

**THIS PART IS A CONTINUATION**

**OF**

**VOLUME 1**



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## RODRIGUES REGIONAL ASSEMBLY

### INTRODUCTION

- 1.1 The Rodrigues Regional Assembly (RRA) plays a pivotal role in safeguarding the autonomy of the island of Rodrigues. As a Parliamentary institution, it is empowered to formulate and implement policies in respect of the areas under its jurisdiction as well as initiate legislations which, however, have to be ushered into the National Assembly to become laws for Rodrigues. In so doing, the Regional Assembly ensures that the best interests of the Rodriguan people are served.
- 1.2 The executive powers of the Regional Assembly are vested upon the Executive Council. The latter, comprising the Chief Commissioner, the Deputy Chief Commissioner and five Commissioners, carries out the functions of the Regional Assembly and develops policies on matters relating to Rodrigues. As member of the Council, the Commissioners are required to exercise general direction and control over the Commissions falling under their purview.
- 1.3 Being at the helm of the civil service in Rodrigues, the Island Chief Executive (ICE), who is a public officer, is responsible for the efficient administration of all the functions of the Executive Council. All the staff of the RRA operate under his administrative control. He is also empowered to exercise functions relating to law enforcement such as those of a Magistrate (in the latter's absence), of the Director of Environment in the enforcement of environmental laws and of the Director of the Tourism Authority in the enforcement of the Tourism Act.
- 1.4 Each department at the RRA is under the supervision of a Departmental Head who is the Accounting Officer thereof.

#### Visits to Rodrigues/Consultative meetings

- 1.5 The Bureau conducts an official visit to Rodrigues in the context of a review exercise to discuss the proposals submitted by the different Unions and Management as well as carry out job interviews for employees in the Workmen's Group. However, at the request of the Rodrigues administration to conduct an official preliminary meeting with the former ICE and other stakeholders, the Director and a Principal Job Analyst proceeded for a three-day visit to the island of Rodrigues from the 13<sup>th</sup> to 15<sup>th</sup> June 2024.
- 1.6 During the course of the three days' visit, the Director and the Principal Job Analyst met the ICE; Unions and Federations, Police High Officials and Heads of Sections. The parties concerned were explained the *modus operandi* adopted in the context of a general review exercise and were provided with broad guidelines and approach for the Report. The representatives of the Bureau took note of certain salient issues raised by the parties. For instance, it was highlighted that there is need for an appropriate organisational structure in Rodrigues for effective service delivery.

- 1.7 Additionally, representations were received regarding alleged disparity in salary, Conditions of Service and delays in prescription of schemes of service. The representatives of the Bureau provided the stakeholders with relevant explanations/clarifications regarding these representations.
- 1.8 The Federation and various Unions submitted their memorandum well before the second official visit. A tentative schedule of meeting was worked out and sent to the RRA, together with the list of officers sampled for interviews/self-written job descriptions.
- 1.9 The second official visit to Rodrigues was scheduled for April 2025. Some 328 employees were selected for the writing of their Job descriptions and around 200 others were interviewed by officers of the Bureau. The purpose of this exercise was to collect up-to-date job related information. The completed Job Description Questionnaires were submitted to the immediate supervisors for their signatures and validation of the information furnished by the employees. As regards the self-written Job Descriptions, these were sent to the jobholders together with the necessary guidelines to help them fill same.
- 1.10 Concurrently, the Directorate had consultations with the parties concerned. The work plan for the meetings had been worked out with the concurrence of the RRA beforehand. However, several adjustments had to be made to the calendar of meetings due to parliamentary sessions in context of the budgetary exercise. Additionally, certain meetings had to be rescheduled since the parties did not turn up on time. All the parties were given full latitude to expatiate on their proposals during the consultations. Management and the Unions/Federations deponed separately in the context of this review. All the Departmental Heads had been apprised that the meetings with the different Commissions would focus primarily on structure, salary and Conditions of Service. Nevertheless, in some instances, the Head of Sections/Units of the Commissions, who were present to these meetings made submissions pertaining to their own grade instead of focusing on the structure.
- 1.11 It is worth pointing out that a representative of the Ministry of Public Service and Administrative Reforms (MPSAR) was also in attendance during the meetings with the stakeholders to shed light on any issue concerning Conditions of Service, if so required.
- 1.12 At the request of the Federation of Public Sector and Other Unions, the Bureau scheduled another meeting in May 2025 with the Federation and its affiliates from Rodrigues. However, only the representatives of the Rodrigues Government Employees Association were present. The meeting, nonetheless, enabled the Bureau to further discuss specific issues and obtain the views of the Union on anomalies observed in certain schemes of service. In most cases, the Union concurred with the course of action proposed by the Bureau. Another meeting was also held in July 2025 at the request of the new ICE to discuss issues of pertinence to Rodrigues.

## Constraints

- 1.13 In the course of the preparation of this Report, the Bureau encountered a few constraints. For instance, in certain cases, the information sought from the relevant parties was not received, due to which certain proposals could not be properly assessed.

## Layout of this Volume

- 1.14 The recommendations related to organisation design and pay structures have been made under the respective Commissions/Divisions. In the introduction in respect of each Commission/Division, we have spelt out its mandate and objectives. Immediately after, the proposals/issues specific to each Commission are discussed followed by appropriate recommendations and relevant salary schedules.
- 1.15 The Master Conversion Table is given at Annex, the list of grades eligible for loan to purchase a 100% or 70% duty-exempted car for official travelling are at Annex I and Annex II while the list of grades eligible for loan to purchase an autocycle/motorcycle for official travelling is at Annex III.

## Acknowledgement

- 1.16 The Bureau would like to express its sincere thanks and profound appreciation to all those who have contributed in the preparation of this Report, in particular, the Management of the RRA including all the Heads of Commissions; the representatives of the different Unions as well as the representative of the MPSAR. We are also thankful to the staff of the RRA for their sustained collaboration and invaluable assistance. The insights gained proved useful in the formulation of appropriate recommendations.







## OBSERVATIONS AND GENERAL PROVISIONS

This Chapter provides certain observations on some pertinent issues as well as a few general recommendations which are applicable in the RRA. Common main requests made by our stakeholders have equally been highlighted.

### Administrative Reforms Committee

- 1.17 Recommendation was made in the EOAC 2013 Report for the setting up of an Administrative Reforms Committee (ARC) to deal with those matters/issues pertaining to Rodrigues that are normally referred to the MPSAR and its Standing Committees. Provision was also made for the MPSAR to consider the advisability of delegating powers to the ICE for the payment of *ad hoc* allowances, wherever warranted, in accordance with established criteria and principles.
- 1.18 In pursuance of the above recommendations, delegation of power was conferred by the MPSAR to the ARC in certain areas such as: payment of allowances; award of incremental credits; adjustment of salaries of officers who have been overpaid; approval regarding advertisement of vacancies; and clearance and terms of conditions for contract officers, among others.
- 1.19 During consultations, we have been apprised that the ARC was not set up and delegation of powers is not yet applicable. As a result, we have been requested by the Unions and Management to reinstate the provision for the setting up of ARC or to provide for another Committee/mechanism to address the various implementation issues at the RRA, particularly those relating to schemes of service.
- 1.20 After carefully examining the matter, we are putting in place an appropriate mechanism to resolve the issue.

### Recommendation 1

- 1.21 **We recommend that the MPSAR should, after consultations with the RRA, consider the advisability of identifying areas where delegated powers may be conferred on the ICE, in accordance with established principles so as to expediate the resolutions of implementations issues.**

### Creation of Grades

- 1.22 All the stakeholders have stressed on the need for the RRA to be provided with an appropriate organisation structure to cater for its specific requirements, among others. In most cases, this invariably meant the creation of an array of grades to reinforce the existing structures. In examining these proposals, the Bureau has taken into consideration the following:
- the need for the proper execution of tasks and establishment of a clear line of authority;

- the need to reconsider certain functions in line with the new policy/direction of the Commissions;
- certain structures need to be strengthened to be in compliance with legal requirements and regulations in force;
- some structures need to be reinforced at the top to cater for additional responsibilities and overall supervision/coordination and accountability; and
- certain functions need to be split for better efficiency and improved service delivery.

**However, all provisions regarding creation of grades in this Volume should be implemented prospectively on a date to be determine by the Standing Committee on Creation of Grades**

### **Results-Oriented Performance Management System and Performance-Related Incentive Scheme**

- 1.23 Following its introduction in the Public Service in 2006, the Performance Management System (PMS) has been rolled out in the Public Sector, instilling to some extent a performance culture. However, the Performance-Related Incentive Scheme (PRIS) could not be implemented due to the absence of sufficient safeguards. Further to Government's renewed focus on improving productivity and performance in the Public Service, the Performance-Based Budgeting (PBB) has been re-introduced, as a strategic tool to assist in resource management and public sector accountability. Same would be extended in the Parastatal Bodies, Local Authorities and Rodrigues Regional Assembly and in this context, relevant legislations have been amended.
- 1.24 However, to improve the effectiveness and accountability in the management, operations and implementation of policies, there is need to shift the focus from the traditional approach, that is, from activities/outputs to one based on results, which strengthens the linkages between funding and results. In this perspective, the Bureau has provided in **Chapter Results-Oriented Performance Management System and Performance-Related Incentive Scheme in Volume 1 of this Report**, for, among others, the development of an Integrated Performance Management Framework for the implementation of a Results-Oriented Performance Management System (ROPMS) in the Public Sector, through an integrated approach by synergising the PBB and PMS. We consider that along with the ROPMS, a PRIS should be established and implemented as a means to recognise and appreciate the achievements of high performers.

### **Training and Development**

- 1.25 Training and development rank high on the Government's agenda, with its commitment to transform public sector organisations so that they are future-ready, performance-driven and citizen-focused. During consultations, the Bureau has been apprised that in many quarters, difficulties are being encountered in providing training opportunities to employees. The main challenges faced

comprise a limited available budget; shortage of resource persons to act as trainers in the Public Sector; reluctance from Management to release their officers due to exigencies of service; measuring the effectiveness and value of training; and tracking the impact of training. Federations have also pointed out that employees of the Workmen's Group were not being provided with the relevant training or the training provided were inadequate, not attuned to the work performed and, in some instances, quasi-inexistent.

- 1.26 Since training is fundamental in enhancing employee's productivity and improving their performance, the Bureau is anew urging Management to provide appropriate and adequate training to employees, including those of the Workmen's Group. We have also provided for the Ministry of Public Service and Administrative Reforms (MPSAR), in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation, to dispense resilience training, among others, to public sector employees. **Recommendations related thereto have been made in Chapter Specific Conditions of Service of this Volume as well as the Chapter Training and Development in Volume 1 of this Report.**

#### **Courses to be followed for Substantive Appointment**

- 1.27 During consultations, we were informed that certain schemes of service require incumbents to follow specific training courses prior to being appointed in a substantive capacity. However, due to the small establishment size, there are often delays in the mounting of such courses by the relevant Authorities. The officers are, therefore, unduly penalised as they are compelled to serve in a temporary capacity for extended periods. A case was accordingly made for such requirements to be waived for the Rodriguan officers. While the Bureau acknowledges the constraints faced, it considers that the requirement for training cannot be waived as it is essential to ensure competency. We are, nevertheless, providing for a mechanism to address the issue.

#### **Recommendation 2**

**We recommend that the RRA should liaise with the relevant Authorities to explore the possibility of delivering the required courses through online platforms, wherever practicable.**

#### **Schemes of Service**

- 1.28 While examining the different requests from stakeholders, we noted several shortcomings pertaining to schemes of service of grades on the establishment of the RRA. Firstly, the scheme of service of more than 30 grades created in our previous Reports was not yet prescribed as at July 2025. Furthermore, officers thereat perform a wide range of duties including those which are specific to the RRA. However, these duties are in most cases not reflected in the scheme of service of the relevant grades, since they are generally aligned on what obtains for their Mauritian counterparts in the Civil Service. As a result, these schemes of service do not portray a true picture of the responsibilities and duties devolving

upon incumbents. Moreover, it has been reported that the alignment exercise often causes considerable delay in the prescription of the scheme of service concerned, owing to the fact that the scheme of service in the Civil Service is in the process of being amended. In the given circumstance, the Bureau is making appropriate recommendations to address these issues.

### Recommendation 3

#### 1.29 We recommend that:

- (i) the prescription and review of schemes of service of the grades in the RRA should be carried out and finalised within a period of three months; and
- (ii) the scheme of service of grades in the RRA should include the specific duties devolving upon incumbents in the grade to reflect the different aspects of the work.

### Upgrading of Qualifications Requirement

1.30 Both Unions and Management from several quarters across the Public Sector have proposed for an upgrading of the qualifications requirement of grades at different levels owing to: an evolution in duties performed by officers; changes in work processes; and higher qualifications possessed by officers, among others.

1.31 In principle, qualifications are set based on the nature and level of duties/responsibilities, rather than on those possessed by incumbents. Furthermore, as qualification is only one of the compensable factors in job evaluation, an upgrading in same may not necessarily fetch a higher salary, particularly if the level and nature of duties have remained unchanged. **In such circumstance, prior to considering reviewing upward the qualifications requirement, we hold that it would be more appropriate for Management to properly assess the need for any amendment to same. To this end, general recommendations and relevant observations have been made in the Chapter Review of Schemes of Service and Qualifications in Volume 1 of this Report.**

### Human Resource Planning

1.32 Various representations were made by Unions for the recruitment of additional staff and filling of vacant positions. It has been reported that in some cases, an acute shortage of staff in certain grades is adversely impacting on the efficiency, timeliness and overall quality of service delivery. In response to these concerns, we have provided **in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, for public sector organisations to undertake a Human Resource Planning exercise, with a view to addressing their HR requirements, among others, and ensuring that all vacant positions are filled within a reasonable timeframe.**

## Digitalisation and Artificial Intelligence Readiness

- 1.33 Further to Government laying much emphasis on the use of digital technologies and Artificial Intelligence (AI) in the Public Sector, Federations have expressed concern on the impact thereof on jobs, in general. Since we are still in an early phase in the application of AI, a proper assessment may not be possible at this stage. Nonetheless, AI should be considered as a tool to help Government to achieve its objectives, and that a sustainable approach to its adoption in the Public Sector should be favoured, based on three key pillars, namely: People, Processes and Technology.
- 1.34 Provisions have been made in **the Chapter Digitalisation and Artificial Intelligence Readiness in Volume 1 of this Report**, regarding the fostering of AI initiatives in the Public Sector and the need for capacity building so as to, *inter alia*, equip the technical staff of the Ministry of Information Technology, Communication and Innovation (MITCI) with the necessary skills and knowledge needed to work effectively with AI-related technologies. We have also provided for the proper training of public sector employees to ensure a smooth transition towards AI.

## Performance Criteria

- 1.35 As per existing provisions, eligible officers in various grades are allowed to benefit from incremental movement beyond their top salary, subject to satisfying certain conditions. We have revisited same as hereunder:
- (i) **they should have drawn the top salary for at least 12 months;**
  - (ii) **where officers are eligible to move by more than one increment beyond their top salary, they should have drawn the first increment for at least 12 months;**
  - (iii) **they should have been efficient and effective in their performance during the preceding year; and**
  - (iv) **they should not be under report.**

The above conditions are termed as “**Performance Criteria**”.

## Mental Wellbeing

- 1.36 Both the Federations and MPSAR highlighted that mental wellbeing is essential for improved performance and productivity. The Bureau also recognises same as a strategic catalyst for enhancing workforce productivity, as it focuses on prevention, resilience and support. Despite the growing global and local awareness on the issue, persistent workplace stressors and stigma continue to erode employee engagement and output. Concerns over the sedentary lifestyle of public officers have also been underscored, with caution on “**sitting as the new smoking.**” To address these challenges, the Bureau has made a few provisions in the **Chapter Risk, Insurance and Compensation in Volume 1 of this Report**, to embed both mental and physical wellbeing into organisational frameworks,

through targeted interventions that foster resilience, reduce absenteeism, optimise performance and improve productivity.

### **Special Professional Retention Allowance**

- 1.37 The Special Professional Retention Allowance (SPRA), introduced in the 2008 PRB Report to address skills shortages in the fields of Engineering, Architecture, and Quantity Surveying, was maintained in subsequent PRB Reports.
- 1.38 However, based on the findings of surveys carried out in the context of the 2016 PRB Report, the payment of SPRA was maintained up to 31 December 2016. Consequently, it was recommended that officers who have availed of this allowance and who leave or retire from the service should no longer be required to refund same. **We are reiterating this provision.**

### **Recommendation 4**

- 1.39 **We recommend that officers who benefitted from the Special Professional Retention Allowance (SPRA) up to 31 December 2016 and are now leaving or retiring from the service, should no longer be required to refund the amount received under this scheme.**

### **Central Establishment – Library Services**

- 1.40 Presently, grades pertaining to the Library Cadre are on the establishment of the Library Services under the Commission for Youth and Sports except for the grade of Library Officer which is on the establishment of the Human Resource Development Centre under the Deputy Chief Commissioner's Office.
- 1.41 The Library Clerk/Senior Library Clerks are called upon to assume higher responsibilities in the absence of Library Officers. We consider that for an efficient and effective use of human resources, all grades of the Library Cadre should be regrouped centrally on the establishment of the Library Services. Resultantly, appropriate provisions in connection thereto have been made in this Report under the different Commissions.

### **Grades abolished in Civil Establishment Order**

- 1.42 The Bureau has noted that certain grades in the Civil Service and Rodrigues Regional Assembly which appeared in the 2021 PRB Report, have been subsequently abolished in the last four Civil Establishment Orders. **The grades concerned have been consequently deleted from the salary schedule of the Ministry/Department or Commission concerned in this Report.**

### **Main proposals of Individuals/Unions/Federations/Management**

- 1.43 For this Report, the Bureau received a total of around 15400 representations. Listing all of these would have undoubtedly rendered the Report unnecessarily more voluminous. Among these representations, certain are common to all the Individuals/Unions/Federations/Management.

- 1.44 Further, the Unions/Federations have requested for a concise Report, written in a simpler language to ease understanding and avoid any misinterpretation of our recommendations, thereby ensuring consistency in their implementation. In this perspective, only the main representations for Individuals/Unions/Federations/Management have been mentioned. As for the common representations, since the same approach has been used during their examination by the Bureau, we are providing adequate explanations in respect thereof in the ensuing paragraphs.

#### *Risk Allowance*

- 1.45 With regard to the request for the grant of Risk Allowance, the Bureau has provided an appropriate mechanism, namely the Departmental Safety and Health Committee, to determine the eligibility thereof, as set out in the Chapter Risk, Insurance and Compensation in Volume 1 of this Report.

#### *Filling of Posts/Establishment Size*

- 1.46 Numerous representations were received regarding the filling of vacant posts and increase in establishment size. To this end, the Bureau has, in the Chapter on Recruitment, Promotion and Retention, highlighted the need for Management/Departments/Organisations to undertake a mandatory Human Resource Planning exercise with a view to, among others, determining the right number of staff required in each grade for effective delivery of their mandate.

#### *Conditions of Service*

- 1.47 Proposals regarding general Conditions of Service have been studied in a holistic manner and discussed with Federations of Unions and the MPSAR. Appropriate recommendations have subsequently been made in the relevant Chapters in Volume 1 of this Report.

#### *Creation/Merging of Grades*

- 1.48 In principle, grades are created on the basis of functional requirements, which in most cases have not been met. Further, we have not provided another level merely for the sake of ensuring a promotional path to officers while the impact would be on the organisation's capacity of service delivery or in terms of cost effectiveness. Merging of grades has been recommended where it was found to be consistent with the needs of the organisation or where there was major overlapping of duties, rendering supervision from the higher level superfluous.

#### *Upgrading of Salary*

- 1.49 All requests for salary upgrading were examined in the light of the job evaluation exercise conducted, taking into consideration, *inter alia*, all duties and responsibilities devolving on the grade, the evolution since the last Report, change in/additional qualifications required, a re-orientation of the sector as per Government decision. However, in some cases, the Bureau was unable to re-assess the grades in the absence of job-related information resulting from the non-submission of the Job Description Questionnaires, among others.

