

30 May 2008

Ministry of Civil Service and Administrative Reforms
Circular Note No. 3 of 2008
E/260/72/01/01

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments
Heads of Parastatal and other Statutory Bodies and Local Authorities
Island Chief Executive, Rodrigues

**Review of Pay and Grading Structures and Conditions of Service in the Public Sector:
Implementation of the Pay Research Bureau Report 2008**

Government's approval has been obtained for the implementation of the recommendations contained in the Pay Research Bureau Report 2008 on the review of pay and grading structures, conditions of service and pension reforms in the Civil Service, Rodrigues Regional Assembly, Parastatal and other Statutory Bodies, Local Authorities and the Private Secondary Schools, subject to appropriate legislation being enacted, where necessary.

2. **General Recommendations**

The General Recommendations and Conditions of Service (other than salary) contained in the Report are listed in **Appendix A**. This list is not exhaustive. Officers are therefore advised to consult the relevant parts of the Report itself before exercising their options. The full Report is available on the following websites:

Pay Research Bureau: <http://ncb.intnet.mu/pmo/prb>
Ministry of Civil Service and
Administrative Reforms: <http://civilservice.gov.mu>

3. **Options**

Every officer is required to sign an Option Form as at **Appendix B** for those in the Civil Service, as at **Appendix C** for those in the Rodrigues Regional Assembly and as at **Appendix D** for those in the Parastatal and other Statutory Bodies and Local Authorities. Options shall be exercised as early as possible, but not later than:-

- (a) **16 June 2008** for serving officers in Mauritius, Rodrigues and the Outer Islands and those posted in our Missions overseas;

- (b) **7 (seven) days after resumption of duty** for officers on mission abroad; and
- (c) **not later than 31 August 2008** for officers on approved leave.

In special circumstances, such as prolonged illness or hospitalisation, officers may be allowed to exercise their option at a later date. However, each case will have to be submitted to this Ministry for consideration and approval.

Supervising Officers i/c Ministries/Departments and Heads of Parastatal and other Statutory Bodies and Local Authorities are requested to ensure that the contents of this Circular Note are communicated, as soon as possible, to all members of their staff, including staff on approved leave/mission, together with the information necessary to enable them to exercise their option.

Officers may –

- (i) **either opt** to accept the revised emoluments and terms and conditions of service, including any modifications to the pension laws to be made to give effect to the recommendations as set out in the Report; **or**
- (ii) **opt not** to accept any modifications to the pension laws to be made to give effect to the recommendations set out in the Report **but** to accept the revised emoluments at a discounted rate of 92% and the terms and conditions of service, as set out in the Report; **or**
- (iii) **opt not** to accept the revised emoluments and terms and conditions of service.

Acceptance of the revised emoluments and the terms and conditions of service implies that any related emoluments or allowance cannot be the subject of an industrial dispute, in conformity with the Industrial Relations Act.

Employees of the Public Sector who do not opt for the revised salaries and conditions of service contained in this Report should be paid the compensation as set out in the Extra Remuneration Act effective from 1 July 2008.

3.7 Employees who have proceeded on leave prior to retirement before the 1 July 2008 and have not effectively retired from the service would be allowed to exercise the option for the new Contributory Pension Scheme.

4. Conversion of Salaries

Conversion of salaries should be effected in accordance with the Master Conversion Table provided in the Report. A copy of the Master Conversion Table with relevant guidelines is at **Appendix E**.

Conversion to the new salary scales should be effected **after the grant of the annual increment due**, where applicable, to officers on 01 July 2008.

5. **Schemes of Service**

Action should be initiated for the amendment of Schemes of Service, where necessary, to reflect any changes recommended in the Report as far possible within 6 months of the effective date of the implementation of the PRB Report 2008.

6. **Payment of Allowances**

With the implementation of the Report, all previous approvals conveyed for the payment of allowances would lapse, except for those allowances specifically mentioned in the Report. **The approval of this Ministry should be sought for any allowance not covered in the Report but which may still be justified.**

7. **Effective Date**

The Report will be implemented as from **01 July 2008**, as set out at paragraph 1.48 in Volume I of the Report and extract of which is reproduced at **Appendix F**.

8. **Implementation/Interpretation**

Any difficulty in relation to the implementation/interpretation of the Report should be referred to this Ministry with copy to the Pay Research Bureau for consideration.

9. **Errors and Omissions**

Should any genuine error or omission be identified, the officers concerned are invited to inform this Ministry, in writing, through their respective Heads of Ministries/Departments/ Organisations, with a copy to the Pay Research Bureau. This should be done **within a period of three months as from the date of this Circular Note.**

10. **PRB Reports and Options Forms**

Copies of PRB Reports and Option Forms should be collected from the Government Printing Office, La Tour Koenig, as from 14.00 hours on Monday 02 June 2008.

11. This Circular Note has also been sent by e-mail and is also available on the Ministry's Website (see paragraph 2 above).

P. Jhugroo
Supervising Officer

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

PAY RESEARCH BUREAU

Salient Issues and Recommendations of the 2008 PRB Report

1. Presentation of the 2008 PRB Report

1.1 For convenience sake, the 2008 PRB Report is published in two volumes. Volume I contains the General Background & Related Issues and Conditions of Service. Volume II, which is in four parts, contains recommendations on organisation and pay structures for the:

- (i) Civil Service (**Part I**);
- (ii) Parastatal and other Statutory Bodies and the Private Secondary Schools (**Part II**);
- (iii) Local Authorities (**Part III**); and
- (iv) Rodrigues Regional Assembly (**Part IV**)

2. Major Orientations of the Report

2.1 In framing the Report, the Bureau has focused on the need for:

- (i) transforming public sector organisations into modern, professional and citizen friendly entities that are dedicated to the service of the people;
- (ii) inculcating a performance-oriented culture;
- (iii) developing a Civil Service with competence and committed personnel at all levels;
- (iv) strengthening public confidence and trust in public sector institutions.

3. Strategies to attain the set objectives

3.1 The main strategies proposed by the Bureau in order to attain the above objectives include:

- (i) moving from multilayered structure to flatter structures in order to improve accountability and facilitate decision making;

- (ii) aligning HR practices (recruitment, selection, rewards, training and development) with performance;
- (iii) providing for training and development to equip people with right competencies and attitude;
- (iv) implementing Performance Management System and Programme Based Budgeting so that both reinforce and support each other with the common focus on improving performance, transparency, accountability and efficient achievement of planned results;
- (v) carrying out promotion exercise based on selection where competencies change significantly at higher levels, e.g. Head Teacher; and
- (vi) introducing a reward mechanism and institutional framework to link pay to results and to motivate organizations to embrace and implement change.

Salient features of the Report

Recruitment and retention problems in the Public Sector (Chapter 4 of Volume I)

- 4 The Bureau has thoroughly examined the recruitment and retention problems in the Public Sector and recommended a number of remedial measures to address the phenomenon of scarcity in certain professional/technical fields like Quantity Surveying, Marine Engineering, Architecture, Valuation, Law, Occupational Health and Safety, Bio-medical Engineering, Clinical Psychology and the different medical specialties. The remedial measures include, *inter- alia*:
- (a) appropriate reward strategies both in terms of career structure and earnings in those positions where skills are in short supply;
 - (b) re-advertising the posts with the new and enhanced package;
 - (c) employment on contract and alternative modes of employment;
 - (d) payment of non-pensionable allowance as an inducement;
 - (e) carrying out exit interviews; and
 - (f) effective enforcement of bonds

Public Sector Management Reforms (Chapter 5 of Volume I)

5. To keep pace with the changing environment of the Public Sector, the Bureau has recommended:
 - (a) that the terms of reference of the Public Sector Reforms Steering Committee (PSRSC) be enlarged to promote ethical standards and public service values as embodied in the “Code of Ethics for Public Officers”; to nurture an attitude of service excellence in meeting the needs of the public and to foster an environment which induces and welcomes continuous change for greater efficiency and effectiveness;
 - (b) the setting up of an Implementing and Monitoring Committee under the chairmanship of the MCSAR and comprising, among others, selected members and Desk Officers conversant with reform practices to:
 - (i) ensure the implementation of New Public Sector Management Reforms and the sustainability of reforms already undertaken;
 - (ii) facilitate and ensure the implementation of reform initiatives approved by the authorities;
 - (iii) monitor and evaluate the reform initiatives and tender advice on corrective actions; and
 - (iv) act as a liaison/desk between Ministries/Departments and PSRSC.
 - (c) that Ministries, Departments and Statutory Bodies should create the right environmental conditions to strengthen confidence in their organisations and to earn citizens’ trust.

6. Review of Organisation Structures (Chapter 8 of Volume I)

- 6.1 All hierarchies have been re-examined thoroughly to do away with overlapping functions, diminish the number of levels, provide for polyvalent grades, eliminate silos, clarify role/responsibility and come up with fit-for-purpose structures. The exercise has the advantage of trading off multilayers for longer salary scales so that absence of career prospects is compensated

through improvement of career earnings. To ensure acceptability, changes have been made generally where agreement could be reached.

7. Recruitment and Promotion (Chapter 9 of Volume I)

7.1 To ensure that the most suitable and meritorious candidates are chosen, it has been recommended that:

(a) recruitment and selection procedures should be supplemented with competency, personality and other psychometric tests, wherever desirable and particularly in strategic areas at the professional and managerial levels and for areas such as the disciplined services; and

(b) the Public Service Commission should be provided with the services of suitably trained professionals in the field of Industrial/Occupational Psychology who would, after due training, assist the Commission in determining the right type of tests to be carried out in respect of the relevant selection exercise and the way these tests could be incorporated in the selection process, based upon systems that have proved their validity elsewhere.

7.2 (a) Class-to-class promotion should invariably be made on the basis of selection; and

(b) Grade-to-grade promotion should be determined on a case to case basis with the mode of promotion explicitly mentioned in the relevant schemes of service.

7.3 Responsible Officers should arrange for appropriate work related tests/assignments to ensure that the officer can display the required competency both technical and behavioural and has the required attitude and commitment prior to the confirmation of any public officer in his office.

7.4 The Public and Disciplined Forces Service Commissions should consider the advisability of delegating more recruitment responsibilities to government Ministries/Departments/Organisations but within a framework of principles and roles approved and issued by the Commissions.

8. **Age Relaxation**

8.1 With the increase in the retirement age from 60 to 65 years, the age limit prescribed for direct recruitment to various posts in the Public Service should be raised from 35 to 40 years while the age limit for the Workmen's Group is being maintained at 45 years.

9. **Synergising Performance Management and Programme Based Budgeting (Chapter 11 of Volume I)**

9.1 Ministries/Departments should develop performance indicators to track achievement of their performance or programme goals and report thereon for budget and establishment purposes by March or by October every year when budgeting would be done on a calendar basis. The Report provides a measurement model to assist in the development of a performance management culture to improve service delivery.

9.2 Ministries should roll out Performance Management System and the Programme Based Budgeting to Parastatal Bodies and Local Authorities under their aegis so that, by June 2010 all public sector organisations would have adopted the PMS and the PBB.

9.3 A Monitoring Committee on PMS and PBB under the co-chairmanship of MCSAR and MOFED and comprising representatives of the Management Audit Bureau and such staff with expertise in the domain should be set up with the following terms of reference:

- (a) to review twice yearly the status of PMS in Public Sector Organisations: Ministries/Departments, Parastatal Bodies and Local Authorities, and recommend course of action to address shortcomings and deal with impediments; and
- (b) ensure that organisations utilise performance information for continuous improvement, which can be through, *inter alia*, updating of goals and measures; re-engineering of process; or reallocation of resources.

9.4 **Annual Confidential Report (Chapter 11 paragraph 11.48 of Volume I)**

9.4.1 A Special Committee, under the chairmanship of the MCSAR be set up to review the Confidential Report and to come up by June 2009, after consultation with staff, with a revised format for "Reporting to the Public Service Commission for promotion" which should comprise two parts: (a) a Performance Appraisal Report; and (b) a reviewed version of Part B of the present Confidential Report.

10. Training and Staff Development (Chapter 12 of Volume I)

10.1 It is recommended, *inter alia*, that:

- (i) the strategic content of training and development should be based on the acquisition and improvement of both technical and behavioural competencies and the inculcation of the right mindset and attitudes to develop the capacity of public officers for a range of responsibilities;
- (ii) training in customer care should be given to all officers having interface with customers; and
- (iii) development programmes combining leadership, change management, strategic planning and interpersonal skills should be mounted for key management and leadership positions across cadres.

10.2 Heads of Organisations should ensure that their staff is provided with a minimum number of hours of relevant work related training annually as shown indicatively in the table below

<i>Grades</i>	<i>Indicative Number of Training hours per year</i>
Minor	40
Clerical, Executive and Technical	45
Administrative, Professional and above	60

10.3 Subject to availability of funds, the budget of training should be increased up to around 1% of the salary bill in the coming, say, three to four years.

11. Review of Schemes of Service and Qualifications (Chapter 10)

11.1 Chief Executives should initiate action to assess the pertinent skills, competencies and personal attributes required for relevant grades and their roles and take appropriate action to bring the necessary amendments, as soon as possible, to schemes of service of grades falling under their responsibility. This should not be done in a manner to hamper the prescription of the schemes of service and subsequent filling of vacancies.

12. Leadership Capability Framework (Chapter 13 of Volume I)

12.1 For the successful implementation of the qualitative reform initiatives undertaken by Government, the Public Service needs to be led by a pool of talented leaders at management level. These talented leaders are expected to have the required mindset, attitude and soft skills; have acquired relevant experience through varied pathways; must possess leadership and management skills; and have the capability to deliver outcomes.

12.2 This profile which the Bureau considers to be suitable for the Public Service can gainfully be used for several purposes, namely to:

- (i) provide appropriate transparent guidelines for all recruiting agencies of the Public Service in the selection of a diverse pool of talents;
- (ii) assist management in developing capacity building programmes for the making of potential leaders who can inspire and bring necessary changes; and
- (iii) stimulate and guide aspirant leaders/young professionals to develop their potential and motivate them to be among the best for leadership roles.

13. Performance Related Reward (Chapter 14 of Volume I)

13.1 Provision has been made for the grant of bonus to be linked to successful implementation of Performance Management, Programme Based Budgeting and ISO Certification.

13.2 It has been recommended, *inter alia*, that increments provided in salary scales should be awarded taking into consideration performance, conduct

and behaviour, efficiency, diligence including availability and regularity at work.

13.3 It has also been recommended that, as from July 2010 when both Performance Management and Programme Based Budgeting have become fully operational, the payment of an annual bonus:

- (i) equivalent to one week salary for every one percentage point fall in the ratio of Pay to GDP, which is being set at around 7.5%;
- (ii) equivalent to one week salary in respect of an organisation that has successfully implemented PMS and has sustained it for over the preceding period of two years; and has met the targets set in respect of Programme Based Budgeting for the same period; and
- (iii) equivalent to three days' pay in respect of an organisation/section, which has been ISO certified and has maintained the ISO standards for the preceding period of two years.

13.4 Moreover, as from financial year 2011-2012:

- (i) increments may be granted three months earlier for employees who perform beyond the acceptable standards consistently for a period of one year and nine months;
- (ii) more than one increment may be granted at a go, say two increments, for continuous outstanding performance for three consecutive years; and
- (iii) officers other than Chief Executives, drawing top salaries or flat salaries may be granted a lump sum of up to a maximum of two weeks' salary (in the initial years of the scheme) for continuous outstanding performance for more than two years.

13.5 In future: -

- (a) all letters of offer of appointment shall explicitly mention that (i) the guaranteed salary shall be the initial of the scale and that annual incremental increase shall be a variable component which shall be based on overall performance and has to be earned; and (ii)

employees would be required to regularly submit a self-appraisal report on their performance in their key result areas;

- (b) Chief Executives of Organisations would be required to agree to certain outputs and outcomes under a performance contract. Outstanding performance based upon measurable indicators shall be rewarded and consistent failure may be sanctioned; and
- (c) either monetary or non-monetary reward may be granted to exceptionally performing teams or individual employees, who have excelled well beyond the call of duty, subject to the approval of the Standing Committee on Remuneration and the High Powered Committee.

14. **Public Sector Computerisation (Chapter 15)**

14.1 Responsible Officers of Ministries/Departments, with the collaboration of Central Informatics Bureau and/or Central Information Systems Division, should:

- (a) undertake continuous evaluation of and regularly monitor the state of computerisation within their respective organisations;
- (b) identify the activities that have yet to be computerised and work out a short/medium term plan for their computerisation;
- (c) identify services that can be delivered electronically and establish a work plan for the provision of such services on line;
- (d) carry out regular customer surveys to obtain feedback on the services provided electronically and on the need to add on or take any remedial action regarding underutilised e-services; and
- (e) keep their stakeholders informed of e-services provided and seek citizens' inputs for improvement.

14.2 The MCSAR in collaboration with the Ministry of Information Technology and Telecommunications (MITT) should establish a plan for rolling out the

Registry System, the Personnel System and the Electronic Attendance System in all remaining Ministries and Departments by the year 2010.

- 14.3 Heads of Organisations/Departments should involve themselves proactively in a clear, consistent and visible way, take ownership of computerisation projects and ensure that Managers/Senior Officers assume ownership at their respective levels for continuity and sustainability of programmes.
- 14.4 (a) The MCSAR should take appropriate steps to amend the schemes of service of office jobs, including those in technical and professional cadres, so as to include as a minimum qualification requirement the Internet Core Certification (IC3) with knowledge of Office Package. The schemes of service should also mention that incumbents would be required to perform word processing and other basic ICT functions.
- (b) Ministries/Departments should make arrangements for training of their staff so that by the year 2010 all officers are e-literate and competent to use office technologies.

15. **Employment on Contract and Alternative Modes of Employment (Chapter 16 of Volume I)**

- 15.1 Responsible Officers of Ministries/Departments should be allowed to recruit staff on a month-to-month basis or for shorter periods or on assignment basis to suit the operational requirements of their organisations, to address recruitment and retention problems and to cope with fluctuations in workload after seeking Government's approval and delegation of powers from the appropriate Service Commission.
- 15.2 In appropriate cases such appointments may be made through the recruitment of Consultants to provide consultancy services or the enlistment of the required human resources to perform specific assignments, in conformity with the provisions of the Public Procurement Act.

16. **Part-Time Working (Chapter 17 of Volume I)**

- 16.1 Heads of Ministries/Departments and Chief Executives of Parastatal Bodies and Local Authorities may enlist the services of part-time

employees in specific grades. However, the recruitment of such employees should be made according to the existing procedures as for full-time employees.

17. Conditions of Service (Chapter 18)

17.1 The Ministry of Civil Service and Administrative Reforms (MCSAR) should continue to act as a facilitator and monitoring body to ensure that conditions of service are communicated fully and efficiently and are implemented in a standard and consistent manner and continue to report to the Bureau any need for amendments, alterations or clarifications.

18. End-of-Year Bonus (Chapter 18.1 of Volume I)

18.1 An end-of-year bonus equivalent to one month's salary should continue to be an integral and permanent element of the conditions of service of all employees of the Public Sector including students, trainees or apprentices who draw an allowance instead of salary/wage whether on a monthly or daily basis.

19. Travelling and Car Benefits (Chapter 18.2 of Volume I)

19.1 The existing provisions regarding Travelling and Car Benefits have been reviewed. Officers eligible to purchase 100% duty remitted vehicles would be allowed to choose one of the following options :

- (a) duty remission for the purchase of a car; or
- (b) a monthly car allowance in lieu of the duty remission; or
- (c) increase in engine capacity for those who defer their purchases by one year or two.

Field Officers eligible for 70% duty remission once every seven years would be given additional options in the form of increased duty remission to induce them to defer their purchases.

19.2 An officer eligible for duty remission:

- (a) who has opted for the payment of a monthly car allowance in lieu of duty remission, would be allowed to take advantage of duty remission only after a period of six months as from the date he exercised the option for the allowance; and that the span of time during which an officer has drawn the allowance should in no case be considered in determining the period of eligibility for renewal;
- (b) who has opted for deferred renewal period to benefit from higher engine capacity or increased duty remission, would not be allowed to draw the monthly car allowance in lieu of the duty remission as from the date he exercises this option up till the end of the period qualifying him for the higher engine capacity/ enhanced duty remission;
- (c) may opt to purchase a car of higher engine capacity than his normal entitlement subject to a maximum of 2250 c.c. provided:
 - (i) he pays the difference in the excise duty; and
 - (ii) the quantum of duty exemption an officer would benefit from should not exceed the quantum he would have benefited, had he purchased a duty deferred car with an engine capacity corresponding to his normal entitlement;
- (d) who has already taken advantage of either 60% duty remission prior to 1 July 2003 or 70% or 100% duty remission on a car as at 30 June 2008 may be allowed to opt for the car allowance in lieu of the duty remission for renewal of their duty remitted car only after a period of five or seven years (whichever is applicable) have elapsed as from the date of the last purchase of the car;
- (e) whose grade is listed for 70 % duty remission would be allowed to take advantage of duty remission up to a maximum of four times. This provision would not apply in case of change of entitlement to 100% duty remission.

20. **Loan Facilities**

20.1 It is recommended that::

(a) officers, subject to provisions at paragraph (b) below, eligible for 70% and 100% duty exemption may be granted loan facilities of up to 21 and 18 months' salary respectively refundable in 84 monthly instalments in respect of a first purchase of a car

or

a maximum loan equivalent to 15 months' salary refundable in 60 monthly instalments for a subsequent purchase whichever is applicable;

(b) officers drawing a monthly salary in the range of Rs 62000 and up to Rs 75000 except Accounting/Responsible Officers drawing salary of Rs 75000 a month, would be eligible for loan facilities of up to 18 months refundable in 60 monthly instalments or a maximum loan equivalent to 15 months' salary refundable in 48 monthly instalments for a subsequent purchase;

(c) officers qualifying for duty concession of up to Rs100000 as per the appropriate provisions and opting to take advantage of duty remission would be entitled to a maximum loan equivalent of 21 months' salary refundable in 84 monthly instalments for a single purchase of a car;

(d) officers eligible for a travel grant but who are not eligible for duty remission would qualify for loan facilities of up to 21 months' salary refundable in 84 monthly instalments for the purchase of a car of up to eight years old provided the employee draws a monthly basic salary in the range of Rs 29000 and up to Rs 40000;

(e) individual officers, irrespective of their grades, not entitled to any duty remission, but have to perform, from time to time, official travelling by car on a regular basis may be granted, subject to the approval of the Supervising Officer, loan facilities of up to 21 months' salary refundable in 84 monthly instalments for the purchase of a car of up to eight years old with no duty remission;

- 20.2 Officers who are eligible for duty remission on an autocycle/motorcycle with engine capacity of up to 150 c.c. should continue to benefit from loan facilities equivalent to the duty-free price of the autocycle/motorcycle but not exceeding 15 months' salary, refundable in 84 monthly instalments, at 7.5% interest rate for the purchase of same. They shall also be eligible to renew their autocycle/motorcycle within the same engine capacity on the same terms and conditions.
- 20.3 Officers who are eligible for duty remission on auto cycle/motorcycle and in receipt of a monthly salary of Rs 17800 and above or are drawing salary in a scale the minimum of which is not less than Rs 12000 would be eligible for loan facilities for the purchase of a car of up to eight years old on the relevant terms and conditions. These officers would be eligible for refund of mileage and renewal of loan as per relevant provisions and would not be entitled to any duty remission on the car.
- 20.4 Officers who use their bicycle for official travelling should be granted loan facilities equivalent to its market price at interest rate of 7.5% refundable in not more than 84 monthly instalments.
- 20.5 An officer who has taken advantage of loan facilities and subsequently fails to produce documentary evidence in respect of the purchase of the vehicle, should refund same and any interest accrued thereon by a date set by the Accountant-General. Furthermore, he would qualify for loan facilities anew only at the normal time of renewal that is after five or seven years, whichever is applicable.
- 20.6 Officers entitled to 100% duty remission and depending on the category they have been classified would be eligible for a monthly commuted travelling as appropriate if during a whole calendar month the beneficiary was on approved leave with pay locally or abroad or on study leave with pay or on official mission. These officers should compulsorily use their car for official travelling, whenever required. However, officers specified at paragraph 18.2.71 (no. 2) and paragraph 18.2.19 (no. 3) of the main report should not necessarily attend office by car on days they are not required to perform official travelling, but would have to make their own arrangements to return home; and

- 20.7 Officers in receipt of a travel grant and performing official travelling should be paid either a monthly travel grant of Rs 5500 or a monthly commuted allowance of Rs 2880 together with mileage for attending duty and for official travelling at the rate of Rs 5.00 per km, whichever is higher. The latter option would be applicable only in case the officer performs official travelling during the month.
- 20.8 Officers serving in organisations where the incremental date is 1 January of the year and officers who are already eligible or would have been eligible for a travel grant on 1 January 2009 but with this Report would not qualify for same as from this date, should be entitled on a personal basis, for loan facilities on relevant terms and conditions and payment of a travel grant/monthly commuted allowance as appropriate as from 1 January 2009 whichever is applicable;
- 20.9 Officers who are already eligible or those drawing a monthly salary of Rs 18800 as at 30 June 2008 and would have been eligible for a travel grant on 1 July 2008, but with this Report would not qualify for same as from this date, should be entitled on a personal basis for loan facilities on relevant terms and conditions and payment of a travel grant/monthly commuted allowance as appropriate as from 1 July 2008, whichever is applicable; and
- 20.10 Officers using their autocycles/motorcycles to attend duty should be refunded, on days on which they are required to carry out field duties, the distance from residence to office, at the rate of Rs 1.40 per km for autocycles and Rs 1.80 per km for motorcycles or be refunded travelling by bus, whichever is higher.
- 20.11 Officers who are required to perform official travelling but are not eligible for a travel grant should be refunded mileage allowance for days on which they are required to carry out field duties at the specified rates.
- 20.12 The present mode of refund of travelling expenses to employees for attending duty by bus should be maintained. As regards the refund of travelling expenses to Primary School Teachers and Secondary School Teachers, computation for such refund should be based on 16 days a month and 15 days a month respectively.

- 20.13 The monthly travelling allowance payable to officers who use their own means of transport to attend duty to be revised to Rs 265 or the amount which would have been refundable by bus for attending work during the month, whichever is the higher.
- 20.14 We recommend that employees who are required to perform official travelling by bus should continue to be refunded their bus fares *in toto*.
- 20.15 The monthly allowance payable to officers performing official travelling on bicycle be revised to Rs 175 and the bad road allowance is revised to Rs 60.
- 20.16 The monthly walking allowance payable to Mauritian as well as to Rodriguan Officers is revised to Rs 150.
- 20.17 Officers who suffer from a physical disability (foot/leg/limb) that impedes them from walking at a normal pace may be refunded, subject to the approval of their Supervising Officer, bus fares from residence to office and back inclusive of trips for distance of less than 1.6 km.
- 20.18 Subject to the approval of the MCSAR the provisions of the above recommendation may on production of a medical certificate from a Government Medical Officer be extended, on a case to case basis, to an officer though not suffering from a physical disability but who faces more or less the same sort of problem to attend duty and back.
- 20.19 Officers, who on account of the operational needs of the organisation have to leave office late in the evening, may be refunded travelling expenses on an alternative route due to security reasons, subject to the approval of the Supervising Officer.

21. Chauffeur driven Official Car

- 21.1 Judges and Accounting/Responsible Officers drawing a monthly salary of Rs 75000 and above as well as officers drawing a monthly salary of Rs 80000 and above though not an Accounting/Responsible Officer may opt for

Either

a government car, within the prescribed ceiling, for official use as well as for private purposes together with the payment of fuel allowances and a driver's allowance of Rs 7000 or the services of a driver wherever applicable

Or

100% duty exemption for the purchase of a car within the appropriate ceiling value together with loan facilities up to the corresponding ceiling value reimbursable in 60 monthly instalments at the rate of interest of 7.5% per annum; and a monthly car allowance, in lieu of the official car, as determined by the High Powered Committee and a monthly driver's allowance of Rs 7000.

21.2 Officers who wish to renew their duty remitted car purchased on terms and conditions as laid down at above should, at the expiry of the five-year period, be granted loan facilities up to a maximum of 15 months' salary at an interest rate of 7.5% per annum refundable in 48 monthly instalments.

21.3 The High Powered Committee should continue to look into the provisions regarding other benefits related to chauffeur-driven/self-driven government cars such as petrol allowances, services of a driver and the monetary value for private use of car for pension purposes except for the renewal period which is dealt with in the ensuing paragraphs.

(i) As from 1 July 2008 the renewal period of government official cars allocated to beneficiaries should be five years, except for Judges and officers of this level and above.

(ii) An officer qualifying for an official car and who opts for same in lieu of a car allowance should in the first instance be allocated a car of up to five years old from the pool, if available or a brand new car within the corresponding ceiling value, subject to availability of funds.

(iii) An officer who has been allocated an official car from the pool would be allowed to renew this car on its reaching five years as from the date of first registration by another one of less than five years.

- (iv) The renewal period of official cars for Judges and officers at that level would continue to be looked into by the High Powered Committee.
- (v) Beneficiaries in post as at 30 June 2008 who qualify under the existing scheme for renewal of their official car at interval of less than five years should be allowed to retain same in the case of a last renewal and subject to the condition that the beneficiary undertakes to purchase the car at the time of retirement.
- (vi) Beneficiaries of official cars may be allowed to top up the difference between the duty deferred price of the car and their entitlement, in terms of ceiling value, subject to the following conditions:
 - (a) they undertake, at the time of retirement, to purchase the car at its normal depreciated price.
 - (b) they agree that government would not bear any additional liability that may be attributed to the topping up amount in case the car is damaged in an accident.

22. Services of Driver and Other Facilities

- 22.1 (i) Judges and Chief Executives/Responsible and Accounting Officers of Ministries/Departments who were drawing salary of Rs 47500 and above as at 30 June 2008 and who have been provided with the services of a driver on the establishment of the organisation may continue with the present arrangement or may opt for the driver's allowance in lieu of the services of a driver.
- (ii) Officers including Chief Executives/Responsible and Accounting Officers appointed on or after 1 July 2008 and drawing salary of Rs 80000 or more would be eligible for a driver's allowance in lieu of the services of a driver. However, subject to the approval of the High Powered Committee, such officers may be provided with the services of a driver either on the establishment of the organisation or from the appropriate pool in lieu of the allowance.

23. **Change of Entitlement from Self-Driven Official Car to Chauffeur Driven Car**

23.1 Officers who have taken advantage of a self-driven government car and subsequently qualify for a chauffeur-driven car and a driver's allowance should be eligible for a new official car or a car of less than four years old from the pool, within the prescribed ceiling only after five years have elapsed as from the date of purchase (first registration) of the self-driven car.

23.2 The term "salary" used for Travelling and Car Benefits should deem to be "basic salary".

Passage Benefit Scheme (Chapter 18.3 of Volume I)

24. (i) Officers on permanent and pensionable establishment drawing a minimum monthly salary of Rs 19000 or reckoning at least eight years' service should earn passage benefit at the rate of 5% of their salaries annually or the equivalent cost of 3900 km of the Group Tour Air Fare Mauritius - London - Mauritius at off peak (low season) rate whichever, is the higher. Exceptionally, in case of medical emergency, the rate at the time of travel will be applicable; and

(ii) Officers should not earn passage benefit during vacation leave, vacation leave taken as casual leave, sick leave in excess of 21 working days in any calendar year, maternity leave, study leave with or without pay, injury leave, interdiction period, accumulated sick leave taken prior to retirement, probationary period and leave without pay.

24.1 Beneficiaries shall be allowed:

A. to make use of their accumulated passage benefits

(i) for travel purposes for themselves and for the immediate members of their families namely spouses and dependent children below 21 years as well as for their dependent children aged up to 30 years old and who are following full time course in a tertiary institution either locally or abroad;

- (ii) for travel purposes in favour of their mother and/or father;
- (iii) to meet the costs of other expenses in connection with their travel or cash either partly or wholly any balance of their accumulated benefit at the time of travel; and
- (iv) for medical treatment for themselves overseas;

B. to cash *in toto* all passage benefits standing to their credit at the time of retirement.

- 24.2 (a) Officers would be allowed to use their accumulated passage benefit provided that the balance to their credit stands at Rs 10000 or more. If both spouses are civil servants, they would be allowed to use their passage benefit provided they have jointly accumulated an aggregate of not less than Rs 20000;
- (b) Officers may cash part or the whole amount of their accumulated passage benefit for spending vacation at inland hotels/recreational resorts provided they produce documentary evidence to that effect and their accumulated passage benefit is not less than Rs 10000;
- (c) Officers serving in our missions abroad may cash part or the whole amount of their accumulated passage benefit for spending vacation abroad in hotels/recreational resorts provided they produce documentary evidence to that effect and their accumulated passage benefit is not less than Rs 10000;
- (d) Public officers and officers of Parastatal and Other Statutory Bodies as well as officers of Local Authorities should be allowed to make use of their accumulated passage benefit to meet the fees in connection with SC and HSC examinations for their wards, even if the balance standing to their credit may be less than Rs 10000; and
- (e) On the demise of a beneficiary, the outstanding benefit should be paid *in toto* to the heirs.

Leave (Chapter 18.4 of Volume I)

25. Casual Leave

25.1 It is recommended that:

- (i) the quantum of casual leave should continue to be 11 working days;
- (ii) an employee who has exhausted his casual leave may be allowed to take, in any calendar year, up to five days from his total accumulated vacation leave which may be taken either at a stretch or on and off;
- (iii) an employee may, in addition to the provision at (ii) above, be allowed to take up to three days out of his vacation leave in case of the demise of a near relative or to look after the family around the time of his child's birth; and
- (iv) Supervising Officers should continue, as far as possible, to monitor the application and approval of casual leave, which should be granted subject to prior approval. In exceptional cases, where leave has been taken prior to approval on ground of unforeseen circumstances, Supervising Officers should satisfy themselves of the reasonableness of the grounds prior to sanctioning such leave. Otherwise, it should be considered as unauthorised.

25.2 Casual Leave for absences on a Saturday, for employees working on a six-day week basis and scheduled to work up to a maximum of four hours on Saturdays, should be counted as half a day's leave.

25.3 Employees not holding a substantive appointment after one year's continuous service and working on a five-day week basis should continue to be entitled to 14 working days of annual leave. Officers working on a six-day week basis should be eligible for 16 working days.

25.4 The provision for 10 working days of annual leave after the first year of training for Trainee Teachers of the primary and secondary schools is maintained.

26. **Annual Leave for Part-time Employees**

26.1 The quantum of annual leave for part-time employees, who have been in continuous employment for a period of 12 consecutive months, should continue to be 14 working days in the case of part-time work that covers five days or more in a week. In the case of part-time work of less than five days a week, the number of annual leave should be pro-rated. A day of leave is reckoned as the day or part thereof the employee is expected to be on duty.

27. **Vacation Leave**

27.1 (i) The annual vacation leave earning rate and the maximum leave that can be accumulated for employees on the permanent and pensionable establishment, including Teachers of the Pre-Primary, Primary and Secondary Schools and Trainers/Training Officers and Instructors of the IVTB be as per the table given below.

Length of Service (in years)	Leave Earning Rate per Annum (in days)	Maximum leave that can be accumulated (in days)
Up to 5	25	105
5+ to 10	30	140
10+ to 15	35	175
Over 15	35	210

(ii) Teachers of the Pre-Primary, Primary and Secondary Schools should not earn vacation leave during school holidays save for those periods when they are officially in attendance. They should additionally be governed by the appropriate provisions given in the Chapter dealing with the Ministry of Education and Human Resources in Volume II of this Report.

27.2 The conditions related to the purpose and grant of vacation leave as at paragraphs 18.4.19 to 18.4.22 and 18.4.24 of the PRB Report Volume I (2008) be maintained save that the maximum vacation leave that can be used as casual leave may be increased by a further period of three days to cater for absences in case of the demise of a near relative or to look after the family around the time of a child's birth.

27.3 Periods of break or leave without pay or secondment to bodies or organisations (whether approved service or not) should continue to be discounted from the length of service qualifying for vacation leave.

27.4 Supervising Officers and Heads of Departments should ensure that:

(a) employees are allowed to take periodic breaks from their work and enjoy, as far as possible, their vacation leave entitlement or part of it every year; and

(b) a 'leave plan' is established at the start of every calendar year to avoid conflicting situations and to minimise disruption in the smooth running of business.

28. **Sick Leave**

28.1 The following provisions of sick leave for officers appointed in a substantive capacity are maintained:

(i) 21 working days' sick leave on full pay every calendar year;

(ii) where an officer has exhausted all his sick leave (annual entitlement and 'Bank'), he should be eligible, not more than twice in his career, for sick leave up to a maximum of six months on full pay followed by six months on half pay inclusive of non-working days, on the recommendation of the Ministry of Health and Quality of Life. Such leave should be considered as an 'advance' and should be refunded, on resumption of duty, at the rate of 14 days a year. No officer should be allowed to cash or 'bank' sick leave until all leave advanced has been refunded. Any unutilised sick leave at the end of the year should be used to offset leave advanced;

- (iii) an officer who has been granted six months sick leave on full pay and is subsequently granted sick leave on half pay, may opt to use his accumulated vacation leave in lieu of the sick leave on half pay;
- (iv) on retirement, sick leave accumulated in bank should either be cashed in full or taken as leave prior to retirement;
- (v) in case of resignation from employment in the Public Service, officers should be paid the total value (100%) of accumulated sick leave, if any; and
- (vi) on the demise of an officer, the total value (100%) of accumulated sick leave should be paid to his heir(s).

28.2 Sick leave not taken at the end of every calendar year should be accumulated up to a new “bank” maximum of 110 days, subject to the provisions of paragraphs 28.3 and 28.4 below for officers in post as at 30 June 2008.

28.3 All sick leave not taken at the end of the year should be accumulated until a new “bank” maximum is reached for the corresponding year as per table below beyond which refund would be made:

Year	‘Bank’ Maximum beyond which Refund would be made
2008	95
2009	100
2010	105
2011	110

28.4 After the Bank maximum as per table above has been reached (i.e. 95 in year 2008 or 100 in year 2009 or 105 in year 2010 or 110 year 2011). Sick leave unutilised at the end of the respective year out of the annual entitlement of 21 working days, up to a maximum of 11 days should continue to be paid in cash at the rate of 1/22 of monthly salary a day. Any remaining balance of sick leave not taken over and above the 11 days up to a maximum of five days be refunded at 1/44 of monthly salary a day.

28.5 As from the year 2012 after the “bank” maximum of 110 days has been reached, sick leave unutilised at the end of the year, out of the annual entitlement of 21 working days, up to a maximum of 16 days should be paid in cash at the rate of 1/22 of monthly salary a day.

28.6 Officers who on 1 July 1993 had more than 90 days sick leave and had opted to retain the sick leave in excess of 90 days to be taken as leave prior to retirement or to be cashed should retain them on a personal basis irrespective of the new ceilings recommended at paragraphs 28.3 and 28.4 above. Consequently this excess should not be considered for the purpose of implementation of the provisions above.

29. **Sick Leave Abroad**

29.1 Any period of illness abroad, on expiry of any period of leave (vacation, casual, study leave with or without pay), should be on no pay except for the period an officer is hospitalised.

29.2 Consideration should be given, on a case to case basis, to grant sick leave to officers who produce documentary evidence, as approved by the Ministry of Health and Quality of Life, certifying that they should proceed abroad for medical treatment not available locally even though no hospitalisation is warranted.

29.3 Subject to the exigencies of the service, female public officers, in the period of 12 months following the expiry of maternity leave taken may in addition to vacation leave:

either

(i) take a maximum of nine months leave without pay ;

or

(ii) six months leave without pay followed by six months part-time employment for half the working time on half pay.

29.4 Consideration be given for the grant of vacation leave to male officers following confinement of their wife.

29.5 It is further recommended that:

- (i) around the time of child birth, fathers may take their normal casual leave entitlement as well as up to eight days from their accumulated
- (ii) vacation leave, which is inclusive of the normal five days accumulative leave normally taken on and off, on the same basis as casual leave, i.e. either at a stretch or on and off;
- (iii) following the demise of a working wife after delivery of a non still born child, the husband holding a substantive appointment or having completed one year's continuous service should be granted parental leave on full pay of a duration equal to the unused portion of the maternity leave which the deceased wife was entitled; and
- (iv) In the case of the demise of a non-working wife after delivery of a non still born child, the husband holding a substantive appointment or having completed one year's continuous service should be granted parental leave on full pay equivalent to the hypothetical unused maternity leave computed as from the date of delivery.

30. Study Leave with Pay

The existing provisions for the grant of study leave with pay are maintained:

31. Leave Without Pay

31.1 The grant of leave without pay, subject to the interest and exigencies of the Public Service, should, as at present, be applicable exclusively to officers holding a substantive appointment except for leave taken following confinement. The other provisions are being maintained.

31.2 An officer who has been granted leave without pay for one year over a period of ten years to take up employment in a Mauritian Branch of an international private/multinational company may with the approval of the MCSAR be allowed to take advantage of the leave without pay or for part of the year in the event of an overseas posting in the same company subject to the provisions of paragraph 18.4.89 (v) of the PRB Report 2008 (Volume I).

- 31.3 (i) An officer who has been granted leave without pay for a specific purpose (e.g. to accompany spouse) should not be granted extension of leave without pay for another reason, such as for study purposes, unless and until he resumes duty.
- (ii) Supervising Officers should ensure that officers, who are posted at their respective Ministry/Department and who are on leave without pay, do resume office at the expiry of their leave. Any request for extension of leave without pay should be submitted to the MCSAR at least a month before the expiry of the approved absence.

32. **Injury Leave**

- 32.1 Injury leave on full pay should continue to be granted to an officer injured on duty, provided that the officer was acting in accordance with rules and regulations in force at the time of the accident and the accident was not due to the fault of the officer.
- 32.2 Officers not holding a substantive appointment should continue to be eligible for injury leave with pay, up to a maximum of 15 days, although they have not completed one year's continuous service, provided that the procedures set out in the existing regulations and at the above paragraph are followed.

Working Week, Flexitime, Workers on Shift/Roster/ Staggered Hours and Overtime (Chapter 18.5)

33. **Working Week**

- 33.1 The provisions governing the standard working week currently in force in the Public Sector as replicated below are maintained.
- (i) Officers in the Workmen's Group and other manual grades (excluding watchman): 40 hours
- (ii) Watchmen: 60 hours

- (iii) Officers classified as working on shift: 40 hours or a multiple of 40 hours, where the shift covers a cycle.
- (iv) Officers classified as working on roster and staggered hours: Not less than $33\frac{3}{4}$ hours and not more than 40 hours as specified by Responsible Officers.
- (v) Disciplined Forces: As specified by Responsible Officers.
- (vi) All other officers: Between $33\frac{3}{4}$ hours and 40 hours as specified by the Responsible Officer.
- (vii) Any worker may be required to work on a six-day week basis, provided the normal working week is in accordance with provisions (i) to (vi) above.

33.2 The following provisions should apply to workers on shift, roster and staggered hours:

- A. Workers on shift and workers employed on a roster basis whose day off coincides with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) should be given an additional day off. Those who work on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) should be granted two days off.
- B. Workers on shift and workers on roster, who cannot be granted days off for work performed on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday), or when their day off coincides with a public holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) should be paid as follows:
 - (i) one day's pay for a day off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday); and
 - (ii) two days' pay for actually working a whole shift/roster on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday).

- C. When a shift or roster covers part of a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) and part of a normal working day, officers working on that shift or roster should be granted:
- (i) no compensation for working up to two hours on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday);
 - (ii) half day's off or half day's pay for working more than two hours and up to four hours on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday);
 - (iii) one day's off or one day's pay for working more than four hours and up to eight hours on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday); or the officer may accrue one additional day of casual leave;
 - (iv) two days' off or two days' pay whenever they work more than eight hours on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) or the officer may accrue two additional days of casual leave;
 - (v) a maximum of three days off or three days' pay for working for a continuous period of 24 hours spread over two consecutive Public Holidays (other than a normal Sunday not coinciding with a proclaimed public holiday) or the accrual of three additional days of casual leave.
- D. The maximum accrual of additional casual leave should be five days which should be granted within the same year. The computation for the leave accruals is kept separate from any other form of leave.
- E. Days off granted for work performed on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) and in respect of days off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) should be

considered as approved leave for the purpose of computation of overtime.

- F. Workers who may wish to exchange shifts or rostered days off by mutual agreement and with the consent of their supervisors should be allowed to do so, provided the arrangement does not give any employee an entitlement to the payment of overtime.
- G. The normal entitlement of sick/casual leave of all shift workers should be converted into the corresponding number of hours on the basis of one day being equal to eight hours work. For absence on any shift, the exact number of hours the shift worker was scheduled to work should be deducted from his sick/casual leave entitlement. However, the officer may be given the option to reimburse by working additionally the number of hours in excess of the eight hours, in lieu.

One day's pay in respect of workers in these categories should be calculated at the rate of eight times hourly rate and the hourly rate should be computed as follows:

Annual salary for the financial year

52 x 40

- 33.4 Management should continue to ensure regular rotation of staff of such categories in a spirit of equity to all employees.
- 33.5 Since the compensation outside salaries in respect of shift work performed at night has proved effective in inducing desired employee behaviour, we are maintaining the same arrangement in this Report. Appropriate recommendations regarding these allowances are made in the Chapter concerning the respective Ministries in Volume II of this Report.
- 33.6 The hourly rate:
 - (i) for employees in the workmen's group including watchmen and shift workers, workers on Roster/Staggered hours as well as officers who put in 40 hours of work weekly should be 1/180 of the monthly salary;

- (ii) for all other employees and officers who put in 33 ³/₄ hours of work weekly, should be 1/155 of the monthly salary.
- 33.7 The working week for computation of overtime should be as specified at paragraph 18.5.2.
- 33.8 Officers drawing basic salary of less than Rs 29000 be eligible for the payment of overtime allowances.
- 33.9 Officers drawing basic salary from Rs 29000 to Rs 40000 monthly, who are required to work beyond their normal working hours owing to the nature of their duties for the execution of urgent tasks or for completion of work which cannot be postponed, should be paid the hours of overtime at 80% of the prescribed rate.
- 33.10 Supervising Officers and Officers-in-Charge of Ministries/Departments should continue to approve the payment of overtime allowance at their own level, subject to availability of funds under the appropriate Vote item. They should continue to ensure:
- (i) that such work is performed only when it is absolutely necessary, is cost-effective and is authorised in advance;
 - (ii) strict monitoring of the work on an individual basis, to prevent employees from resorting to excessive overtime; and
 - (iii) that quarterly detailed returns of any such payments made is submitted to the MCSAR.
- 33.11 During cyclones, after a cyclone warning Class III or IV has been waived and depending upon the time at which the official communiqué is issued by the Meteorological Services, officers should attend duty as soon as the cyclone warning Class III or IV is officially waived, provided this is done before 1000 hours, and access to office is possible.
- 33.12 Officers who are required and bound to attend duty during a cyclone warning Class III or IV should continue to do so.
- 33.13 Heads of Ministries/Departments should closely monitor the situation once a cyclone warning is in force in the country and should take appropriate

action to release their staff as soon as a cyclone warning Class III is officially issued during working hours. However, officers who travel by their own car or by public transport to attend duty and who reside furthest from their place of work should be released first, followed by officers who live in the vicinity of the office and lastly, those who stay within walking distance of their workplace.

