



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

09 October, 2009

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 28 of 2009
E/235/10/01 V11

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers i/c of Ministries/Departments

Uniforms Allowances for period June 2009 to July 2010

It has been decided that the cash allowances (**excluding cardigan**) to be paid to officers eligible for uniforms for period July 2009 to June 2010 should be as follows:-

(i) **Category I**

A uniforms allowance of **Rs 3,080** to be paid to eligible officers whose nature of duties warrants a means of identification/authority;

(ii) **Category II**

A uniforms allowance of **Rs 2,870** to eligible officers whose nature of duties requires them to wear uniform as and when the need arises; and


(iii) **Category III**

A Rapid Wear and Tear allowance of **Rs 2,770** to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. It would be appreciated if you could take appropriate action accordingly and ensure that all eligible officers who have to wear uniforms, do so, on duty. You should also ascertain that officers who are provided with protective clothing/equipment make use of same in the performance of their duties. In this respect, undertakings as per **proforma at Annex A and Annex B** should be signed by eligible officers prior to payment to them of the cash allowance/ issue of protective items.

3. In the case of non compliance by officers who have to wear uniforms and protective clothing during the performance of their duties, procedures as laid down at paragraph 18.13.22 of the 2008 PRB Report should be followed.

4. You may wish to note that we have been advised by the Ministry of Finance and Economic Empowerment to request Ministries/Departments to contain any additional expenditure involved within the allocated provision.


(S. K. Pather)
Supervising Officer

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

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 28 of 2009

Category I/Category II*

I,
holding the post of
in the Ministry/Department
hereby request for the payment of an amount of Rs 3,080/ Rs 2,870* as uniforms allowance
for period July 2009 to June 2010 for the purchase of all items of uniforms and for tailoring
fees for the making of my uniforms in accordance with the approved patterns, colour and
materials.

2. I undertake to wear the uniforms while on duty/whenever required* failing which I
may render myself liable to disciplinary action.

.....
Signature of officer

Date:

*Delete where appropriate

Annex B

Annex to Ministry of Civil Service Affairs and Administrative Reforms

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I,

holding the post of

in the Ministry/Department

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

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

2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action

.....
Signature of officer

Date: