



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

5 July 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No. 35 of 2013
E/260/72/03/27

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

To : Supervising Officers i/c Ministries/Departments

Implementation of EOAC Report 2013

Following this Ministry's Circular Note No. 26 of 2013 and to facilitate the implementation of the recommendations of the EOAC 2013 Report, guidelines in respect of certain specific issues are provided as set out hereunder.

2. **Salaries** [Recommendation 1.14.2 (i) of EOAC Report 2013] - In accordance with recommendation 1.15.1 of the EOAC 2013 Report,

“Conversion to the new revised salaries should exceptionally be effected after the direct conversion of the salary drawn on 31 December 2012 to the new revised salary as per the EOAC Master Conversion Table and, thereafter, one increment should be granted hypothetically to all officers on 01 January 2013 (Row 3) subject to the top salary of the revised salary scale.”

- (i) Since payment is now effective as from 1 January 2013, the increment granted on conversion should effectively and **not hypothetically** be granted as from that date and should be subject to the provisions of paragraph 2(ii) and 2(iii) below.
- (ii) For the purpose of conversion of 2013 salary in accordance with the above EOAC recommendation, the grant of increment is applicable to all officers including temporary staff notwithstanding eligibility for an increment. In this connection, the grant of any further increment to any such officer (e.g. on confirmation) should be inclusive of the increment granted by virtue of conversion on 1 January 2013.
- (iii) Similarly with regard to officers who have resumed duty after a period of leave which has a bearing on the incremental date (e.g. leave without pay), recommendation 1.15.1 would apply. However the next incremental date should be deferred by a corresponding number of days not completed in the given financial year for the purpose of increment.

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- (iv) Any difficulty with respect to conversion of salary/grant of increment after 01 January 2013 should be referred to this Ministry.

3. **New Allowances [Recommendation 1.14.2 (ii)(b)]**

- (a) New Allowances refer to allowances which do not exist under PRB Report 2013 but have been introduced by EOAC Report 2013 and are payable as from 01 January 2014. One example of such allowance is the Hardship Allowance.
- (b) An existing allowance, for example risk allowance which has been extended to another grade which was not previously entitled to same prior to the EOAC Report, is not considered as a New Allowance and should be payable as from 01 January 2013.

4. **Conditions of Service [Recommendation 1.14.2 (ii)(d)]**

(a) **Allowances**

- (i) To determine the **eligibility** of conditions of service which are directly related to salary (e.g acting and responsibility allowances, overtime rate per hour, special duty allowance, passage benefit and salary on promotion), the **undiscounted** salary at **Row 5** should be used.
- (ii) However, **computation** of such benefits should be based on actual salary drawn at **Row 3** (discounted salary 2013) of the EOAC Master Conversion Table and is effective as from 01 January 2013.

(b) **Bond**

For computation of the value of bond, the **undiscounted** salary as per **Row 5** of the EOAC Master Conversion Table should be used.

(c) **Loan for the purchase of Motor Vehicle**

Eligibility for car benefits should be based on the **undiscounted** salary point at **Row 5** of the Master Conversion Table. However, quantum of loan for the purchase of motor vehicle should be on the basis of **actual salary** drawn at **Row 3**.

5. **Additional Pension Benefit for employees in post as at 30 June 2008 and reckoning more than 33 1/3 years of pensionable service.**

The recommendations at paragraph 15.84 of PRB Report 2013 are maintained. Accordingly, Public Officers in post as at 30 June 2008, who:

- (i) reckon at least 33 1/3 years of pensionable service;

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- (ii) have opted for the Pension Reforms on 01 July 2008 and contributed effectively to the Pension Scheme as from that date; and
- (iii) have attained the new compulsory retirement age as per the Transitional Provisions

would on retirement be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond the 33½ years' of pensionable service as from 01 January 2013.

6. Cash in lieu of Vacation Leave prior to Retirement – (EOAC 22)

An officer proceeding on retirement may be given the option to **cash in full** his accumulated vacation leave computed on his retiring salary at the rate of 1/30 of the monthly salary provided he retires on the day he would normally have proceeded on leave prior to retirement. The officer is not allowed to enjoy part of his vacation leave and opt for cash with respect to the remaining period.

7. Cash in lieu of Vacation Leave on Demise of an officer

On the demise of an officer, the **total value** of the accumulated vacation leave should be paid to his heirs.

8. Eligibility for duty exemption/car allowance in lieu thereof - (EOAC 27)

Duty exemption/car allowance in lieu of Duty Remission

- (i) Eligibility for car benefits should be based on the undiscounted salary at Row 5 of the Master Conversion Table;
- (ii) Car allowance is granted in lieu of duty exemption and is effective as from **date of application**. This allowance which has also been extended to other grades, by virtue of classification in Annex 2 as appearing in the list of grades eligible for loan to purchase a 70% exempted car for official travelling (e.g Assistant Manager HR, Assistant Permanent Secretary etc), is effective as from date of application, but not earlier than the date of MCSAR Circular Note No. 26 of 2013 that is **30 May 2013**.
- (iii) The car allowance payable in accordance with the recommendation at paragraph 18.2.20 (e) should be effective as from date of application but not earlier than the date of the MCSAR Circular Note No. 26 of 2013 that is **30 May 2013**.

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9. **Duty free facilities to Advisers/ Officers employed on contract - (EOAC 31)**

An Adviser/officer on contract who:

- (a) opts for duty exemption on a car or a monthly car allowance in lieu thereof should exercise the option at the beginning of the contract. The option for car allowance once exercised would be irrevocable for the duration of the first contract and can be reviewed upon renewal of his contract; and
- (b) have opted for the monthly car allowance in lieu of the duty deferred facilities would not benefit from duty exemption until the expiry of the first contract.

This option is effective as from the date it is exercised, but not earlier than the date of MCSAR Circular Note No. 26 of 2013, i.e. 30 May 2013.

10. **Retired Officers/Officers on Pre-Retirement Leave**

A separate communication will be issued regarding the eligibility of new benefits, if any, with respect to officers who have already retired or who are on pre-retirement leave.

11. It would be appreciated if the contents of this Circular Note could be brought to the attention of all officers of your Ministry/Department as well as those of the Parastatal and other Statutory Bodies falling under the aegis of your Ministry.



S. Seebaluck
Senior Chief Executive

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