- 33.14 Workers on shift or roster, eligible for overtime, who 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.

Task Work in the Public Sector (Chapter 18.6)

34. The following guidelines regarding task work should apply:
- (i) task work should be resorted to only where the task rates have been recommended by the Head of Division and approved by the Supervising Officer in cases where the output is measurable and easy to control;
 - (ii) the daily task assigned should be measured and certified by the supervisors before the workers are allowed to leave their site of work; and
 - (iii) roll call should be made immediately after resumption of duty after lunch time.
 - (iv) employees may be allowed to leave their site of work on (a) completion of their tasks subject to the tasks assigned having been controlled and certified by the supervisors and (b) provided that the employees have been in attendance for a minimum number of hours which should be around 75% of the normal working hours of the corresponding grade not on task work.
 - (v) Site supervisors should effect regular site visits to ensure that the guidelines set out above are implemented by, and corrective actions are taken, wherever warranted.

Special Duty and Extra Duty Allowance (Chapter 18.7)

35. Officers, not eligible for overtime, who work under exceptional pressure and at extra and irregular hours for timely completion of projects not within the normal scope of their schedule of duties, and in connection with special assignments such as conferences, enquiries, seminars and workshops, should be eligible for an Extra/Special Duty Allowance, based on both effort and time, subject to the approval of the MCSAR.
- 35.1 Senior officers not eligible for overtime/extra duty allowance or any other form of compensation for additional hours of work put in for the completion of an assignment/report by set time frame as per mandatory/administrative requirements and, who have to work unusually long hours over an extended period of a minimum of three months and put in exceptional effort on a sustained basis for the timely production of planned output, within the normal scope of their schedule of duties, may, on the recommendation of the Responsible Officer and subject to the approval of the Standing Committee on Fees and Allowances under the chairmanship of the MCSAR, be granted a monthly allowance of up to a maximum of two thirds of a month salary based on the duration of the work and the extent and quality of the contributions.

Salary on Promotion (Chapter 18.8)

36. In general, all promotions should continue to be marked by an increase in salary representing at least three increments subject to the provisions of ensuing paragraph. An officer, on promotion, should join the initial or flat salary of the higher scale or be granted three increments worth at the incremental point reached in the lower post (to be read from the master salary scale) whichever is higher, provided the total emoluments of the officer should not be less than the initial salary and not more than the maximum salary of the higher post.
- 36.1 The under-mentioned provisions should apply in the following specific cases:

- (i) Where recruitment to a grade, by virtue of the scheme of service or arrangement in force, is or may be done by selection both from serving officers and outside candidates in the same exercise, the serving officer should draw the initial salary of the grade or receive one increment if he was drawing more than the initial.
- (ii) Where a serving officer applies for a grade in the service requiring qualifications of a completely different line than those of his grade, such as a Clerical Officer/Higher Clerical Officer applying for the grade of Engineer, the officer should, on appointment, join the grade at the initial of the scale or retain the salary of his previous grade, whichever is the higher.
- (iii) Where a senior officer has been promoted directly and an officer junior to him has subsequently been promoted indirectly to the same grade i.e. after having obtained another promotion, the junior officer should in principle be granted up to a maximum of three increments provided his salary does not exceed the salary of the officer who is senior to him and has been promoted directly to the grade before him.

36.2 The salary of an officer who is promoted after having benefited from the grant of long service increment should be adjusted by the grant of an aggregate of three increments, inclusive of the increment/s previously obtained for long service.

Increment and Incremental Credit (Chapter 18.9)

37. Increments have to be earned, payable subject to satisfactory service and can be withheld in case of major shortcomings.

37.1 Officers employed in a Local Authority or Parastatal Body and Other Statutory Body reported upon by the PRB and who join the Civil Service would be eligible to the grant of one incremental credit, up to a maximum of three, for each year of experience acquired in a similar capacity in these organisations. This recommendation should also apply to employees of the Private Secondary Schools, covered by the PRB, and joining the Civil

Service. However, the incremental credits due under this recommendation would be payable on confirmation.

37.2 The provisions under the above paragraph should also apply to officers of a Local Authority, a Parastatal Body and Other Statutory Body and the Private Secondary Schools covered by the PRB who move from one institution to another.

37.3 The Standing Committee under the Chairmanship of the MCSAR will continue to examine applications for incremental credit for experience acquired prior to joining the service and make awards as appropriate.

The Standing Committee set up under the Chairmanship of the MCSAR and comprising representatives of the Ministry of Finance and Economic Development, the Mauritius Qualification Authority, the Tertiary Education Commission, the Pay Research Bureau and, where necessary, the Ministry/Department/Organisation concerned, be maintained to examine and determine the award of incremental credit for additional qualifications and to pronounce on any problem related, thereto.

37.4 Notwithstanding the provision at paragraph 18.9.19 (a) and (b) (ii), one incremental credit shall be granted to officers having obtained an additional qualification equivalent to a degree or higher, which is different from those specified in the scheme of service but is significantly relevant to the performance of the duties of the grade.

37.5 The grant of incremental credits for additional qualifications which are partly relevant, may be considered provided a minimum of 50% of the modules are relevant to the performance of the duties of the grade.

37.6 Officers drawing the top salary in a scale and having obtained an additional qualification, shall continue to be paid, in lieu of incremental credit, a non-pensionable lump sum equivalent to twelve times the value of the last increment of the scale subject to the conditions laid down at paragraph 18.9.19 of PRB Report 2008 (Volume I).

37.7 Officers drawing a flat salary and having obtained an additional qualification, shall be paid, in lieu of incremental credit, a non-pensionable lump sum equivalent to twelve times the value of the last increment read

from the salary scale of the Principal Assistant Secretary subject to officers drawing flat salaries and obtaining an additional qualifications at post graduate level or above subject to the conditions laid down at paragraph 18.9.19

Acting and Responsibility Allowances (Chapter 18.10)

38. The quantum of acting allowance payable, whether in a grade-to-grade or class-to-class situation, should represent the difference between the initial or flat salary of the higher post and the substantive salary of the officer or three increments worth at the incremental point reached in the substantive post (whichever is higher, provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the higher post.
- 38.1 Where, for administrative convenience, an officer is assigned the duties of a higher office by the appropriate Service Commission or by the Responsible Officer as delegated, the Supervising Officer should continue to authorise payment to the officer of a responsibility allowance as follows:
- (i) where the officer is fully qualified to act in the higher post, the allowance should be equivalent to the acting allowance;
 - (ii) where the officer is not fully qualified to act in the higher post, the allowance should be 80% of the acting allowance; and
 - (iii) where appointment to a higher office is made by selection and no additional qualification is required, whether in terms of academic or technical qualification or experience or in terms of physical requirements, the responsibility allowance payable to officers who are assigned the duties of the higher office should be equivalent to the acting allowance.
- 38.2 The qualifying period/specific provisions governing acting and responsibility allowances should be as per the following:
- (i) No acting or responsibility allowance should be paid to an officer unless he acts in the higher office for a continuous period of seven

days, i.e., the assignment should be for a minimum period of seven continuous days, inclusive of Saturdays, Sundays and Public Holidays.

- (ii) An officer performing higher duties should not be eligible for acting or responsibility allowance for any period of absence exceeding seven days at a stretch.
- (iii) Where an officer who is acting in a higher office proceeds on official mission overseas, he should be paid a special allowance equivalent to the acting allowance he would have drawn had he not gone on mission.

38.3 The responsibility allowance in respect of officers in the Workmen's Group should continue to be (a) computed on the same basis as for acting allowance even if the officer is not fully qualified; and (b) paid on the basis of the actual number of days worked.

Meal Allowance (Chapter 18.11)

39. Officers who (a) are required to work during cyclonic conditions; and (b) are unexpectedly retained on duty after a normal day's work for at least three hours beyond their normal working hours be either provided with meals where catering facilities are available or paid a meal allowance of Rs 100 for each meal.

39.1 Notwithstanding the provision of the above paragraph, the Chief Executive of an organisation may, subject to availability of funds, grant a meal or a meal allowance to officers though they have been given advance notice and have been retained for at least three hours beyond their normal working hours for urgent work or for the timely completion of an assignment or project. This recommendation is not applicable to an officer who is scheduled to work according to a roster, shift or staggered hours or to an officer who regularly has to perform overtime.

Out of Pocket Allowance (Chapter 18.12)

40. An "Out of Pocket Allowance" of Rs 160 daily shall be paid to an officer on short official visits to any of the islands forming part of the Republic of

Mauritius. A part of a day shall be considered as a whole day for the purpose of payment of the “Out of Pocket Allowance.”

- 40.1 Officers who go on official visits to Agalega and St. Brandon by ship should also be paid the ‘Out of Pocket Allowance’ for the number of days they stay on board the ship from and to Mauritius.

Uniforms (Chapter 18.13)

41. The uniform allowance payable to the three categories of eligible officers in Mauritius for financial year 2008-2009 has been be revised as follows:

Category	Allowance (including Cardigan)
I	Rs 3440
II	Rs 3230
III	Rs 3130

- (ii) the grades in Rodrigues eligible for an enhanced entitlement of items of uniforms be paid an additional allowance as follows for financial year 2008-2009:

Category	Additional Allowance
I	Rs 935
II	Rs 870
III	Rs 840

- 41.1 It is further recommended that :

- (i) for subsequent financial years, the quantum of allowance should continue to be adjusted on the basis of the changes in the prices of the relevant items of uniform as determined by the Central Statistics Office for the preceding financial year and also considering whether cardigans are due in the year or not.

- (ii) where it is considered that officers in a new grade or in a grade other than those already eligible, should wear uniform to exercise authority or on grounds of tradition and/or international etiquette, the Responsible Officer should obtain the approval of the Standing Committee on Uniform. Thereafter, in consultation with the appropriate stakeholders, the Responsible Officer should arrange for the supply of all items of uniforms to such eligible officers in a cost-effective manner.

412 Where the nature of work of casual/temporary employees warrants the wearing of protective clothing/ item to protect them from bodily injury, Supervising Officers should issue/grant the appropriate protective clothing/item promptly.

42 **Standing Committee on Uniforms**

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

Family Protection Schemes (Chapter 18.14)

43 The following transitional measures should apply:

- (i) Public officers and Members of the National Assembly in post as at 30 June 2008 may, while in service, opt to cease to contribute to the Civil Service Family Protection Scheme on reaching 60 years of age. However, in that case, widows and orphans pension will be computed on the salary drawn at the time the member ceases to contribute to the scheme.
- (ii) In respect of public officers in post as at 30 June 2008, the basic unreduced pension would continue to be computed at the rate of one

six hundredth of the annual salary of a contributor at the date of death or at the date he ceases to be a public officer for each completed month of his contributory service (not exceeding 400 months).

- (iii) In respect of members of the National Assembly in post as at 30 June 2008, the basic unreduced pension would continue to be computed at the rate of one six hundredth of the annual salary of a contributor at the date of death or when he ceases to be a member of this legislature for each completed month of his contributory service (not exceeding 400 months).

43.1 The rate of contribution to the Civil Service Family Protection Scheme is maintained at 2%.

43.2 Subject to the transitional provisions set out above, the following new provisions should be made applicable with effect from 1 July 2008:

- (i) Public officers should cease to contribute to the scheme on the occurrence of the following events: reaching 65 years of age, resignation from the Public Service, dismissal from the Public Service, retirement from the Public Service and leaving the Public Service for any reason. Members of the National Assembly should cease to contribute to the scheme upon reaching 65 years of age.
- (ii) When a member of the National Assembly ceases to be a member, provided he has not reached 65 years of age, he may opt to cease to contribute or to continue to contribute to the Civil Service Family Protection Scheme at the rate of 4% of his salary at the time he ceases to be a member, to enable a longer period of contribution.
- (iii) The basic unreduced pension would be computed at the rate of one six hundred and ninetieth of the annual salary of the contributor at the date of death or at the date he ceases to be a public officer for each completed month of the contributory service (not exceeding 460 months).

- 43.3 In the case of a contributor who has been acting in a higher office, the same retiring salary used to compute the retiring pension should be used to compute the pension under the Family Protection Scheme.
- 43.4 The annual salary in respect of a member of the National Assembly should mean: (i) the annual salary payable to a member immediately before he ceases to be a member; or (ii) the annual salary drawn in respect of any office established by the Constitution and held by him at any time while he was a member, whichever is the higher.
- 43.5 The interest on contribution to be refunded should be computed up to the date the contributor is eligible for a refund.
- 43.6 Except for the foregoing reforms enunciated, all the other provisions of the Civil Service Family Protection Scheme governing membership, contribution, refund of contribution and pensions should continue to apply.
- 43.7 The legislation governing the Statutory Bodies Family Protection Fund should be amended to reflect, as appropriate, the reforms recommended to the Civil Service Family Protection Scheme.
- 43.8 The following transitional measures, along similar lines as for the Civil Service Protection Scheme, should apply :
- (i) Officers in post as at 30 June 2008 may, while in service, opt to cease to contribute to the Statutory Bodies Family Protection Fund on reaching 60 years of age. However, in that case, pension will be computed on the salary drawn at the time the member ceases to contribute to the scheme.
 - (ii) In respect of public officers in post as at 30 June 2008, the basic unreduced pension would continue to be computed at the rate of one six hundredth of the annual salary of a contributor at the date of death or at the date he ceases to be a public officer for each completed month of his contributory service (not exceeding 400 months).

- 43.9 The existing members of the Statutory Bodies Family Protection Fund as at July 1988, who opt for a return of contribution in lieu of retaining eligibility to family benefits, should henceforth be refunded their contributions with compound interest at the rate of 4% per annum.
- 43.10 In the wake of the reforms of the Civil Service Family Protection Scheme and the Statutory Bodies Family Protection Fund, the State Insurance Company of Mauritius (SICOM) Ltd. Should take necessary steps, to the extent that is possible, to implement the changes recommended.

Risk, Insurance and Compensation (Chapter 18.15)

44. Management, as part of their corporate obligations, should continue to show strong leadership and commitment to occupational safety at the workplace and make necessary arrangements for the setting up of an occupational safety and health management system so as to minimise the risk of accident or injury and protect workers from the effects of health hazards caused by their working conditions.
- 44.1 The Bureau maintains its policy of (a) incorporating compensation for the element of risk in its salary recommendations, and (b) providing additional compensation by way of allowance exclusively to certain categories of employees of the Disciplined Forces as well as Hospital Staff of the Mauritius Prisons Service, the Medical and Para-Medical Staff of the Brown Sequard Hospital, and Chest Clinic and who are exposed to relatively higher risks than their colleagues in the same grade. The recommended revised allowances payable appear in the relevant chapters for Ministries/Departments.
- 44.2 Each organisation should, with the assistance of the Safety and Health Unit of the Ministry of Civil Service and Administrative Reforms (MCSAR), should carry out a risk assessment to identify situations where employees are exposed to noxious substances or adverse working conditions that may impair their health and to place the employees concerned under a suitable Health Surveillance Programme.

- 44.3 The Safety and Health Unit of MCSAR should provide assistance to Ministries and Departments in the setting up of Departmental Safety and Health Committees to implement safety and health policies; and to devise appropriate training programmes for workers on the potential health hazards and safe working practices.
- 44.4 The Departmental Safety and Health Committee be chaired by a senior officer and be responsible, *inter alia*, to:
- (a) implement the organisation's Safety and Health programme and system;
 - (b) ensure conformity to relevant legislation, regulations and codes of practice;
 - (c) ensure and enforce the use of personal protective equipment; and
 - (d) carry out regular safety audits.
- 44.5 Moreover,:
- (i) All manual workers as well as non-manual workers whose annual earnings do not exceed Rs 72000 should continue to be compensated according to the Workmen's Compensation Act.
 - (ii) The Second Schedule of the Workmen's Compensation Act should be updated to cater for new occupational diseases.
 - (iii) Non-manual employees whose earnings are in excess of Rs 72000 a year and members of the disciplined forces who sustain permanent incapacity as a result of injury arising out of and in the course of duties, or who contract an occupational disease under conditions specified in Section 37 and as listed in the Second Schedule of the Workmen's Compensation Act, be paid a compensation as per rate specified in the First Schedule or under Section 7 of the Workmen's Compensation Act up to a maximum of Rs 1 million over and above any gratuity or pension covered under the Pension Regulations.

- (iv) Non-manual employees whose earnings are at a rate in excess of Rs 72000 a year and for members of the disciplined forces who sustain fatal injuries arising out of and in the course of duties, or who contract a fatal occupational disease under conditions specified in Section 37 and which is listed in the Second Schedule of the Workmen's Compensation Act, a compensation of six years' salary at the rate of the deceased last salary drawn before the accident, subject to a maximum of Rs 1.5 million be paid to the heirs over and above any gratuity covered under the Pension Regulations.
- (v) The High Powered Committee may, in the wake of amendments to the National Pensions Act, review the ceilings at paragraph 18.15.22 (iii) and (iv) and make such other related recommendations as appropriate.
- (vi) Pending amendments to the relevant legislation, the recommendations made at paragraph 18.15.22 (iii) and (iv) in relation to those employees whose earnings are above Rs 72000 annually and who are not governed by the Workmen's Compensation Act be implemented administratively.

45. **Medical Insurance Scheme**

- 45.1 The Ministry of Civil Service and Administrative Reforms should consider the advisability of negotiating with State Insurance Company of Mauritius (SICOM) for the setting up of a contributory medical scheme for public officers who would wish to join in.

Funeral Grant (Chapter 18.16)

- 46 Where a public officer holding a substantive appointment or having completed one year's continuous service dies while still in service, a funeral grant of Rs 3000 be paid to the officer's heir or nearest relatives who have borne the funeral expenses in addition to the salary in respect of the month in which the officer dies.

Communication Facilities (Chapter 18.17)

- 47 The grant of free communication facilities to public officers-fixed telephone (rental and calls) at place of residence and cellular phone-should continue to be devolved on the management, who should stand guided by the existing policies and guidelines.
- 47.1 However, management of Ministries/Departments/Organisations should exercise proper and adequate control on the grant of such facilities and ensure that adequate processes and procedures are in place to prevent inappropriate and/or excessive use of communication devices.
- 47.2 With regard to fax facilities at place of residence, management should stand guided by the existing policies and guidelines and should seek the prior authority of the MCSAR before granting such facilities to an officer.
- 47.3 Subject to the prior approval of the MCSAR, Internet facilities may be granted in cases where officers have to:
- (i) interact from residence with international organisations for exchange of views, comments, and advice regularly outside office hours, having regard to the difference in time zone;
 - (ii) regularly carry out significant research from home for normal delivery or to meet deadlines; and
 - (iii) access from home and outside office hours a server situated at the office or away from home.

Foreign Service Allowance and Other Related Allowances (Chapter 18.18)

- 48 It is recommended that:
- (i) the quantum of Foreign Service Allowance to be paid to home-based staff in the currency of the respective country of posting should be as set out in the appropriate Annex (IV) of the PRB Report 2008 (Vol I)

- (ii) the rate of exchange as appearing at relevant Annex (V) of the Report should be applicable for all payments save for salaries of staff serving in our missions as at 30 June 2008; and
- (iii) where an officer is presently drawing by way of salary, Foreign Service Allowance and Entertainment Allowance, wherever applicable, more than what he would draw in the aggregate with our recommendations, he should be allowed to retain same on a personal basis up to the time of a new posting. On a new posting, our new recommendations should apply *in toto*.

48.1 All payments should, in principle, be in the currency of the country of posting and as per the recommendations.

48.2 The prevailing rate of exchange of the currency of the country of posting should now be applicable for conversion of monthly salaries to home-based staff.

48.3 The Foreign Service Committee (FSC) should consider the reviewing of the Foreign Service Allowance, whenever, there is a rise in the cost of living exceeding 20% in the country of posting.

48.4 The FSC should consider the advisability for a mid-term review of the FSA to be carried out in the light of a new comparative costliness index based on data to be worked out in or around January 2011 in the cities where our missions are located.

48.5 Pending the acquisition of quarters, wherever feasible:

- (i) full charges of rent and utilities should continue to be paid for Ambassadors, High Commissioners and Permanent Representatives; and
- (ii) for officers in other grades, rent and utilities would be refunded up to a monthly ceiling according to broad salary levels and the currency of the country of posting as set out at Annex VI.

- 48.6 Moreover,:
- (i) any expenditure incurred above the prescribed ceiling of rent and utilities as at the appropriate Annex (VI) should be borne *in toto* by the officer concerned; and
 - (ii) officers reported upon in this review, other than local recruits, occupying their own house should be paid (80%) of the prescribed ceiling as at the same Annex (VI).
- 48.7 The Supervising Officer of the Ministry of Foreign Affairs, International Trade and Cooperation is authorised to revise, on strong reasonable ground, the ceiling of the rent and utilities, subject to a maximum of 10% in urgent cases concerning new posting of home-based staff.
- 48.8 Any decision taken under the provision above should be ratified at the subsequent meeting of the FSC.
- 48.9 Officers provided with rent free accommodation be entitled to 20% of the quantum of rent and utilities provided for their grade as per the relevant Annex (VI) if they have to meet the costs for utilities comprising electricity, gas, water and telephone facilities. In the event any of the utilities mentioned above is provided free of charge along with the accommodation facilities, appropriate deduction should be made to the quantum of 20% for rent and utilities.
- 48.10 The quantum of entertainment allowance payable to home-based staff is revised as per Annex (VII) of the PRB Report (Vol I).
- 48.11 For home-based staff posted abroad school fees should be refunded:
- (i) at the rate of 60% in respect of their dependent children, aged between three and 20 years old attending pre-primary, primary and secondary schools as well as for children up to three years attending nurseries and day care centres; and
 - (ii) at the rate of 80% for dependent children aged between three to 20 years old attending pre-primary, primary and secondary schools as well as for children up to three years attending nurseries and day

care centres in countries where the medium of teaching is neither English nor French and where the children have no alternative but to seek admission in international schools.

- 48.12 A service allowance equivalent to two months' salary, in lieu of gratuity, will be paid to non-pensionable Ambassadors and/or High Commissioners on completion of 12 months satisfactory service.
- 48.13 The Foreign Service Allowance and Other Related Allowances for Consul should be as set out at the Annex (VIII) of the PRB Report (Vol I).
- 48.14 The Foreign Service Committee under the chairmanship of the Supervising Officer of the MCSAR comprising representatives of the Ministry of Foreign Affairs, International Trade and Cooperation, the MOFED, the Central Statistics Office, the Pay Research Bureau and a co-opted representative of the Diplomatic Class shall continue to examine and report in between general reviews on matters related to conditions of service of officers posted in our missions, whenever required.

Retirement and Retirement Benefits (Chapter 19 of Volume I)

49 New Pension Scheme for the Public Sector

- 49.1 A single modified Defined Benefit (DB) Pension Scheme, along the lines enunciated in the Budget Speech 2006-2007, will be made applicable to all officers in the Public Sector i.e. officers in post as at 30 June 2008 as well as new entrants in the service thereafter. The new Pension Scheme would be a contributory one, run on a Pay As You Go (PAYG) basis, and would become effective as from 1 July 2008.
- 49.2 Public officers in post would be given the option to choose either the revised pension provisions or the pension provisions at 30 June 2008.
- 49.3 The cost of running the scheme is estimated at 18 % of employee emoluments. The employee contribution both for new entrants as well as for officers in post has been set at the rate of 6 % of their pensionable

emoluments rounded to the nearest rupee. The 6 % contribution would be deducted at source and paid directly into the Consolidated Fund.

49.4 Trainees, Students, Cadets or Apprentices recruited under any traineeship, studentship, cadetship or apprenticeship scheme would be required to contribute at the rate of 3% of their emoluments rounded to the nearest rupee.

49.5 Government may wish to consider at a later stage (a) the advisability of setting up a dedicated fund with its own contributions as well as the contributions of officers; and (b) the advisability of starting with the fund preferably in respect of new entrants as from 2010-2011.

49.6 The employee pension contributions, the taxable element thereon, as well as all the other changes in pension provisions have been taken into account in arriving at the salaries recommended for the different grades.

50. **Refund of Contribution**

50.1 In the event a public sector employee leaves or otherwise ceases to be in the public sector and no portable benefit is transferable and no pension, gratuity or other allowance is payable to him in respect of his past service in the public sector, provided he has effectively contributed to the modified Defined Benefit (DB) Pension Scheme for a year or more, the officer should be refunded 100% of his contribution together with compound interest at the rate of 4% per annum.

51. **Retirement Age**

51.1 (i) The normal retirement age of a public officer holding a pensionable office would, subject to the transitional provisions below, be 65 years but officers would have the right to retire at the age of 60. On the approval of the relevant Service Commission, the officer may retire at the age of 55, or in the case of over-manning, at the age of 45.

(ii) Management may, where physical fitness is an essential requirement for the proper performance of the duties, require any

officer who opts to work beyond the age of 60 to undergo a yearly medical examination to certify his fitness for continued employment.

- (iii) A member of the Disciplined Forces or an officer of the Correctional Youth Centre or the Rehabilitation Youth Centre who, on attaining the age of 60, opts to work beyond that age should be required to undergo a yearly medical examination to certify his fitness for continued employment.
- (iv) The normal retirement age for Judges would be 67 years.
- (v) A public officer may retire on medical ground (irrespective of length of service or age) or may be made to retire compulsorily in the interest of the Public Service, or on abolition of office, or for the purpose of facilitating improvement in an organisation.
- (vi) A female officer reckoning five years' service may retire on ground of marriage, irrespective of age.
- (vii) Officers of the Disciplined Forces or officers of the Correctional Youth Centre or the Rehabilitation Youth Centre may retire on proportionate pension after $28\frac{3}{4}$ years' service, irrespective of age.

52 **Accrual Rate and Qualifying Period**

- 52.1 (i) The amount of pension would be computed at the rate of $\frac{1}{690}^{\text{th}}$ of pensionable emoluments on retirement for every month of pensionable service, subject to a maximum of $\frac{460}{690}^{\text{th}}$.
- (ii) The normal qualifying period to benefit from full pension for public officers other than those at paragraphs (iii) and (iv) below holding pensionable office would be $38\frac{1}{3}$ years (460 months) of pensionable service.
- (iii) Members of the Disciplined Forces or officers of the Correctional Youth Centre or the Rehabilitation Youth Centre, after completing $28\frac{3}{4}$ years of service, would be granted an enhanced pension at the rate of $\frac{1}{414}^{\text{th}}$ of pensionable emoluments for each additional

month of service, which enable them to qualify for full pension after 34½ years of service.

- (iv) Members of the Medical and Dental professions would be entitled to pension at the rate of 1/621st of pensionable emoluments thus qualifying them for full pension after 34½ years of service.
- (v) Members of the Judiciary (Chief Justice, Senior Puisne Judge and Puisne Judge) would qualify for pension at the rate of 1/460th of their pensionable emoluments, subject to a maximum of 460/460th.
- (vi) A female officer, reckoning not less than five years' service, retiring on grounds of marriage would qualify for a gratuity of an amount equivalent to 18% of the last monthly salary times number of months of pensionable service, subject to a maximum of one year's pensionable emoluments.

53 Transitional Provisions

53.1 The Bureau has recommended that:

- (a) the normal retirement age of officers in post as at 30 June 2008 should gradually be raised from 60 to 65 years in accordance with Table I of the PRB Report (This has been done by adding one month to the retirement age every two months, starting August 2008. With this formula, the target of compulsory retirement age at 65 for all officers would be reached in August 2018);
- (b) the optional retirement age of officers in post as at 30 June 2008 (i.e. the age at which officers can leave the service without seeking permission) which stands at 55 be gradually raised from 55 to 60 years in accordance with Table II of the PRB Report,
- (c) the retirement age of officers (who retire with the approval of the relevant Service Commission) in post as at 30 June 2008 which stands at 50 be gradually raised from 50 to 55 years in accordance with Table III of the PRB Report;

(d) the retirement age of Judges in post as at 30 June 2008 should gradually be raised from 62 to 67 years in accordance with Table IV.

53.2 The retirement benefits of public officers in post as at 30 June 2008 would continue to be computed on the basis of the provisions in force prior to the coming into effect of the modified Defined Benefit (DB) Pension Scheme.

54 **Discounted Salaries for Officers not opting for Pension Reforms**

54.1 For officers, if any, who wish not to opt for the pension reforms but instead opt for the pension arrangements in force prior to the coming into effect of this Report, the new salary structures recommended would be implemented at a discounted rate and officers would be eligible to 92% of the salary recommended.

54.2 Half of the period of any service in the public service under any traineeship, studentship, cadetship or apprenticeship scheme, when immediately followed by appointment in the related grade in the public service, should continue to be reckoned for pension purposes.

54.3 The monetary value of the private use of a chauffeur-driven official car and 75% of the monetary value of the self-driven official car should continue to be reckoned for the computation of the retirement benefits of beneficiaries of chauffeur-driven government car (including officers of the same status eligible for an official car and driver's allowance) and self-driven government car respectively.

54.4 The requirement of at least five years' service to become qualified for portable benefits, as set out in the Finance and Audit (Portable Pension Fund) Regulations 1999 and the Statutory Bodies Pension Fund (Amendment) Act of 2000, be reduced to at least one year's pensionable service.

54.5 Section 14 (5) (b) of the Statutory Bodies Pension Fund (Amendment) Act 2000 be amended such that the portable benefits of an officer be

computed as if, at the time of his leaving a statutory body, he had become eligible for a gratuity under the Act, corresponding to his length of service.

54.6 The Ministry of Local Government should initiate appropriate action to amend the Local Authorities (Pensions) Act to enable an officer of a Local Authority having completed at least one year's pensionable service to leave the service of a Local Authority to take up employment in the Private Sector or to become self-employed and for the portable benefits to be transferred to the appropriate superannuation fund or personal pension scheme.

54.7 Up to year 2018, an officer in post as at 30 June 2008, who has attained the compulsory retirement age as per the transitional provisions of the new Scheme may, with the approval of the relevant Service Commission, be allowed to remain in service beyond the age of 60, but not beyond the age of 65, where Government considers that the continuation of his service would be in the interest of the Public Service.

54.8 As an inducement, any period during which an officer domiciled in the Island of Mauritius is required to serve as a public officer in Agalega or St. Brandon should be reckoned as pensionable service at the rate of two times.

55 **Public Service Pension (Chapter 20 of Volume I)**

55.1 Pensions of retired public officers should continue to be recomputed on the basis of the revised pensionable emoluments as from 1 July 2008. The exercise should be done anew next year on the basis of the revised pensionable emoluments as from 1 July 2009.

55.2 Where the pension of a pensioner, recomputed on the basis of the revised salary, works out to less than the pension in payment at 30 June 2008 together with the cost of living allowance payable as from 1 July 2008, the pensioner should be allowed to continue to draw the pension he is drawing together with the cost of living allowance.

- 55.3 The above recommendations should also apply to pensioners of Parastatal and other Statutory Bodies and Local Authorities.
- 55.4 The retirement benefits of officers who shall retire during the period 1 July 2008 to 30 June 2009 should, except for the commuted lump sum, be computed on the basis of the converted salaries effective from 1 July 2008. Exceptionally the commuted lump sum of the concerned officers shall be computed on the converted salaries of 1 July 2009.

Statutory Boards and Committees (Chapter 21)

- 56 It is recommended that:
- (a) the monthly fees of part-time chairpersons of Statutory Boards and Committees, which are currently linked to the salaries of their Chief Executives, should continue to be at the rate of 30% of the monthly basic salaries of their respective full-time Chief Executives, subject to a maximum of Rs 21000;
 - (b) in respect of an organisation with no Chief Executive, the monthly fees of part-time chairpersons should be reviewed by the Standing Committee mentioned at paragraph 21.33, taking into consideration the following:
 - (i) the importance and status of the institution;
 - (ii) the nature and volume of work devolving on the board;
 - (iii) the duties and level of responsibilities of the chairperson; and
 - (iv) the frequency of meetings.
 - (c) the fees payable to part-time chairpersons of Statutory Boards and Committees for which remuneration is on a sessional basis should be at the revised rate of Rs 1400 per sitting, subject to a maximum of Rs 5600 a month.

Rodrigues and the Outer Islands (Chapter 22)

57. It should continue to be binding on all public officers domiciled in Mauritius to serve on a tour of service in the Outer Islands i.e. Rodrigues, Agalega and St. Brandon, as and when required, notwithstanding their terms of employment.

57.1 Mauritian officers, posted to Rodrigues, on a tour of service should continue to benefit from rent free quarters.

57.2 The duration of a tour of service in Rodrigues, which is of a minimum of 12 months, and the monthly payment of disturbance allowance at the rate of 25% of gross salary be maintained. Payment of disturbance allowance should, save in exceptional circumstances and subject to the approval of the MCSAR, be limited to three tours of service only.

58. **Inducement Allowance**

58.1 The inducement allowance of 50% of salary payable monthly to certain categories of professionals in scarce supply and posted on a tour of service in Rodrigues be maintained.

58.2 The payment of the inducement allowance on a pro- rata basis to those Specialist/Senior Specialists posted for short duration in Rodrigues and who are accommodated in fully furnished rent-free quarters. The inducement allowance should not be payable to officers who for one reason or another continue to be provided with board and lodging in hotels.

58.3 The *ad hoc* incentive measures taken by Government to induce medical and dental personnel to serve on a tour of service in Rodrigues be exceptionally maintained up to 30 June 2009.

58.4 Officers domiciled in Rodrigues and coming to Mauritius on training should continue to be paid an allowance equivalent to 50% of salary for the duration of the course. Those who cannot be provided with quarters should additionally be paid an allowance of Rs 2000 monthly as an assistance towards payment of rent.

58.5 The special conditions in connection with passages, transport and vacation leave to which an officer who is domiciled in Mauritius and is posted to Rodrigues is entitled to should be maintained.

58.6 An officer should, on his return to Mauritius at the end of his tour of service, be given priority of consideration to enjoy his earned vacation leave.

- 58.7 The monthly disturbance allowance payable to officers on a tour of service in Agalega and St. Brandon be 60% of gross salary (basic salary plus salary compensation at approved rates). These officers should continue to earn vacation leave at the rate of 50% more than what they are eligible for in respect of that period; and on their return to the main land at the end of their tour of service, should be given priority of consideration to enjoy their earned vacation leave.
- 58.8 The special conditions in connection with passages and government quarters to which an officer who is posted to the Outer Islands is entitled are maintained.
- 58.9 Any period during which an officer domiciled in the Island of Mauritius is required to serve as a public officer in Agalega or St Brandon should be reckoned as pensionable service at the rate of two times.

Implementation Process and Post Review Mechanism (Chapter 23)

59. The implementation of the recommendations concerning emoluments is being phased over two financial years. Payment would therefore be staged as follows: From 1 July 2008 to 30 June 2009 the salary increases would be effected at the discounted rate of 75% and thereafter with effect from 1 July 2009, payment would be effected in full. Our conversion table has, in principle, been worked out on this basis.
- 59.1 In the process, to ensure a minimum acceptable increase at the lower levels, all increases up to Rs 1250 a month have not been discounted but are being effected in full this year itself i.e. 2008-2009. Details of these are provided in the conversion table. With the staging, the implementation costs for the year 2008-2009 would work out to Rs 3,950 million.

60. Computation of Retirement Benefits

- 60.1 The retirement benefits of officers who shall retire during the period 1 July 2008 to 30 June 2009 should, except for the commuted lump sum, be computed on the basis of the converted salaries effective from 1 July 2008.

Exceptionally the commuted lump sum of the concerned officers shall be computed on the converted salaries of 1 July 2009.

60.2 In the process of adjusting pensions, pensioners who retired before 1 July 1998 should be granted hypothetically two increments on conversion prior to determining the revised pensionable emoluments. Those who retired on 1 July 1998 and thereafter should be granted hypothetically one increment on conversion. This recommendation should not apply to retirees who were on flat salaries or who have been granted the equivalent of a flat salary.

61. **Options**

61.1 Employees, who opt for the revised salaries and conditions of employment but do not opt for the new contributory pension scheme, should be eligible to a monthly pay equivalent to 92% of their revised salaries.

61.2 Employees of the Public Sector who do not opt for the revised salaries and conditions of service contained in this Report should be paid the compensation as set out in the Extra Remuneration Act effective from 1 July 2008.

61.3 Employees, who have proceeded on leave prior to retirement before the 1 July 2008 and have not effectively retired from the service, would be allowed to exercise the option for the new Contributory Pension Scheme.

Other Pertinent Issues and Recommendations (Chapter 24)

62 With the implementation of this Report, the guaranteed salary shall be the initial of the salary scale or the starting salary of an incumbent in any post and annual incremental increase shall invariably be a variable component based on overall performance and has to be earned. The increments provided in the salary scales would be awarded taking into consideration performance, conduct and behaviour, efficiency, diligence including, availability and regularity at work

63 Employees with Disabilities

63.1 It is recommended that:

- (a) Government continue to make improvement in all office structures and amenities to render work environment user friendly for employees with disabilities and to ensure their easy access to their place of work;
- (b) employees with disabilities be posted as far as possible near their place of residence;
- (c) Annual casual leave entitlement be increased from 11 days to 12 days;
- (d) Interest rate on loans for purchase of vehicles be reduced by one percent; and
- (e) employees with disabilities travelling by bus to reach their place of work be allowed to leave office 15 minutes earlier subject to exigencies of the service.

64. Payment of Allowances

64.1 Previous authority for the payment of allowances should lapse with the implementation of this Report, except for those specifically mentioned therein. Allowances not covered in this Report but which may still be justified would be revised by the Bureau upon recommendation of the Ministry of Civil Service and Administrative Reforms.

65 Schemes of Service

65.1 In the light of structural changes recommended in this Report, consequential amendments would have to be brought to the schemes of service of grades/cadres to reflect the required profiles and the new roles and responsibilities that would devolve on incumbents.

65.2 Where the salaries of identical/comparable grades in Parastatal Bodies and Local Authorities have been aligned on those of the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along the lines of counterparts in the Civil Service.

31 May 2008

**Ministry of Civil Service & AR
PORT LOUIS**

ORIGINAL: For Ministry of Civil Service and Administrative Reforms

CIVIL SERVICE

Option Form

(To be completed in three copies)

REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE Option to be exercised not later than 16 June 2008

I

.....
(BLOCK LETTERS)

holding the post of

in the Ministry/Department of

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. 3 of 2008 and the Pay Research Bureau Report 2008 on the review of pay and grading structures and conditions of service in the Public Sector (Vol I and II).

2. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

3.* (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service including any modifications to the pension laws to be made to give effect to the recommendations as set out in the Report.

(ii) I hereby **opt not** to accept any modifications to the pension laws to be made to give effect to the recommendations set out in the Report, but **opt**, in conformity with the Circular Note, to accept the revised emoluments at a discounted rate of 92 per cent, and the terms and conditions of service, as set out in the Report.

(iii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service.

4. I understand that this option is irrevocable.

Date:

Signature

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National Identity Card Number

*Delete 3(i) or (ii) or (iii) as appropriate

ORIGINAL: For Chief Commissioner's Office

RODRIGUES REGIONAL ASSEMBLY

Option Form

(To be completed in two copies)

REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE

Option to be exercised not later than 16 June 2008

I
(BLOCK LETTERS)

holding the post of

in
(Insert Name of Department)

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. of 2008 and the Pay Research Bureau Report 2008 on the review of pay and grading structures and conditions of service in the Public Sector (Vol I and II).

3. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

- 3.* (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service including any modifications to the pension laws to be made to give effect to the recommendations as set out in the Report.
- (ii) I hereby **opt not** to accept any modifications to the pension laws to be made to give effect to the recommendations set out in the Report, but **opt**, in conformity with the Circular Note, to accept the revised emoluments at a discounted rate of 92 per cent, and terms and conditions of service, as set out in the Report.
- (iii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service.

4. I understand that this option is irrevocable.

Date:

Signature

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National Identity Card Number

*Delete 3 (i) or (ii) or (iii) as appropriate

ORIGINAL: For Organisation Concerned

**PARASTATAL AND OTHER STATUROYTY
BODIES AND LOCAL AUTHORITIES**

Option Form

(To be completed in two copies)

**REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE
Option to be exercised not later than 16 June 2008**

I
(BLOCK LETTERS)

holding the post of

in
(Insert Name of Organisation)

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. of 2008 and the Pay Research Bureau Report 2008 on the review of pay and grading structures and conditions of service in the Public Sector (Vol I and II).

4. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

3.* (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service including any modifications to the pension laws to be made to give to the recommendations as set out in the Report.

(ii) I hereby **opt not** to accept any modifications to the pension laws to be made to give effect to the recommendations set out in the Report, but **opt**, in conformity with the Circular Note, to accept the revised emoluments at a discounted rate of 92 per cent, and terms and conditions of service, as set out in the Report.

(iii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service.

4. I understand that this option is irrevocable.

Date:

Signature

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National Identity Card Number

*Delete 3 (i) or (ii) or (iii) as appropriate

Conversion

- 23.1 The converted salaries effective from 1 July 2008, should be in accordance with the salary conversion table **at Annex I of** each volume of this Report as explained at sub paragraphs (i) to (v) below. To facilitate implementation, the conversion effective as from 1 July 2009 has also been included in the conversion table.
- (i) The first row of the conversion table indicates the position of the salary point in the master salary scale of the 2008 PRB Report at the foot of the table.
 - (ii) The second row indicates the basic salary effective as from 1 July 2003.
 - (iii) The gross salaries as at 30 June 2008 inclusive of the extra remuneration, as specified in the 3rd row of the conversion table have been used for conversion.
 - (iv) The salaries at the 4th row are the discounted salaries in principle payable as from 1 July 2008. These salaries are inclusive of the corresponding pension contribution and payable as from July 2008 and specified at the 6th row.
 - (v) The salaries at the 5th row payable as from 1 July 2009 are inclusive of the employees' pension contributions of 6% of salary.
- 23.2
- (i) Conversion to the revised salaries should be effected after the grant of the annual increment due to officers on the 1 July 2008.
 - (ii) Trainees, Students, Cadet and Apprentices currently undergoing training under traineeship, studentship, cadetship or apprenticeship schemes would be eligible to the conversion point representing one point less than that provided in the conversion table as they would have to contribute only 3% of their emoluments towards the Contributory Pension Scheme.

- (iii) An officer/employee whose salary point converts to a point in the master conversion table which is less than the initial of the recommended salary for his grade should draw the converted salary corresponding to the recommended initial salary of his grade.
- (iv) Where more than two salary points convert to the initial of a recommended salary scale, the conversion should be made in such a manner that only two salary points convert to one point in the recommended scale i.e. the 1st and 2nd salary points shall convert to the 1st point, the 3rd and the 4th to the 2nd point and the 5th and the 6th to the 3rd point and so on and so forth.
- (v) Officers, who as at 30 June 2008, were already drawing more than the top of their salary scale as a result of the grant of long service increment(s), should convert in the normal manner either in their salary scale or in the master salary scale.
- (vi) Officers, other than part-time employees, who have been granted flat salaries in this Report and whose conversion is not provided in the conversion table shall be eligible to a salary representing the aggregate sum of their gross salary as at 30 June 2008 and 75% of the difference between the recommended flat salary and their gross salary as at 30 June 2008.
- (vii) Officers reckoning 24 years' service in a single grade would be eligible on reaching the top salary of their revised salary scale, and subject to satisfactory performance, to move one additional point to be read from the master salary scale once every two years, subject to a maximum of two increments. The first increment under this provision would be due only after an officer has stagnated on the top of his revised salary scale for two years.
- (viii) Officers reckoning 24 year's service in a single grade or 21 year's service in a single grade requiring a degree/professional qualification obtained after at least three years' full time study and who, as at 30

June 2008, were already drawing the top salary of their salary scales for two consecutive years should be granted an additional increment on conversion. The recommendation as regards officers reckoning 21 years' service in a single grade and requiring a degree/professional qualification shall lapse on 30 June 2009 **with the implementation of the recommendation made at Chapter 10 paragraph 10.52 of this Report.**

- (ix) Officers reckoning 24 year's service in a single grade or 21 year's service in a single grade requiring a degree/professional qualification obtained after at least three years' full time study and who as at 30 June 2008 were already drawing more than the top salary of their scale by one point as a result of the grant of long service increment and who were due for another long service increment on 1 July 2008 should move to the next higher point in their salary scale or in the master salary scale.
- (x) Where two or more grades have been (a) merged or (b) restyled to a single appellation or (c) merged and restyled, the aggregate number of years of service in respect of the merged grades or the restyled grades or the merged and restyled grades should be considered for the implementation of recommendations under paragraphs 23.8 (vii) to (ix).
- (xi) The salary point immediately before the Qualification Bar (QB) in a scale shall be considered as the top salary in respect of an officer, who does not possess the required qualification to cross the QB in the implementation of recommendations at paragraphs 23.8 (vii) to (ix).
- (xii) For officers of parastatal bodies who have been re-deployed in the Civil Service, by virtue of a decision of government, and required to perform similar duties under the same or different grade appellation, the aggregate number of years of service should be taken into consideration for implementing the recommendations at paragraphs 23.5 (vii) to (ix).
- (xiii) As from 1 July 2009, officers on salary scales will move in the normal manner along the salary points recommended for their respective

grades. Those on flat salaries will be eligible for the salary of their grades.

- (xiv) A part-time employee whose salary increase works out to less than Rs 500 shall receive the full increase in year 2008/2009. A part-time employee whose salary increase works out to more than Rs 500 shall be granted the salary obtained by adding 75% of the increase in excess of Rs 500 and a sum of Rs 500.

Effective Date

23.3 The Report should be implemented as from the 1 July 2008 subject to the following:

- (i) all recommendations in this Report concerning salaries and relating to conditions of service, which are directly related to salary e.g. Incremental Credit, Acting and Responsibility Allowances, Overtime rate per hour, Special Duty Allowance, Passage Benefit, and Salary on Promotion, should take effect as from 1 July 2008 and should be computed on the basis of the converted salaries effective from 1 July 2008. For the purpose of determining eligibility for benefits resulting from conditions of service e.g. passage benefit, overtime, leave and duty deferred exemption, the salary conversion of 1 July 2009 shall be deemed to have taken effect from 1 July 2008;
- (ii) recommendations in respect of conditions of service which are not directly related to salary and which would not entail implementation difficulties, should also take effect as from 1 July 2008. Some examples are: Sick Leave, Maternity Leave, Injury Leave, Vacation Leave, Casual Leave, and Uniforms;
- (iii) revised and new allowances computed and specified in the Report, except where otherwise stated, shall likewise take effect from 1 July 2008;
- (iv) the recommendations concerning amendments in qualification requirements in schemes of service, changes in hours of work and work arrangements and creation of grades should take effect as from a forward date to be determined by the Ministry of Civil Service and Administrative Reforms (MCSAR), subject to the provisions of relevant recommendations in this Report; and
- (v) the recommendations of committees set up to study specific issues should take effect as from a date to be determined by a Monitoring Committee chaired by the Supervising Officer of the MCSAR and comprising

representatives of the Ministry of Finance and Economic Development and the Pay Research Bureau.