



Ministry of Civil Service and Administrative Reforms

13 May, 2014

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 31 of 2014

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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Payment of Uniform Allowance

At paragraph 3.6.5 (3) of the Human Resource Management Manual (HRMM) it has been stipulated that *"temporary/casual staff are eligible for uniforms after having served for an initial period of six months"*.

2. At its meeting held on 04 April 2014, the Standing Committee on Uniforms observed that, in line with paragraph 3.6.5 (3) of the HRMM, officers who already hold a substantive appointment in a grade and who have been appointed in a temporary capacity in another grade will draw their uniform allowance only after having served for a period of six months, whereas those who have been appointed on a probationary period are eligible for uniform allowance with effect from their date of appointment.
3. For the sake of consistency, the Standing Committee on Uniforms has approved that officers concerned, whether appointed on a probationary or on a temporary/casual basis, would have to serve six months before being entitled to uniform allowance.
4. Supervising Officers are kindly requested to take appropriate action accordingly and to bring the contents of this Circular Letter to the attention of all Heads of Parastatal and Statutory Bodies falling under the aegis of their respective Ministries/Departments for necessary action.

(S. Sczbaluck)
Senior Chief Executive

Copy to: Secretary to the Cabinet and Head of the Civil Service
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