of Primary Education or Primary School Achievement Certificate and have knowledge of security/watchkeeping duties. In the absence of qualified internal candidates, the post should, thereafter, be filled by selection from among serving employees on the permanent and pensionable establishment possessing the aforementioned qualification.**

42.37 Incumbent would be required, *inter alia* to: guard the premises, buildings, materials, plants, vehicles and other property and equipment of the Rehabilitation Youth Centre against fire, theft and illegal entry; make periodic inspections tours around buildings and grounds, and examine doors, windows and gates to ensure that they are properly secured and have not been tampered with; and to report any case of fire, theft or vandalism.

**MAURITIUS POLICE FORCE**

**Cook Cadre**

42.38 Representations from the staff side focused primarily on amendment of schemes of service of the Cook Cadre which dates back to 1980's; creation of a grade of Kitchen Steward; and the provision of training. The views of both Management and the Prime Minister's Office were sought thereon and they have relayed that: recruitment of Senior Cook is made on the basis of merit and experience of Cook (on roster), as and when vacancy occurs; General Workers are already posted in the Catering Unit; and they have no objection to provide training to the Cooks (on roster) when posted in vessels. We are recommending to this effect.

**Recommendation 14**

**42.39 We recommend that:**

**(i) the schemes of service of grades in the Cook Cadre should be amended to reflect the actual requirements of the job; and**

**(ii) appropriate training should be provided to Cooks (on roster) whose nature of duties requires them to sail on vessels.**

## MAURITIUS PRISON SERVICE

### Prisons Driver (on shift)

42.40 In the last PRB Report, we recommended the grant of a monthly allowance equivalent to one increment at the initial salary to Prisons Drivers (on shift) for driving the ambulance in emergency cases when conveying detainees and staffs to hospitals. We are not bringing any change to the existing provision.

### Recommendation 15

**42.41 We recommend that employees in the grade of Prisons Driver (on shift) who are called upon to drive the ambulance of the Mauritius Prison Service in emergency cases for the conveyance of detainees and staff to hospitals should continue to be granted a monthly allowance equivalent to one increment at the initial of the salary scale.**

### Meal Allowance

42.42 In view of the operational exigencies, Prisons Drivers (on shift) who are required to double their shift, are provided with either a meal where catering services are available or granted a Meal Allowance. As this provision is fit for its purpose, we are maintaining same while revising the quantum of the allowance.

### Recommendation 16

**42.43 We recommend that Prisons Drivers (on shift) who, due to exigencies of the service, are required to double their shift, be provided with either a meal where catering services are available or granted a Meal Allowance of Rs 175 for each meal.**

## FORENSIC SCIENCE LABORATORY

### Stores Attendant (New Grade)

42.44 Unions reiterated their request to restyle the grade of Handy Worker to Forensic Stores Attendant as incumbent in the said grade is performing the duties of Stores Attendant when posted at the Procurement and Supply Section. Management, whose views were sought thereon, relayed that the services of the Handy Worker be maintained while a grade of Stores Attendant would be more appropriate to respond to the activities of the Forensic Science Laboratory. We are recommending in that direction.

### Recommendation 17

**42.45 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees on permanent and pensionable service of the Forensic Science Laboratory possessing the Certificate of Primary Education or**

**Primary School Achievement Certificate and having a good knowledge of stores duties and items of stores.**

42.46 Incumbent would be required, among others, to: open and close store apertures; clean the store premises; collect, load, unload and convey stores items; collect and despatch stores correspondence; place and arrange items of store on shelves and maintain cleanliness; and assist in inventories.

## MINISTRY OF HOUSING AND LANDS

### Survey Field Worker Cadre

42.47 For this review, staff side replicated their demand for the provision of on-the-job training when handling heavy and sophisticated equipment in the course of their duties. Management, however, informed that no formal training is required given that the employees of the Survey Field Worker Cadre work under supervision of a Land Surveyor *formerly Surveyor* who provides on-the-job precautions to ensure proper handling of these equipment.

## MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

### Commuted Allowance for Driver

42.48 A monthly Commuted Allowance of Rs 345 is currently paid to Drivers who are required to be on-call to attend to environmental hazards/emergencies. We are, while upholding this provision, revising the quantum of the allowance.

### Recommendation 18

**42.49 We recommend the payment of a monthly On-call Commuted Allowance of Rs 380 to Drivers who are required to be on-call to attend to environmental hazards/emergencies.**

## MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES

## AGRO-INDUSTRY AND FOOD SECURITY DIVISION

### Livestock Attendant Cadre

**42.50** While examining the newly submitted Job Description Questionnaires of the grades in the Livestock Attendant Cadre, the Bureau has observed that there has been a change in the work complexity such that incumbents work in tedious conditions and challenging environment with a view to ensuring that animals are being well fed and kept in a tidy and clean manner. **All these elements have been taken into consideration in arriving at the recommended salary for the grades.**

### Commuted Allowance for Driver

42.51 The present provision caters for Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals. We are retaining this allowance with an enhanced rate.

### Recommendation 19

**42.52 We recommend that the monthly On-call Commuted Allowance payable to Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals be revised to Rs 380**.

### Walking Allowance for Survey Field Worker Cadre

42.53 A monthly Walking Allowance of Rs 300 was introduced in the last PRB Report for employees in the Survey Field Worker Cadre who are required to pole out and measure survey lines in areas which are accessible only by foot. Given that the present allowance is apt for the continued performance of the job, we are maintaining the existing provision while revising the quantum.

### Recommendation 20

**42.54 We recommend that employees in the grades of Survey Field Worker/Senior Survey Field Worker and Head Survey Field Worker should be paid a monthly Walking Allowance of Rs 330**.

## BLUE ECONOMY AND FISHERIES DIVISION

### Laboratory Auxiliary Cadre

### Nursery Attendant (Fisheries) (on roster) Cadre

42.55 For this review, staff side reiterated their request for the provision of training which is paramount in the performance of their duties. Management, whose views were solicited, informed that training on swimming could be provided to incumbents of the Nursery Attendant (Fisheries) (on roster) Cadre. However, no formal training on diving is required since the tasks performed by either the Laboratory Auxiliary or Nursery Attendant (Fisheries) (on roster) Cadres do not require diving, the moreso, that the Ministry has a team of qualified Divers undertaking diving tasks, as and when required.

### Sea-Going Allowance

42.56 A Sea-Going Allowance is payable to employees in the Laboratory Auxiliary Cadre who, in the performance of their duties, are required to accompany Scientific/Technical staff at sea. This provision was extended to employees in the grades of General Worker and Nursery Attendant/Senior Nursery Attendant (Fisheries) (on roster), on an *ad hoc* basis, as they are also involved in the aforementioned tasks. We are making appropriate provision to cater for same.

**Recommendation 21**

**42.57 We recommend the payment of a Sea-Going Allowance to employees in the Workmen's Group – General who, in the performance of their duties, are required to assist and accompany Scientific/Technical staff of the Ministry at sea as hereunder:**

**(i) One day's pay for working in the open sea for four hours up to 12 hours on working days;**

**(ii) 1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours; and**

**(iii) One day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.**

**MINISTRY OF NATIONAL INFRASTRUCTURE**

**Mounting and Dismantling Tarpaulin Tents**

42.58 As an incentive to compensate employees in the Workmen's Group who are engaged in the mounting and dismantling of tarpaulin tents on a regular basis, Management requested for the grant of an allowance taking into account the complexity of the tasks. We are recommending accordingly.

**Recommendation 22**

**42.59 We recommend that employees in the Workmen's Group who are called upon to mount and dismantle tarpaulin tents should be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.**

**MINISTRY OF HEALTH AND WELLNESS**

**Scheme of Service – Senior Cook**

42.60 In assessing the grade of Senior Cook across the Civil Service, the Bureau observed that a 'Note' exists exclusively in the scheme of service of the said grade at the Ministry of Health and Wellness requiring incumbents to work on a roster basis. The fact that the grade is not classified to work on a roster pattern, **the Bureau recommends that the 'Note' in the scheme of service of the grade of Senior Cook should be waived.**

**Risk Allowance**

42.61 A monthly allowance equivalent to one and a half increments at the initial of the salary scale is being paid to employees in the Workmen's Group-General who are exposed to risks while working in constant and close contact with mental patients, TB patients and drug addicts. Given its relevance, we are retaining the provision.

**Recommendation 23**

**42.62 We recommend the continued payment of a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale to employees in the Workmen's Group - General who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts.**

**Ambulance Driver (on shift)**

42.63 Unions averred that the working conditions and nature of duties being devolved upon Ambulance Drivers (on shift) differ from that of Drivers posted in other Ministries/Departments. **The grade was re-assessed and the averments brought forward by incumbents have been taken into consideration while determining the salary for the grade.**

**Bank Scheme – Attendant (Hospital Services) (on shift) Cadre**

42.64 A Bank Scheme for Attendant (Hospital Services) (on shift) Cadre was introduced in the 2013 PRB Report with a view to ensuring the smooth delivery of services. The Bureau views that the existing arrangement should continue and is recommending accordingly.

**Recommendation 24**

**42.65 We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 440 per day session of four hours and Rs 495 per night session of four hours to employees in the grades of Attendant (Hospital Services) (on shift) and Senior Attendant (Hospital Services) (on shift) who are off duty or on leave or on retirement and whose services are required to perform the duties of Attendant (Hospital Services) (on shift) on Weekdays, Sundays and Public Holidays. In case the employees are required to work for more or less than the specified number of hours, the allowance should be *pro rated*.**

**42.66 We additionally recommend that, in compensating employees in the Attendant (Hospital Services) (on shift) Cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work, the Ministry should resort to the payment of overtime rate as per provision in Chapter Conditions of Service – Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report instead of Bank rate.**

**Allowance to Senior Attendant (Hospital Services) (on shift) posted in Operation Theatre**

42.67 Senior Attendants (Hospital Services) (on shift) posted in Operation Theatre for a whole month are entitled to a monthly allowance of Rs 475. We are maintaining the present arrangement and revising the quantum.

**Recommendation 25**

**42.68** **We recommend that the monthly allowance payable to Senior Attendants (Hospital Services) (on shift) posted in Operation Theatre for a whole month be revised to Rs 525**.

**Risk Allowance to Attendant (Hospital Services) (on shift) posted at the Detainees Ward of Jawaharlall Nehru Hospital**

**42.69** A Risk Allowance equivalent to one and a half increments at the initial of the salary scale is presently granted to Attendants (Hospital Services) (on shift) when working at the Detainee Ward of Jawaharlall Nehru Hospital. **This provision should continue to prevail.**

**Allowance to Ambulance Driver (on shift) posted in SAMU**

42.70 Ambulance Drivers (on shift) driving SAMU Ambulances which are not equipped with the services of Ambulance Attendants are currently eligible for a monthly allowance of Rs 475. We are maintaining the present arrangement and revising the quantum.

**Recommendation 26**

**42.71** **We recommend that the monthly allowance payable to Ambulance Drivers (on shift) who drive SAMU Ambulances which are not provided with the services of Ambulance Attendants be revised to Rs 525**.

**Allowance for Mortuary Attendant (on roster)**

42.72 As per existing provisions, Mortuary Attendants (on roster) are entitled to an allowance for each post mortem case where their services are required whether during normal working hours or while in-attendance during on-call period. They are equally eligible for appropriate allowances for being on-call and in-attendance. These provisions, being adequate, are being retained with revised quantum.

**Recommendation 27**

**42.73** **We recommend that the allowances payable to Mortuary Attendants (on roster) be revised as hereunder:**

**(i) Rs 550 for each post mortem case where their services are required either during normal working hours or while in attendance during "on-call" period;**

**(ii) Rs 95 for being "on-call" from 1800 hours to midnight; and**

**(iii) Rs 120 per hour for actual attendance during "on-call" period.**

**Allowance for Delivery of Corpse in the absence of Mortuary Attendants (on roster)**

42.74 In the absence of Mortuary Attendants (on roster), employees in the Attendant (Hospital Services) (on shift) Cadre who, are called upon to help in the delivery

of dead bodies are granted an allowance of Rs 55 for each dead body delivered. We are providing the revised quantum of this allowance.

**Recommendation 28**

**42.75 We recommend that the allowance payable to employees in the Attendant (Hospital Services) (on shift) Cadre who, in the absence of Mortuary Attendants (on roster), are called upon to help in the delivery of dead bodies be revised to Rs 60 for each dead body delivered.**

**Allowance to Stores Attendant posted at the Central Supplies Division**

42.76 Pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, a monthly allowance of Rs 325 is granted to Stores Attendants for performing duties relating to retrieval of pharmaceutical products. During meeting, the Bureau took cognisance that the practice still holds. Hence, we are reiterating this provision while revising the quantum of the allowance.

**Recommendation 29**

**42.77 We recommend that, pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, the Stores Attendants who are called upon to retrieve pharmaceutical products be paid a monthly revised allowance of Rs 350.**

**MINISTRY OF YOUTH AND SPORTS**

**Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster)**
***formerly Swimming Pool Attendant (Roster)***

**Recommendation 30**

**42.78 We recommend that the grade of Swimming Pool Attendant (Roster) be restyled Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster). This element has been taken into consideration in arriving at the recommended salary.**

**MINISTRY OF EDUCATION AND HUMAN RESOURCE**

**Physical Education Attendant (New Grade)**

42.79 Unions requested for the creation of a grade of Physical Education Attendant to provide support to Educator (Secondary) (Physical Education). Management views were solicited thereon, to which they subscribed. The proposed scheme of service as submitted by the latter was perused and the Bureau is recommending accordingly.

**Recommendation 31**

**42.80 We recommend the creation of a grade of Physical Education Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the**

**Ministry who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level". In the absence of qualified employees of the Ministry, by selection from among serving employees on the permanent and pensionable establishment who possess a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education "Ordinary Level".**

42.81 Incumbent would, *inter alia*, be required to: open and close the gymnasium/Physical Education room; ensure cleanliness of the gymnasium/ Physical Education room/Activity Area/physical education facilities as well as sports equipment; assist Educators (Secondary) (Physical Education) in providing and transporting sports equipment; and maintain a logbook of equipment usage, maintenance and repairs.

**Workshop Assistant Cadre**

42.82 Further to the representations made by staff side of the Workshop Assistant Cadre, the Bureau conducted a site visit at Sir Abdool Razack Mohamed State Secondary School. It was observed that there has been an evolution in the work complexity of the said Cadre. The Bureau consequently carried out a re-assessment exercise based on the findings of the site visit and information captured in the Job Description Questionnaires submitted for the concerned grades. **All these elements have been taken into consideration in arriving at the recommended salary for the grades.**

**Allowance for cleaning Computer rooms/Specialist IT rooms**

42.83 A monthly allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary is currently being granted to employees in the School Caretaker Cadre who are assigned the duties of cleaning Computer rooms/Specialists IT rooms. **We are maintaining the payment of the existing allowance.**

**MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS**

**Office Auxiliary/Senior Office Auxiliary**

42.84 Following a request from Unions for the grant of an allowance to employees in the grade of Office Auxiliary/Senior Office Auxiliary for performing sub-clerical duties in specific Ministries/Departments, a site visit was conducted at the Registrar-General's Department. It was observed that due to lack of officers in dedicated grades, incumbents are performing a few tasks which are over and above those stipulated in the scheme of service. Officers of the Bureau lengthily expatiated on the implications underlying the grant of an allowance and after taking cognisance of same, **the President of the Government Office Auxiliary Union undertook the responsibility to take up the matter with the MPSAR.**

## MINISTRY OF ARTS AND CULTURE

### Allowance to employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre

42.85 Prevailing provision entitles employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre to a monthly allowance for performing specific duties, during and after normal office hours. We are revising the quantum.

### Recommendation 32

**42.86 We recommend that employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre be paid a revised monthly allowance of Rs 825 for performing specific duties, during or beyond normal working hours. These employees should also be entitled to the payment of overtime, at applicable rate, for work performed beyond office hours.**

## OTHER RECOMMENDATIONS

### Allowance for making and serving Tea/Coffee

42.87 Under the existing provision, employees in the Office Auxiliary Cadre and Police Attendant Cadre as well as incumbents in the grades of Handy Worker and General Worker are granted an allowance for preparing and serving tea/coffee during official events at the rate of Rs 6.00 per cup. This provision was also extended to other grades within the Workmen's Group-General, on an *ad hoc* basis. Given the ongoing applicability of this provision, we are while revising its quantum, extending same to other grades.

### Recommendation 33

**42.88 We recommend that employees in the Workmen's Group-General, who are required to make and serve tea/coffee for official meetings/functions be paid a revised allowance of Rs 6.60 per cup.**

### Allowance for Washing of Towels/Tablecloth/Curtains/Carpets/Doormats

42.89 Incumbents in the Office Auxiliary and Police Attendant Cadres and General Workers are being paid an allowance for washing of towels/tablecloth/curtains. This provision was extended to other grades within the Workmen's Group-General, on an *ad hoc* basis and a ruling was equally provided for the grant of an allowance for washing of carpets and doormats similar to what obtains for washing of tablecloth and curtains. We are revising the quantum and reviewing the provision.

**Recommendation 34**

**42.90 We recommend that employees in the Workmen's Group-General who are called upon to wash towels/tablecloth/curtains/carpets/doormats be paid a revised allowance as hereunder:**

**(i) for washing of towels - Rs 12 per towel; and**

**(ii) for washing of tablecloth/curtains/carpets/doormats - Rs 85 per kg.**

**Allowance for making bulk photocopies**

42.91 Employees in the Office Auxiliary Cadre as well as in the grades of General Worker and Handy Worker are paid a monthly allowance of Rs 685 for making bulk photocopies. This allowance was also extended to other grades within the Workmen's Group-General, on an *ad hoc* basis. We are revising the quantum.

**Recommendation 35**

**42.92 We recommend that employees in the Workmen's Group-General be paid a revised monthly allowance of Rs 755 for making bulk photocopies.**

**Cleaning of Lavatories**

42.93 Incumbents of the Workmen's Group-General are being paid a monthly allowance of Rs 500 for cleaning lavatories where the lavatories are used by members of the public and provided such cleaning is done twice daily, the allowance payable is Rs 1000. This arrangement should continue with a revised quantum.

**Recommendation 36**

**42.94 We recommend the payment of a monthly allowance to employees in the Workmen's Group-General as follows:**

**(i) Rs 550 for cleaning of lavatories; and**

**(ii) Rs 1100 wherever the lavatories are used by members of the public and the cleaning is done twice daily.**

**Surveillant**

42.95 As per the existing provisions governing the standard working week, employees in the grade of Surveillant are required to work 60 hours per week instead of 40 hours. To this end, they are entitled to two days' paid leave each month over and above their casual or vacation leave. We are reproducing the current provision.

**Recommendation 37**

**42.96 We recommend that employees in the grade of Surveillant should continue to be granted two days' leave with full pay each month over and above their casual and vacation leaves.**

**Pool of Drivers in the General Services**

42.97 Existing provision allows the MPSAR to absorb redundant Drivers from one Ministry's vote item to another on vacancy arising. Upon query, the MPSAR has informed that this practice has ceased. **Consequently, we are not replicating this provision.**

**Allowance to Drivers**

42.98 A monthly allowance is currently being paid to Drivers who are called upon to drive, on a regular basis, vehicles weighing more than 3.5 tons but less than five tons. The weight refers to the load the vehicle can carry as authorised by the National Land Transport Authority and is exclusive of the tares of the vehicle. It was remarked that staff side was not aware of the said provision, and took cognisance of same during meeting. Given its relevance, this provision should continue with a revised quantum.

**Recommendation 38**

**42.99 We recommend that the monthly allowance payable to Drivers who are called upon to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons be revised to Rs 470**.

**Night Duty Allowance**

42.100 Employees in the Workmen's Group-General, including Surveillant, who effectively perform night duty are currently entitled to 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. We are maintaining this provision.

**Recommendation 39**

**42.101 We recommend that a Night Duty Allowance, equivalent to 25% of the normal hourly rate for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period be paid to employees in the Workmen's Group-General, including incumbents in the grade of Surveillant, who effectively perform night shifts.**

**Shift/Roster**

42.102 Employees in the ensuing grades work either on shift or on a roster basis (including Sundays and Public Holidays). **This element has been considered in arriving at the recommended salaries of the corresponding grades.**

| Shift | Roster | Roster – Day and Night |
|---|---|---|
| Ambulance Care Attendant (on shift)<br>Ambulance Driver (on shift)<br>Attendant (Haemodialysis)<br>Attendant (Hospital Services) (on shift)<br>Driver (on shift)<br>Operator Waste Water Pumping Station (on shift)<br>Prisons Driver (on shift)<br>Sanitary Attendant (on shift)<br>Surveillant (on shift)<br>Senior Attendant (Hospital Services) (on shift)<br>Ward Assistant (Male and Female) | Assistant Chef (on roster)<br>Assistant Butler (on roster)<br>Cook (on roster)<br>Driver (on roster)<br>Field Supervisor (on roster)<br>Head Nursery Attendant (Fisheries) (on roster)<br>Health Laboratory Auxiliary (on roster)<br>Irrigation Operator (on roster)<br>Laundry Attendant (on roster)<br>Livestock Attendant (on roster)<br>Mortuary Attendant (on roster)<br>Nursery Attendant/Senior Nursery Attendant (Fisheries) (on roster)<br>Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster) *formerly Swimming Pool Attendant (Roster)*<br>Waste Water Pipe Cleaner (on roster) | Driver (on roster – day and night)<br>Driver (Heavy Vehicles above 5 tons) (on roster - day and night)<br>Handy Worker (on roster – day and night) |

**Miscellaneous**

**42.103 The underlying provisions made under this Chapter should equally apply to employees of the Workmen's Group-General on the establishment of the Parastatal and Other Statutory Bodies and Private**

**Secondary Schools, Local Authorities and the Rodrigues Regional Assembly.**

| Conditions/Allowances | Paragraph | Recommendation |
|---|---|---|
| Collection and deposit of keys at Police Stations | 42.28 | 10 |
| Making and Serving Tea/Coffee | 42.88 | 33 |
| Washing of Towels/ Tablecloth/Curtains/ carpets/doormats | 42.90 | 34 |
| Bulk Photocopy | 42.92 | 35 |
| Cleaning of Lavatories | 42.94 | 36 |
| Surveillant | 42.96 | 37 |

## WORKMEN'S GROUP – TRADESMAN CADRE

42.104 The Workmen's Group – Tradesman Cadre refers to the category of employees who are engaged in skilled works. It is a three-level structure cadre, comprising grades of Tradesman Assistant; Tradesman and Chief Tradesman/Foreman. Employees in this group are posted in various Ministries/Departments such as the Ministry of National Infrastructure; Ministry of Agro-Industry, Food Security, Blue Economy and Fisheries; Ministry of Youth and Sports; and the Ministry of Arts and Culture, among others.

42.105 Duties performed by the employees of the Tradesman Cadre are, *inter alia*, wiring electrical systems, plumbing installations, carpentry, welding or machinery repair; maintain, troubleshoot and repair equipment or infrastructure; and maintain and repair Government vehicles.

42.106 In the context of this review exercise, the Bureau has received various representations from stakeholders, namely individuals, Unions and Ministries/Departments. Based on analysis of the requests and subsequent findings, the Bureau is making appropriate recommendations for employees in this Group.

### General Issues

**42.107** For this review, the common proposals from Individuals/Unions/Federations/ Managements from the Tradesman Cadre were the: payment of Risk Allowance; filling of posts and increase in establishment size; provision of training; grant of duty remission and loan; restyling, creation and merging of grades; and upgrading of salaries and qualifications requirement. The issues have been examined and appropriate information was provided to parties concerned.

### Health Surveillance

42.108 Provisions exist for employees in the Tradesman Cadre who have the risk of contracting occupational disease to be placed under a Health Surveillance Programme. For this Report, the staff side of some organisations have requested for the provision of a regular Medical Health Surveillance. Stakeholders were informed that relevant provisions already exist and that ensuring the regular conduct of Occupational Safety and Health audits to identify related risks rests upon the Management concerned. By reason of its pertinence, we are repeating this provision.

### Recommendation 40

**42.109 We recommend that Ministries/Departments/Organisations should ensure that regular Occupational Safety and Health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer for incumbents in the grades of Tradesman Cadre on their establishment and upon advice, employees who run the risk of contracting**

**occupational disease are placed under a Health Surveillance Programme.**

**Creation of the grade of Chief Tradesman**

42.110 In the context of this exercise, the Unions have reiterated their demands for the creation of a Chief Tradesman in different trades, to ensure coordination and supervision of the work of Tradesman as well as for a career prospect for Tradesman in their respective trade.

42.111 The views of Managements concerned were sought anew. They averred that creation of an additional level is not envisaged taking into consideration the establishment size of the grades and/or the existence of the grade of Foreman to cater for supervision. The Bureau is of the view that where there are sufficient number of Tradesman in post and there is no grade to cater for supervision, organisations may on the basis of operational need, establish the grade of Chief Tradesman. We are, therefore, reiterating its recommendation.

**Recommendation 41**

**42.112 We recommend that Ministries/Departments/Organisations should consider the advisability of creating a grade of Chief Tradesman in the respective trade, subject to having the adequate number of Tradesmen.**

**Tradesman's Assistant**

42.113 The Bureau has, in its last Report, made provisions to enable Tradesman's Assistants and other employees in the Workmen's Group –Tradesman Cadre meeting the eligibility criteria as well as those employees in the Workmen's Group who have been performing the duties related to respective trade but do not satisfy the eligibility criteria, to acquire the relevant qualification for trades. Since the provision is still valid, the Bureau is maintaining same.

**Recommendation 42**

**42.114 We recommend that the Ministries/Departments/Organisations availing the services of Tradesman's Assistant and/or any other employee in the Workmen's Group to perform work related to any specific trade should arrange with the Mauritius Institute of Training and Development (MITD) for the conduct of an appropriate training leading to the obtention of relevant Trade Certificate (National Trade Certificate Level 3 (NTC L3) or National Certificate Level 3 (NC L3)) for the employees concerned.**

**42.115 We further recommend that the Ministries/Departments/Organisations should arrange with the Mauritius Qualifications Authority and MITD to conduct a "Recognition of Prior Learning" exercise for those employees who do not possess the relevant Trade Certificate (NTC L3 or NC L3) and the qualifications required to enrol for the relevant trade course but have been performing work related to specific trade for at least 10 years with**

**a view to enabling them acquire the relevant Trade Certificate and postulate for the relevant position, whenever vacancies occur.**

**Allowance payable to Tradesman's Assistant**

42.116 Tradesman's Assistants who have successfully completed the NTC L3/NC L3 and are performing duties related to the trade are paid a monthly allowance, pending their appointment to the grade of Tradesman. The Bureau is maintaining the existing recommendation.

**Recommendation 43**

**42.117 We recommend that incumbents in the grade of Tradesman's Assistant who have obtained their Certificate after having successfully completed the NTC L3 or NC L3 be paid a monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**

**42.118 We also recommend that incumbents in the grade of Tradesman's Assistant having performed the duties related to the trade for at least four years after obtention of the NTC L3 or NC L3 be granted an additional monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.**

**Rationalisation of Tradesman Cadre**

42.119 Following an Organisation's submission that it no longer requires the grade of Tradesman's Assistant in view of specific arrangement that exists thereat, the Bureau conducted a study to determine whether such a measure could be extended across the Public Sector. The findings have revealed that same cannot be extended to all Ministries/Departments/Organisations. We are, however, replicating the provision made in the previous Report for those organisations where the need is felt.

**Recommendation 44**

**42.120 We recommend that:**

**(a) Ministries/Departments/Organisations should, depending on their operational requirements, consider the advisability of making the grade of Tradesman's Assistant evanescent on their establishment and increase the establishment size of Tradesman in the relevant field by the corresponding number; and**

**(b) upon complete phasing out of the grade of Tradesman's Assistant on the establishment, the scheme of service of the grade of Tradesman in the different fields should be reviewed such that appointment thereto is made by selection from among employees**

**on the permanent and pensionable establishment possessing the NTC L3 or NC L3 in the relevant field.**

**MINISTRY OF NATIONAL INFRASTRUCTURE**

42.121 Proposals from the representatives of the Tradesman Cadre were, among others: to restyle the grades of the Automotive Trades Cadre; eligibility for full pension after 30 years of pensionable service; grant of incremental credit for possessing additional qualification; provision of loan facilities for the purchase of motorcycles; allowing Multi-Skilled Tradesman to be eligible for the post of Foreman; and provision of personal protective equipment.

42.122 During consultations, the staff side was apprised of those requests that could not be taken on board and that the provision of personal protective equipment rests upon Management. As regards eligibility for full pension and provision of loan facilities, same have been discussed with Federations.

**Foreman**

42.123 At present, appointment to the grade of Foreman is by selection from among employees in the grades of (i) Chief Tradesman; and (ii) Tradesman who possess the Certificate of Primary Education and at least eight years' experience in a substantive capacity in the grade. The attention of the Bureau was drawn to the fact that employees in the grade of Multi-Skilled Tradesman are debarred from applying to the post of Foreman and hence, the grade has no promotional avenue. The Bureau has examined the issue and is reviewing the mode of appointment to the grade of Foreman.

**Recommendation 45**

**42.124 We recommend that, henceforth, appointment to the grade of Foreman should be by selection from among employees in the grades of: (i) Chief Tradesman; and (ii) Tradesman, Multi-Skilled Tradesman (Building Construction) and Multi-Skilled Tradesman (Automotive Electricity and Electronics) reckoning at least eight years' service in a substantive capacity in the grade and possessing the Certificate of Primary Education or Primary School Achievement Certificate.**

**ENERGY SERVICES DIVISION**

42.125 For this review, Ministries/Departments/Organisations have requested the creation of a dedicated grade of Tradesman (Electrician) on their establishment on the ground that their requests for the services of an Electrician of the Energy Services Division (ESD) are not attended to in a timely manner. However, the Bureau observes that the creation of a stand-alone grade is not warranted in most cases in view of associated implications. **In the circumstances, the ESD should consider increasing the establishment size of the grade of Tradesman (Electrician) so that it can**

**provide its services as and when required, thus ensuring smooth service delivery across the Civil Service.**

**Plant Mechanics Cadre**

42.126 The requests of employees of the Plant Mechanics Cadre were geared towards, among others, increase in the On-Call Allowance; change of appellation of the grade of Chief Plant Mechanic; grant of duty-free facilities; increase in salary; obtention of oversees training; and classification of the grades as essential service. During consultation, the staff side was provided with ample explanations on those requests that could not be retained.

**Electrician Cadre**

42.127 The proposals of the Unions for the Electrician Cadre were, *inter alia,* to: upgrade the qualifications of the grades of Electrician and Electrician (Shift); separate the roster for Electricians and Plant Mechanics whenever their services are required; demarcate their salary vis-à-vis of other Tradesmen; fill vacant positions; and pay the On-Call Allowance on a pro-rated basis wherever they are called upon to remain on-call for a shorter duration. During consultative meetings, stakeholders were provided appropriate explanations for those requests that could not be acceded to and were informed of issues that should be dealt with administratively.

**Night Duty Allowance**

**Recommendation 46**

**42.128 We recommend that upon effective implementation of shift system by the ESD, a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period should be paid to officers who effectively perform night shift.**

**On-Call Allowance and In-Attendance Allowance for Electrician and Plant Mechanic Cadres at the Energy Services Division**

42.129 Provision was made for employees in the Electrician and Plant Mechanic Cadres who are required to be on-call during the nights, Weekends and Public Holidays, to cater for emergencies at Government buildings, hospitals and prisons, to be granted an On-Call Allowance and an In-Attendance Allowance inclusive of travelling time, pending the implementation of a shift system with the recruitment of Electrician (shift) and Plant Mechanic (shift).

42.130 As per information received from Management, the recruitment of employees on shift have not yet been effected. The Bureau is, therefore, providing for the revised quantum of On-Call Allowance and In-Attendance Allowance to ensure continued delivery of service.

**Recommendation 47**

**42.131 We recommend that employees of the Electrician and Plant Mechanic Cadres of the ESD who are required to be on-call during nights, Weekends and Public Holidays and attend to emergencies while on-call be paid an On-Call Allowance and an In-Attendance Allowance inclusive of travelling time as hereunder:**

| Cadre | Period | On-Call Allowance (Rs) | In-Attendance Allowance Rs/hour |
|---|---|---|---|
| Electrician and Plant Mechanic Cadres | (i) Weekdays between 1630 hours and 0730 hours the following day | 185 | 115 |
| | (ii) Saturday, Sunday and Public Holiday<br>From 0730 hours to 0730 hours the following day | 290 | 115 |

**42.132 We also recommend that whenever the employees are on-call for less than the hours prescribed in a given period, the On-Call Allowance should be pro-rated.**

**42.133 We further recommend that the payment of On-Call Allowance and In-Attendance Allowance to the incumbents in the Electrician and Plant Mechanic Cadres should lapse upon the implementation of a proper shift system.**

**MINISTRY OF HEALTH AND WELLNESS**

**Tradesman Cadre**

42.134 For this review exercise, the demands of the Unions pertain to the creation of Chief Tradesman in each trade; addressing alleged distortion in salary relativity; creation of a few grades; provision of personal protective equipment; and employees of the Workmen's Group be eligible for three increments upon being promoted to the higher grade in the Cadre. Certain issues could not be taken on board because of technical impediments and parties were apprised accordingly. Concerning the creation of the grade of Chief Tradesman, they were guided towards recommendations thereto related in the 2021 PRB Report.

**Tradesman (Healthcare Technology Workshop) (New Grade)**

42.135 For this review exercise, both Union and Management have apprised the Bureau that there is no dedicated grade at the Ministry to cater for maintenance of medical furniture such as medical beds, trolleys, wheelchairs in hospitals. At present, these duties are being undertaken by General Workers who are trained and posted to the Healthcare Technology Workshop of each regional hospital against payment of an allowance. They have submitted that whenever there is change of posting of the General Workers, new employees have to be trained again resulting into wastage of time. They have, hence requested for the creation of a grade of Tradesman (Healthcare Technology Workshop). On the basis of functional needs, the Bureau is recommending accordingly.

**Recommendation 48**

**42.136 We recommend the creation of a grade of Tradesman (Healthcare Technology Workshop). Appointment thereto should be made by selection from among serving employees, on permanent and pensionable establishment of the Ministry of Health and Wellness who possess the NTC L3 in Maintenance Fitting or Mechanical Engineering Craft Practice or Industrial Machine Maintenance issued jointly by the Mauritius Examinations Syndicate and the MITD or the NC L3 in Maintenance Fitting or Engineering Machining and Toolmaking or Industrial Machine Maintenance awarded by the MITD or an equivalent qualification and have a knowledge of First Aid.**

42.137 Incumbent would, *inter alia*, be required to repair and maintain Medical Furniture such as medical beds, trolleys, wheelchairs; assist in the repair of heavy medical equipment; carry out work on the basis of plan/design/sketch and instruction; use mechanic hand tools including electrical drilling, grinding/polishing machine; ensure that they are kept safe, clean and in good working conditions; and maintain tidiness of the workshop and its vicinity.

**Orthopaedic Appliance Maker Cadre**

42.138 The main proposals of the staff side were to align the salary scale of the grade of Orthopaedic Appliance Maker (Seamstress) with those of the grades of Orthopaedic Appliance Maker (Wood, Metal and Leather); expedite the prescription of schemes of service for the grades of Orthopaedic Appliance Maker (Metal) and Orthopaedic Appliance Maker (Leather); and restyle the grade of Orthopaedic Appliance Maker (Wood).

42.139 Further, the request of Management for the creation of certain grades and change in the appellation of the grade of Orthopaedic Appliance Maker (Wood) have also been examined.

**Orthopaedic Appliance Maker (Orthosis/Prosthesis)**
***formerly Orthopaedic Appliance Maker (Wood)***

42.140 During consultations, both the staff side and Management informed that Orthopaedic Appliance Makers (Wood) no longer use wood in the performance of their duties, hence they requested for a change in the appellation of the grade to better reflect the duties being performed. To this end, the Union requested the representatives of the Bureau to conduct a site visit at the Orthopaedic Appliance Workshop. During the site visit, it was observed that prosthesis is no longer manufactured in wood but with new materials and components such as polypropylene, resin and metal base components. The Job Description Questionnaires of incumbents were also examined. On this basis, the Bureau is restyling the grade of Orthopaedic Appliance Maker (Wood) to Orthopaedic Appliance Maker (Orthosis/Prosthesis).

**Recommendation 49**

**42.141 We recommend that the grade of Orthopaedic Appliance Maker (Wood) be restyled Orthopaedic Appliance Maker (Orthosis/Prosthesis).**

**Risk Allowance**

42.142 The Bureau, in its last Report made provision for Management to conduct a Risk Assessment exercise to determine the degree of risk faced by the employees of the Orthopaedic Appliance Maker Cadre. In view of its importance, the Bureau is reiterating its recommendation.

**Recommendation 50**

**42.143 We recommend that Management should arrange for the Departmental Safety and Health Committee to conduct a Risk Assessment Exercise at the Orthopaedic Appliance Workshop by as laid down in the Chapter Risk, Insurance and Compensation of Volume 1 of this Report with a view to determine the degree of risk faced by employees of the Orthopaedic Appliance Maker Cadre.**

**MINISTRY OF AGRO-INDUSTRY, FOOD SECURITY, BLUE ECONOMY AND FISHERIES**

42.144 In the context of this review exercise, the requests of the staff side pertain to the creation of a grade of Senior Plumber and Pipe Fitter for promotional prospects. However, same could not be entertained in the absence of functional needs. Management, on the other hand, proposed the creation of a grade of Electrician on its establishment. As this would result in the creation of a dead-end position, the Bureau did not accede to the request. However, for the services of an Electrician, appropriate provision has been made at paragraph 42.121.

## MAURITIUS POLICE FORCE

42.145 The staff side has requested, among others, for: a review of the salary of certain grades; recruitment of Leather Worker and Gun Fitter; provision of new equipment; grant of Risk Allowance; creation of a grade of Senior Gun Fitter; regular Health Surveillance; assistance in the Medical Inspection Room for emergency issues; and grant of an allowance for additional duties being performed. During meetings, the staff side were provided with explanations for requests that could not be considered.

42.146 As regards the proposal for assistance of the Medical Inspection Room is concerned, the Bureau is of the view that **Management should consider the advisability of letting employees of the Workmen's Group including Tradesman to have access to the Medical Inspection Room for treatment purposes in case of emergency.**

## MINISTRY OF EDUCATION AND HUMAN RESOURCE

42.147 The representatives of the staff side requested that employees in the Workmen's Group – Tradesman Cadre be provided with Risk Allowance; appropriate personal protective equipment; and training facilities to keep pace with updated tools and technologies. They also emphasised on the need for the creation of a grade of Chief Tradesman in each trade and increase in the establishment size of Foreman. During consultative meetings, they were apprised that relevant provisions exist in the 2021 PRB Report for each of the request.

42.148 The Ministry of Education and Human Resource has, following query of the Bureau, submitted that the creation of a grade of Chief Tradesman in each trade was not required given that incumbents in the grade of Assistant Inspector of Works and Foreman are currently performing supervisory duties. **To ensure judicious use of human resources and smooth delivery of service, the Bureau contemplates that the Ministry may consider the advisability of increasing the establishment size of the grade of Foreman and to post one employee of the grade in each zone.**

## MAURITIUS PRISON SERVICES

42.149 For this review exercise, the Unions have proposed for, among others: the grant of two increments after completing 15 years of service; creation of a grade of Senior Tradesman; recruitment of staff; duty free facilities as Tradesmen are requested to attend outer station prison department where public transport is unavailable; increment for additional duties performed; and review the schemes of service. During consultative meetings, the staff side were guided towards the relevant provisions which exist.

## DEPARTMENT OF CIVIL AVIATION

42.150 The proposals of the staff side were geared towards provision of adequate protective equipment to climb and work at heights up to 600 feet; officers proceeding on trips to outer islands to have access to proper travelling, working condition, safety, hygiene and food quality; and recruitment of staff. The Unions were informed of issues that should be dealt with by the Management. The request for the creation of a grade of Foreman (Electrical) could not be acceded to as there already exist other grades such as Technician (Electrical) and Senior Technician (Electrical), responsible for supervision.

42.151 Management, on its part, requested that employees proceeding on outer island missions who are required to travel and work on non-working days (off-days, Public Holidays) due to limited time the vessel stays on the island, be compensated. After seeking additional information, **it is observed that needful is being done at the level of Management.**

## MINISTRY OF ARTS AND CULTURE

42.152 The requests of the staff side in the context of this review exercise pertain to, among others, the restyling of the grade of Electrician; creation of a grade of Chief Carpenter and Technical Assistant; and grant of loan facilities for the purchase of motorcycles. The requests have been examined and the proposal for restyling the grade of Electrician, which was also requested by Management, could not be acceded to in view of its repercussion across the Public Service.