CIVIL STATUS DIVISION

Allowance to open Civil Status Offices after official hours

Recommendation EOAC 44

15.86 The Committee recommends that officers of the Civil Status cadre providing emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and Public Holidays be paid:

(a) an On-Call Allowance of Rs 220 per day;

(b) a travelling allowance of Rs 160 or appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handling over of keys to Police Station; and

(c) an allowance of Rs 250 for each registration of death, including the issue of burial/cremation permit.

To delete paragraphs 15.87 to 15.89 and whole content

To replace by the following:

Allowance for Registration of Religious Marriage to give civil effect

15.87 Management has submitted that the quantum of allowances payable to officers of the Civil Status cadre for celebration of civil marriages outside civil status offices was last reviewed on 1 December 2011.

Recommendation EOAC 45

15.88 The Committee recommends that the quantum of allowances approved for payment with effect from 1 December 2011, as set out in the table below should be maintained.

<table>
<thead>
<tr>
<th>Allowance (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Where both of the intending spouses are citizens of Mauritius:-</td>
</tr>
<tr>
<td>(i) Celebration of civil marriages at private residence</td>
</tr>
<tr>
<td>(ii) Celebration of civil marriages at premises other than office or private residence</td>
</tr>
<tr>
<td>B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens</td>
</tr>
</tbody>
</table>
To delete paragraph 15.92 and whole content
To replace by the following:

Registration of deaths for burial during cyclonic conditions Class III and Class IV

Recommendation EOAC 46

15.92 The Committee recommends that an officer of the Civil Status Cadre should be On-Call in each district to register deaths requiring burial permit during cyclonic conditions Class III and Class IV and should be paid:

(a) an On-Call Allowance of Rs 220 per day; and
(b) an allowance of Rs 250 for each registration of death, including the issue of burial permit.

To delete paragraph 15.99 (iii) and whole content
To replace by the following:

15.99(iii) on successful completion of the award course, incumbents are allowed to move incrementally in the master salary scale up to salary point Rs 26675.

To insert after paragraph 15.99

National Identity Card Unit

15.99A The National Identity Card Unit (NIC Unit) has its main office at Port Louis and three regional offices at Vacoas, Rose Hill and Plaine Magnien respectively. In its 2008 Report, the Pay Research Bureau had recommended that the functions relating to the National Identity Cards should become an integral part of the duties and responsibilities of the Civil Status Cadre.

Recommendation EOAC 47

15.99B The Committee, therefore, recommends that the Civil Status Division should further decentralise the services of the National Identity Card Unit and provide appropriate training in photography for all officers posted in the NIC Units at the main and regional offices.
# CIVIL STATUS DIVISION

## REVISED SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Salary Code</th>
<th>Salary Scale and Grade</th>
</tr>
</thead>
</table>
| 18 00 91    | Rs 86000
  Registrar of Civil Status |
| 18 63 84    | Rs 35375 x 1200 – 37775 x 1500 – 58775 x 1800 – 67775
  Deputy Registrar of Civil Status |
| 18 53 69    | Rs 26675 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 – 43775
  Principal Civil Status Officer |
| 18 41 59    | Rs 18575 x 450 – 19475 x 600 – 20675 x 750 – 29675 x 900 – 31475
  Senior Civil Status Officer |
| 18 29 54    | Rs 14275 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675 x 750 – 27425
  Civil Status Officer |
| 08 17 50    | Rs 11175 x 250 – 13675 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675 x 750 – 24425
  Office Clerk
     formerly Clerk Assistant |
| 16 20 55    | Rs 11925 x 250 – 13675 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 22175 QB 22925 x 750 – 28175
  Machine Minder/Senior Machine Minder (Bindery)(Roster) |
| 24 01 32    | Rs 7425 x 225 – 9675 x 250 – 13675 x 300 – 15175
  General Worker |

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Errors, Omissions and Anomalies
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