



Ministry of Civil Service and Administrative Reforms

30 September 2014

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 61 of 2014

E/235/10/01 V12

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

To: Supervising Officers i/c of Ministries/Departments

Island Chief Executive, Rodrigues

Uniforms Allowances for period January to December 2015

It has been decided that the cash allowances (including cardigan) to be paid to officers eligible for uniforms for period January to December 2015 should be as follows:-

(i) Category I

A uniform allowance of Rs 4780 to be paid to eligible officers whose nature of duties warrants a means of identification/authority;

(ii) Category II

A uniform allowance of Rs 4530 to eligible officers whose nature of duties requires them to wear uniform as and when the need arises; and

(iii) Category III


A rapid wear and tear allowance of Rs 4415 to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. Eligible officers, appointed on a probationary or on a temporary/casual basis, would be entitled to uniforms allowance after having served for an initial period of six months.

3. Moreover, at its meeting held on 29 August 2014, the Standing Committee on Uniforms has approved that, to be in line with the provisions of Occupational Safety and Health Act 2005, an officer, irrespective of whether he is employed on a temporary or casual or permanent basis, should be provided with suitable and appropriate personal protective clothing/equipment promptly.

4. Supervising Officers are kindly requested to take appropriate action accordingly and to ensure that all officers who have to wear uniforms and protective clothing/equipment in the performance of their duties do so. In this respect, undertakings as per proformas at Annexes A and B, respectively, should be signed by eligible officers prior to payment of the uniform allowances/issue of protective clothing/equipment to them. The attention of officers should also be drawn to the fact that failure to wear uniforms/protective clothing/equipment on duty may lead to disciplinary action and the stoppage of the uniform allowance as specified at paragraphs 3.6.5 (2) and 3.7.4 of the Human Resource Management Manual.

5. Supervising Officers are requested 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. Seebaluck)
Senior Chief Executive

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

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 61 of 2014

Category I/Category II*

I,.....
holding the post of
in the Ministry/Department.....
hereby request for the payment of an amount of Rs 4780/ Rs 4530 * as uniform allowance for period January to December 2015 for the purchase of all items of uniforms and for tailoring fees for the making of my uniforms in accordance with the approved patterns, colour and materials.

2. I undertake to wear the uniforms while on duty/whenever required* failing which I may render myself liable to disciplinary action as specified at paragraph 3.6.5(2) of the Human Resource Management Manual.

.....
Signature of officer

Date:.....

*Delete where appropriate

Annex to Ministry of Civil Service and Administrative Reforms
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I,.....
holding the post of.....
in the Ministry/ Department.....

acknowledge receipt of the following items of protective clothing/equipment:-

<u>Items</u>	<u>Type</u>	<u>Scale of issue</u>
.....
.....
.....
.....
.....
.....
.....
.....

2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action as specified at paragraph 3.7.4 of the Human Resource Management Manual.

.....
Signature of officer

Date:.....