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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

09 July 2013

Ministry of Civil Service and Administrative Reforms  
Circular Note No. 36 of 2013  
E/7/1/01 V2

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

**To:** Supervising Officers in Charge of Ministries/Departments

*Allowance to officers in the Workmen's Group and other Manual Grades*

The Ministry of Civil Service and Administrative Reforms regularly receives requests for payment of adhoc allowances to employees in the Workmen's group and other manual grades for performing the duties of a higher post either where such post does not exist on their establishment or where no vacancy exists in the respective grade, or where funds have not been provided for the filling of vacancies.

2. In pursuance of this Ministry's efforts to streamline processes, and in order to avoid delays, Supervising Officers of Ministries/Departments are hereby being delegated the power to approve at their own level, payment for a period of up to six months, subject to availability of funds, of adhoc allowance for performing higher duties to employees in the Workmen's Group in accordance with the provisions laid down in the rules/regulations in force. The approval of the Ministry of Civil Service and Administrative Reforms should be sought with full justification for such payment beyond six months.
3. Supervising Officers should have recourse to such arrangements in order to cope with urgent situations only after having explored all other possibilities. They are also advised to ensure that such cases are not perpetuated.
4. Supervising Officers of Ministries/Departments are advised to stand guided by the above and to ensure strict compliance thereto.

S. Seebaluck

Senior Chief Executive

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