



REPUBLIC OF MAURITIUS

Ministry of Public Service, Administrative and Institutional Reforms

Circular Note No. 25 of 2021

E/260/72/04/25

19 October 2021

From: Secretary for Public Service

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

Review of Pay and Grading Structures and Conditions of Service in the Public Sector: Implementation of the 2021 Pay Research Bureau Report

Approval has been obtained for the implementation of the recommendations contained in the 2021 Pay Research Bureau (PRB) Report on the Review of Pay and Grading Structures and Conditions of Service in the Civil Service, Parastatal and other Statutory Bodies, Local Authorities, the Private Secondary Schools and the Rodrigues Regional Assembly (RRA), subject to appropriate legislation being enacted, where necessary.

2. General Recommendations and Conditions of Service

The salient features regarding the General Recommendations and Conditions of Service (other than salary) contained in the Report are listed in the Executive Summary at **Appendix A**. The list is not exhaustive. Public Sector employees should therefore be advised to consult the full Report on the website of the Pay Research Bureau at <https://prb.govmu.org>. A link has been provided on this Ministry's website at <https://civilservice.govmu.org> to access the documents.

3. Implementation of the Report and Conversion of Salaries

3.1 Provisions have been made in the Report for the implementation of the recommendations governing emoluments to be phased over two years. However, Government has decided that payment of revised salaries should be effected in full with effect from **01 January 2021**.

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3.2 Consequently, Public Sector employees in post as at **31 December 2020** should, in the first instance, be granted the normal annual increment due. Thereafter, the salaries should be converted to **Row 4** in the Conversion Table for revised salaries. A copy of the Master Salary Conversion Table is at **Appendix B**.

3.3 The salary of Public Sector employees who joined service with effect from **01 January 2021** should convert directly to the salary indicated at **Row 4** in the Conversion Table.

4. Acceptance of the Report

4.1 At paragraph 20.10 of the 2021 PRB Report (Vol 1), it has been recommended that the provisions of the Report should be applicable to all Public Sector employees working in organisations falling under the purview of the Pay Research Bureau **and** all Public Sector employees shall be deemed to have exercised an irrevocable option to be governed by the recommendations made in the Report. **Only** Public Sector employees who do not wish to be governed by the recommendations of the Report should express their irrevocable decision, in writing, to the Ministry of Public Service, Administrative and Institutional Reforms within a period of three months as from date of publication of the Report. Such employees would not be eligible for the revised salary, benefits and related allowances, interim or otherwise, as from the effective date of implementation of this Report.

4.2 However, it has been decided that, in the light of legal advice obtained and with the approval of the High Powered Committee, **all** Public Sector employees should be requested to **expressly opt** whether they accept or they do not accept the recommendations of the 2021 PRB Report.

4.3 Consequently, all Public Sector employees concerned should be required to exercise their respective options by signing the Option Form in two originals as per **Appendix C**.

4.4 With a view to enabling the implementation of the decision to pay arrears of salaries in the month of November 2021, it has also been decided, with the approval of the High Powered Committee, that options should be exercised, as early as possible, and submitted to the respective Supervising Officers not later than:-

- (a) **Tuesday 9 November 2021** for serving Public Sector employees in Mauritius, Rodrigues and the Outer Islands and those posted in our Missions overseas;
- (b) **seven days** after resumption of duty for Public Sector employees on official mission abroad; and

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(c) **Friday 10 December 2021** for Public Sector employees:-

- (i) on approved leave; and
- (ii) under interdiction.

4.5 In special circumstances, such as prolonged illness or hospitalization, Public Sector employees may be allowed to exercise their option at a later date. However, each case will have to be submitted to the Ministry of Public Service, Administrative and Institutional Reforms for consideration and approval.

4.6 All Public Sector employees who will decide not to accept the salaries and conditions of service recommended in this Report, will be granted the annual Additional Remuneration, commonly known as Salary Compensation, as per Government decision.

4.7 Those employees who have accepted the revised emoluments and conditions of service recommended in the Report, cannot consider any related emolument or allowance to be the subject of an industrial dispute, as stipulated in the Employment Relations Act.

4.8 With regard to Public Sector employees who, in the wake of the 2008 PRB Report, opted for the revised salaries and conditions of service but did not opt for the contributory pension scheme, their 2016 hypothetical salary (100%) should, first of all be converted in the Master Salary Conversion Table, following which they should be granted 92% of the converted salary.

5. Payment of Allowances

With the implementation of the 2021 PRB Report, any previous authority for the payment of allowances will lapse, except for those allowances specifically mentioned in the Report. The approval of the Ministry of Public Service, Administrative and Institutional Reforms will have to be sought for the payment of any allowance not covered in the Report, but which may still be justified.

6. Effective Date

The Report will be implemented with effect from **01 January 2021**. Arrears of salary will be payable in November 2021 and adjustments in salaries will be effected by December 2021 so that end of year bonus for 2021 will be based on the revised salaries recommended in the Report.

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7. Implementation/ Interpretation

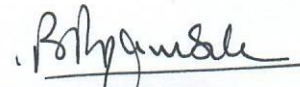
7.1 Any difficulty in relation to conversion of salary should be referred to the Ministry of Public Service, Administrative and Institutional Reforms immediately.

7.2 Any difficulty in relation to implementation/interpretation of the Report, other than salary, should be referred to the Standing Committee on Implementation of PRB Recommendations at the level of the Ministry of Public Service, Administrative and Institutional Reforms.

8. Cases of genuine omissions/errors should be submitted through the Ministry of Public Service, Administrative and Institutional Reforms for consideration by the Pay Research Bureau within three months as from the date of approval of the Report.

9. This Circular Note and its appendices are also available on the Ministry's website as specified at paragraph 2 above.

10. Supervising Officers i/c Ministries/Departments and Heads of Parastatal and other Statutory Bodies and Local Authorities and the Island Chief Executive are requested to ensure that the contents of this Circular Note as well as relevant extracts of specific recommendations pertaining to their organisations are communicated, as soon as possible, to **all** members of their staff, including those on approved leave/mission as well as those under interdiction together with the information necessary to enable them to exercise their option.



(B. Boyramboli)
Secretary for Public Service

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