



Ministry of Public Service, Administrative and Institutional Reforms

06 December 2019

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 88 of 2019
E/235/18/01 V22

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly

Uniform Allowances for period January to December 2020

Approval has been obtained for a cash allowance (excluding allowance for Cardigan) to be paid to officers eligible for uniforms for period January to December 2020 as follows:

(i) **Category I**

A uniform allowance of **Rs 4,865** to be paid to eligible officers whose nature of duties warrants a means of identification/authority.

(ii) **Category II**

A uniform allowance of **Rs 4,560** to be paid to eligible officers whose nature of duties requires them to wear uniform as and when the need arises.

(iii) **Category III**

A rapid wear and tear allowance of **Rs 4,415** to be paid to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. Supervising Officers are requested to take appropriate action accordingly and to ensure that all officers who have to wear uniforms and protective clothing/equipment in the performance of their duties do so.

2/...

3. Eligible officers under Category I and Category II should be requested to sign an undertaking to wear the uniforms while on duty/whenever required, in accordance with proforma at **Annex A**, prior to payment of the uniform allowance. An undertaking for the wearing of protective clothing/equipment should also be signed by the eligible officers as per proforma at **Annex B**.

4. The attention of officers should be drawn to the fact that failure on their part to wear uniforms/protective clothing/equipment on duty may lead to disciplinary action and the stoppage of the uniform allowance as specified at paragraphs 3.6.5(2) and 3.7.4 of the Human Resource Management Manual.

5. Supervising Officers are invited to bring the contents of this Circular Letter to the attention of concerned officers of their Ministries/ Departments and all Heads of Parastatal and Statutory Bodies falling under the aegis of their respective Ministries/Departments, for necessary action.



(J. M. Simonet)
Secretary for Public Service

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

Annex to Ministry of Public Service, Administrative and Institutional Reforms

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Category I/Category II*

I,

holding the post of

in the Ministry/ Department

hereby request for the payment of an amount of **Rs 4,865/ Rs 4,560*** as uniform allowance (excluding allowance for cardigan) for period January to December 2020 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 3.6.5(2) of the Human Resource Management Manual.

.....

Signature of officer

Date:

*Delete where appropriate

Annex to Ministry of Public Service, Administrative and Institutional 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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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 3.7.4 of the Human Resource Management Manual.

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Signature of officer

Date: