



## Ministry of Civil Service and Administrative Reforms

3 November 2011

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 60 of 2011

E/235/10/01 V12

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

To: Supervising Officers i/c of Ministries/Departments

### Uniforms Allowances for period January to December 2012

It has been decided that the cash allowances (excluding cardigan) to be paid to officers eligible for uniforms for period January to December 2012 should be as follows:-

(i) Category I

A uniforms allowance of Rs 3,435 to be paid to eligible officers whose nature of duties warrants a means of identification/authority:

(ii) Category II

A uniforms allowance of Rs 3,225 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 3,125 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 to the wearing of uniforms and protective clothing by officers concerned during the performance of their duties, procedures as laid down at paragraph 18.13.22 of the 2008 PRB Report, Vol I, should be followed.

4. Supervising Officers are requested to make necessary arrangements for the provision of funds for payment of uniform allowance under the items uniforms of their Ministries/Departments in the next year's Budget so that payment can be effected for the period January to December 2012 to all eligible officers.

(S. Seebaluck)

Senior Chief Executive

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

Annex to Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 60 of 2011

Category I/Category II\*

I .....  
holding the post of .....  
in the Ministry/Department .....

hereby request for the payment of an amount of Rs 3,435/ Rs 3,225\* as uniforms allowance for period January to December 2012 for the purchase of all items of uniforms and for tailoring fees for the making of my uniforms in accordance with the approved patterns, colour and materials.

2. I undertake to wear the uniforms while on duty/whenever required\* failing which I may render myself liable to disciplinary action as specified at paragraph 18.13.22 of the PRB Report 2008, Vol I.

.....  
Signature of officer

Date: .....

\*Delete where appropriate

Annex to Ministry of Civil Service and Administrative Reforms

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I .....  
holding the post of .....  
in the Ministry/Department .....  
acknowledge receipt of the following items of protective clothing/equipment :-

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

2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action as specified at paragraph 18.13.22 of the PRB Report 2008, Vol I.

.....  
Signature of officer

Date: .....