*Restyling of Grades*

- 1.50 Concerning restyling of grades, requests were favourably considered where the current job titles have become outdated; or do not portray a clear description of the duties performed. In some cases, grades have been retitled owing to legal requirements or where there was need for harmonisation. In quite a few instances, the demands for restyling were mainly to align on grades which carry a higher salary, implying a request for salary upgrading. The Bureau did not accede to such proposals.

*Upgrading of Qualifications Requirement*

- 1.51 Qualifications requirement is normally amended when there is a change in the essential/core duties and responsibilities of a grade and the existing qualifications are no longer adequate for the effective performance of the job. Where the current qualifications are deemed appropriate for the level of duties performed, they have been maintained. In many cases, the requests were simply made with the intention that the higher qualifications would fetch higher salaries and, therefore, lacked solid basis.

*Duty Remission/Payment of Mileage Allowance*

- 1.52 Many proposals were received for the grant of 70% duty remission and payment of mileage allowance. These proposals have been examined against a set of criteria together with the findings of the survey on Travelling and Car Benefits to determine eligibility. With regard to mileage allowance, appropriate provisions already exist concerning the rate payable per km whereas the authority to approve claims in respect of official travelling rests on Management.

*Training*

- 1.53 Demands, particularly from the staff side, have been made for the provision of training facilities to officers. The Bureau has underscored the importance of training and has made appropriate recommendations thereon.





## 1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk is also referred to as the Secretariat of the Assembly. Its objectives are, among others, to provide high quality advice, facilities and services to enable the Assembly House and its Committees to conduct their business effectively as well as enable individual Members to accomplish their parliamentary duties effectively; comply fully with Government guidelines and legislative provisions in its business transactions; interact with Members and the public in a positive manner and with respect, fairness, consistency, honesty and confidentiality, and interact with the local, regional and international stakeholders/collaborators in order to enhance the demographic principles to which the RRA adheres to.
- 1.2 It is headed by the Clerk, Regional Assembly who is the custodian of all documents and records pertaining to the Assembly. She is assisted in the performance of her duties by a Deputy Clerk, Regional Assembly and supported by other staff belonging to the professional, technical, General Services and manual grades.
- 1.3 Requests from the staff side pertain mainly to the creation of grades; grant of allowance to Library Clerk/Senior Library Clerk for performing higher duties; and provision of Health Surveillance to officers.
- 1.4 Management requested for the creation and restyling of a few grades; review of the mode of appointment of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly; payment of certain allowances; grant of 100% duty free facilities to Deputy Clerk, Regional Assembly; and alignment of salary of a few grades.
- 1.5 Upon examination of the requests, the Bureau is making appropriate provisions for those acceded to.

### **Clerk, Regional Assembly**

### **Deputy Clerk, Regional Assembly**

- 1.6 The mode of appointment to the grades of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly is presently on an assignment basis or contractual terms. Submissions were made by Management and the staff side to, among others, consider filling the grades on a permanent and pensionable basis.
- 1.7 Given the nature of the proposals made, we consider that same should be looked into administratively by the RRA, after consultations with the relevant authorities. We are, meanwhile, maintaining the existing provisions and retaining payment of the Robing Allowance.

**Recommendation 1****1.8 We recommend that:**

- (i) appointment to or filling of the posts of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should continue to be made on assignment basis or contractual terms; and
- (ii) the retirement benefits of a public officer, who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly by the appropriate Service Commission or through delegation of power by the Public Service Commission and retires or is subsequently reverted to his substantive post, should continue to be computed on the prevailing pensionable emoluments of the office to which he was assigned, provided he satisfies the provisions made at paragraph 13.29 in the Chapter Retirement and Retirement Benefits for the Public Sector of Volume 1 of this Report.

**Robing Allowance**

- 1.9 Currently, the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are eligible for a yearly Robing Allowance. We are providing for the continued payment of the allowance whilst revising its quantum.

**Recommendation 2**

- 1.10 We recommend that the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be paid a Robing Allowance of Rs 5640 yearly.**

**Payment of an allowance to the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk**

- 1.11 Both Management and Union have requested for the payment of an allowance to the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk, on the ground that incumbent is shouldering additional higher responsibilities. An examination of the JDQ filled in by incumbent has revealed that the higher duties form part of those befalling a Library Officer. However, given that the need for a full-time position of Library Officer at the Office of the Clerk is not felt, it is more appropriate to additionally compensate the Library Clerk/Senior Library Clerk (Rodrigues) by way of an allowance. We are recommending in that direction.

**Recommendation 3**

- 1.12 We recommend that the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk, should be paid a monthly allowance equivalent to two increments at salary point reached for shouldering additional/higher responsibilities.**

**Editor, Regional Assembly**

- 1.13 In view of the workload, provision was made for the Regional Assembly to avail the services of incumbents in the grade of Editor, Regional Assembly on sessional

basis against payment of an allowance of Rs 1050 per session of three hours. The present arrangement is being maintained while the quantum of the allowance is being revised.

#### **Recommendation 4**

- 1.14 We recommend that the allowance payable to incumbent in the grade of Editor, Regional Assembly employed on a sessional basis, should be revised to Rs 1155 per session of three hours.**

#### **Hansard Unit**

##### ***formerly Reporting Section***

- 1.15** At present, the Reporting Section comprises the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly. The main requests from both Management and staff side were, among others, the creation of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly; restyling of the Reporting Section to Hansard Unit; restyling of the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly to Hansard Reporter and Sub Editor, Regional Assembly and Assistant Hansard Reporter and Sub Editor, Regional Assembly respectively. After examination of the duties and responsibilities as per their respective scheme of service, the Bureau is restyling the grades in the Reporters' Cadre to more appropriate appellations. The structure is also being reinforced with the creation of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly.

#### **Recommendation 5**

- 1.16 We recommend that:**

- (i) the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly be restyled Hansard Reporter and Sub Editor, Regional Assembly and Assistant Hansard Reporter and Sub Editor, Regional Assembly respectively; and**
- (ii) the schemes of service of the grades of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* and Assistant Hansard Reporter and Sub Editor, Regional Assembly *formerly Assistant Reporter, Regional Assembly* be amended to reflect the actual duties being performed by the incumbents.**

#### **Senior Hansard Reporter and Sub Editor, Regional Assembly (New Grade)**

#### **Recommendation 6**

- 1.17 We recommend the creation of a grade of Senior Hansard Reporter and Sub Editor, Regional Assembly. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* who reckon at least four years' service in a substantive capacity in the grade.**

- 1.18 Incumbent would be required, *inter alia*, to: take down annotation and ensure accurate reporting of the Regional Assembly and its Committees; distribute "Takes" for transcription and sub editing; proofread Hansard, sub edit, monitor and check transcripts of subordinate staff; merge 'Takes', prepare transcripts for editing, finalise and cross-check details of verbatim reports prior to online publishing and printed versions of Hansard; check written questions and prepare checklist for follow-up actions; and insert amendments, as and when necessary, for the Regional Assembly and its Committees.
- 1.19 **We further recommend that pending the filling of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly, incumbent in the grade of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly*, who is effectively shouldering higher responsibilities on a regular basis, be paid a non-pensionable *ad hoc* allowance equivalent to three increments at salary point reached. However, the payment of this allowance should lapse with the filling of the vacancy of the new grade of Senior Hansard Reporter and Sub Editor, Regional Assembly.**

### **Staggered hours**

- 1.20 Officers in the grades of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* and Assistant Hansard Reporter and Sub Editor, Regional Assembly *formerly Assistant Reporter, Regional Assembly* are required to work at staggered hours. **This element has been considered in determining the recommended salaries of the grades.**

### **Special Condition of Service**

#### **Health Surveillance for officers of the Hansard Reporter and Sub Editor Cadre**

- 1.21 Representations were made from the staff side for the provision of a Health Surveillance to officers in the Hansard Unit *formerly Reporting Section*. Upon perusal of the Job Description Questionnaires, it has been observed that officers in the Unit are constantly required to wear earphones as well as view their monitor throughout the day. Hence, they claim that they are prone to be affected, among others, by vision syndrome, suffer from strain injuries and other painful conditions affecting muscles and tendons. As these conditions may be detrimental to their health, we are making appropriate recommendation for the Health Surveillance of these officers.

### **Recommendation 7**

- 1.22 **We recommend that Management should make arrangement with the Safety and Health Officer/Senior Safety and Health Officer of the Chief Commissioner's Office to conduct regular occupational safety and health audits for officers of the Hansard Unit, *formerly Reporting Section* so as to identify any risk to safety and health and to subsequently make arrangement with the Health Authority for a Health Surveillance of these officers.**

**Allowance to Sergeant-at-Arms**

- 1.23 A Police Officer acting as Sergeant-at-Arms is currently eligible for a monthly allowance of Rs 3045. The Bureau is maintaining the existing arrangement while the quantum is being revised.

**Recommendation 8**

- 1.24 We recommend that the monthly allowance presently payable to the Police Officer performing the duties of Sergeant-at-Arms be revised to Rs 3350.

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	<b>OFFICE OF THE CLERK</b>
<b>02 000 109</b>	<b>Rs 138000</b> Clerk, Regional Assembly
<b>02 073 095</b>	<b>Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 89250</b> Deputy Clerk, Regional Assembly
<b>08 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Editor, Regional Assembly
<b>08 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Senior Hansard Reporter and Sub Editor, Regional Assembly (New Grade)
<b>08 056 079</b>	<b>Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Hansard Reporter and Sub Editor, Regional Assembly <i>formerly Reporter, Regional Assembly</i>

Salary Code	Salary Scale and Grade
08 034 071	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b>  Assistant Hansard Reporter and Sub Editor, Regional Assembly <i>formerly Assistant Reporter, Regional Assembly</i>

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## **2. CHIEF COMMISSIONER'S OFFICE**

2.0.1 The Chief Commissioner's Office is responsible for the coordination of activities of the different departments falling under its aegis. It also acts as a facilitator for the creation and monitoring of a modern corporate environment while taking into account the management of human resources and exercises of proper control of assets, revenues and expenditures.

2.0.2 The main areas of responsibility of the Commission include:

Central Administration

Registration of Deeds and Conservation of Mortgages

Management of State Lands

Civil Aviation

Judicial Services

Meteorological Services

Environment

Civil Status

Promotion of Community Development

## **2.1 Central Administration**

- 2.1.1 The Central Administration is responsible to formulate and implement policies and coordinate the activities of all Commissions in the RRA. It also oversees the effective management of human and capital resources while ensuring good governance and creation of a modern, well-structured and efficient public service.
- 2.1.2 The different departments/units under the purview of the Central Administration are: the Human Resources, Finance, Health and Safety, Internal Control, Procurement and Supply, Legal Services, Economic Planning and Monitoring, Statistics, Registration of Deeds and Conservation of Mortgages and Transport.
- 2.1.3 As administrative head, the Island Chief Executive is assisted by the Departmental Heads and other heads of Sections/Divisions/Units for the efficient administration of the RRA.
- 2.1.4 For this review exercise, both Management and Unions have made, among others, representations for: creation of the grades of Deputy Island Chief Executive and Deputy Departmental Head. Union has, in addition, requested: to restyle and upgrade the grades of the Administrative Cadre; review upward the salary of several grades; establishment of a Senior Executive Service; for operations of the Central Administration to be organised under two executive arms (Public Service Division and Finance and Economic Planning Division); and for the establishment of an Administrative Reforms Committee, such that additional powers be devolved on the Island Chief Executive for administrative/HR issues.
- 2.1.5 The proposals of both parties have been examined and those justified have been retained. During consultations, they were informed of issues which should be considered administratively by Management, while for some, the RRA should consult relevant authorities prior to addressing same, as they do not strictly fall under the Bureau's purview.

### **Island Chief Executive**

- 2.1.6 The post of Island Chief Executive is presently filled either on contractual terms or on assignment basis. The present mode of appointment is being maintained.

### **Recommendation 1**

- 2.1.7 We recommend that appointment to the grade of Island Chief Executive should continue to be filled from candidates on contractual terms or on assignment basis from among officers holding a substantive post of Departmental Head.**

### **Duty Allowance**

- 2.1.8 Request has been made for an upgrading of the salary of the Island Chief Executive in view of the additional duties and responsibilities devolving upon incumbent. After carefully examining the proposal and taking into account the



duties/responsibilities befalling comparable levels, we consider that some additional compensation may be granted. We are recommending accordingly.

## **Recommendation 2**

**2.1.9 We recommend that a monthly Duty Allowance of Rs 10000 should be paid to the Island Chief Executive for shouldering additional responsibilities.**

## **Departmental Head**

2.1.10 Presently, the position of Departmental Head is filled either on an assignment basis or contractual terms. Subject to their performance and continued relevance of their competence, the incumbents are considered for appointment in a substantive capacity after a five-year period. We are maintaining this provision.

## **Recommendation 3**

**2.1.11 We recommend that:**

- (i) appointment to or filling of the position of Departmental Head should continue to be on contractual terms or on assignment basis for a period of two years; and**
- (ii) after the expiry of a five-year period, incumbents on establishment and those employed on contract may be appointed in a substantive capacity subject to their performance and the continued relevance of their competence.**

## **Accountant (New Grade)**

2.1.12 Management has requested for a grade of Accountant for the preparation of its annual estimates, final accounts and annual and periodical reports on financial matters of the RRA, among others. We are recommending accordingly.

## **Recommendation 4**

**2.1.13 We recommend the creation of a grade of Accountant. Appointment thereto should be made by selection from among candidates who possess:**

- A. a pass at the final examination required for admission to membership of one of the following bodies:**
  - (i) The Institute of Chartered Accountants of England and Wales;**
  - (ii) The Institute of Chartered Accountants of Scotland;**
  - (iii) The Institute of Chartered Accountants of Ireland;**
  - (iv) The Association of Chartered Certified Accountants;**
  - (v) The Chartered Institute of Management Accountants;**
  - (vi) The Chartered Institute of Public Finance and Accountancy;**  
**or an equivalent qualification; and**

**B. who are registered with the Mauritius Institute of Professional Accountants (MIPA) in accordance with section 51 of the Financial Reporting Act.**

2.1.14 Incumbent would be required, *inter alia*, to: assist the Head, Finance in establishing and maintaining proper accounting and financial control systems and procedures; prepare financial statements; supervise the day-to-day running of the finance division; provide accurate and timely financial information and statistics to stakeholders as directed; and prepare and submit the annual estimates, final accounts and annual and periodical reports on financial matters of the RRA.

**2.1.15 We further recommend that pursuant to the creation of the grade of Accountant, consequential amendments should be brought to the scheme of service of the grade of Head, Finance.**

**Senior Administrative Officer (New Grade)**

2.1.16 Both Management and Union have requested for the creation of a grade of Deputy Departmental Head as an intermediate level between those of Departmental Head and Administrative Officer with a view to improving efficiency and providing assistance to Departmental Heads. After examining the request, we consider that there is enough justification for creation of such level, but under a more appropriate appellation of Senior Administrative Officer.

**Recommendation 5**

**2.1.17 We recommend the creation of a grade of Senior Administrative Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Administrative Officer, possessing a Degree or an equivalent qualification and who reckon at least eight years' service in a substantive capacity in the grade.**

2.1.18 Incumbent would be responsible to the Departmental Head and would be called upon, among others, to: assist the Departmental Head in the administration and management of any Commission; supervise and coordinate the work of Administrative Officers and other subordinate staff; assist in the formulation, coordination and implementation of Government policy, goals and objectives; and assist in the drafting and administration of legislation.

**Administrative Officer**

2.1.19 Subject to satisfying certain conditions, Administrative Officers are currently allowed to move incrementally in the Master Salary Scale up to Rs 69800. This provision is being maintained, while the salary point revised.

**Recommendation 6**

**2.1.20 We recommend that Administrative Officers should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### **Human Resource Management Cadre**

2.1.21 The request for restyling the grade of Assistant Manager, Human Resources to Deputy Head, Human Resources could not be considered as the current appellation is more appropriate.

### **Specific Provision for Assistant Managers, Human Resources and Human Resource Executives**

2.1.22 Assistant Managers, Human Resources and Human Resource Executives are allowed to move beyond the top of their respective salary scales subject to satisfying certain criteria. These provisions still hold good and are being maintained.

### **Recommendation 7**

2.1.23 We recommend that:

- (i) **Assistant Managers, Human Resources possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**
- (ii) **Human Resource Executives possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600,**

**provided they meet the performance criteria as recommended in the Chapter on Observations and General Provisions of this Volume.**

### **General Services**

2.1.24 In the last Report, provision was made for the creation of a new grade of Management Support Assistant, in line with recommendation made for the Civil Service. This recommendation has not been implemented. **Based on the submission of the Ministry of Public Service and Administrative Reforms in relation to the grade in General Services, we are abolishing the grade of Management Support Assistant at the Rodrigues Regional Assembly, as well.**

### **Office Management Assistant**

***formerly Higher Executive Officer (Rodrigues) (Personal)***

2.1.25 In the context of this review exercise, the grade of Higher Executive Officer (Rodrigues) (Personal) has been restyled Office Management Assistant.

**Secretarial Cadre****Confidential Secretary****Adhoc Allowance**

2.1.26 Currently, Confidential Secretaries posted to the Chief Commissioner's Office, Deputy Chief Commissioner's Office, and Island Chief Executive's Office who are required to regularly work beyond their normal hours are paid an *adhoc* allowance. This provision is still valid in the present context and is, therefore, being maintained.

**Recommendation 8**

**2.1.27 We recommend that, subject to the approval of the MPSAR, Confidential Secretaries posted to the Chief Commissioner's Office, Deputy Chief Commissioner's Office and Island Chief Executive's Office who are required to regularly work beyond their normal working hours should continue to be paid an *adhoc* allowance as determined by the MPSAR.**

**2.1.28 We also recommend that high officials should be advised not to unnecessarily retain their Confidential Secretaries in office for long hours beyond their normal hours of work, except where their presence in office is absolutely essential and may be justified, if necessary.**

**Allowance for performing additional duties**

2.1.29 The Confidential Secretary attached to the Chief Commissioner's Office is, in addition to the *adhoc* allowance, also eligible for a responsibility allowance equivalent to three increments at the point reached in the salary scale. Since this provision is still relevant, we are maintaining same.

**Recommendation 9**

**2.1.30 We recommend that the approval of the HPC should be sought for the payment of a responsibility allowance to the Confidential Secretary posted at the Chief Commissioner's Office.**

**2.1.31 We, additionally, recommend that this allowance may be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, on the condition that the incumbents have:**

- (i) performed in that position for a continuous period of five years;**
- (ii) not been subject to disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**
- (iii) reached the age of 55 years at the time of retirement/change in posting.**

**Financial Operations Cadre**

2.1.32 The Financial Operations Cadre at the RRA comprises the grades of Assistant Financial Operations Officer, Financial Operations Officer/Senior Financial

Operations Officer, Principal Financial Operations Officer, Assistant Manager, Financial Operations and Manager, Financial Operations. Officers of this Cadre are responsible, among others, for assisting and advising on a wide range of financial matters including departmental budget formulation, monitoring expenditure control, accounting, management information, financial aspects of planning and management of projects and preparation of strategic plans and financial operations.

- 2.1.33 In line with recommendations made for the Financial Operations Cadre in the Civil Service, we are providing for a Trainee position.

### **Trainee (Financial Operations) (New Grade)**

#### **Recommendation 10**

- 2.1.34 **We recommend the creation of a grade of Trainee (Financial Operations). Appointment thereto should be made by selection from among candidates possessing the Cambridge Higher School Certificate or an equivalent qualification.**
- 2.1.35 **We also recommend that the selected candidates should be required to undergo training, both theoretical and practical, in financial operations for a duration of one year.**
- 2.1.36 **We further recommend that following the creation of the grade of Trainee (Financial Operations), consequential amendments should be brought to the scheme of service of the grade of Assistant Financial Operations Officer.**

### **Specific Provision for Assistant Managers, Financial Operations and Financial Operations Officer/Senior Financial Operations Officers**

- 2.1.37 Assistant Managers, Financial Operations and Financial Operations Officer/Senior Financial Operations Officers are allowed to move beyond the top of their respective salary scales subject to satisfying certain criteria. These provisions still hold good and are being maintained.

#### **Recommendation 11**

- 2.1.38 **We recommend that:**

- (i) **Assistant Managers, Financial Operations possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a Degree with Finance as a major component or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**

- (ii) **Financial Operations Officer/Senior Financial Operations Officers** possessing a **Diploma in Public Sector Financial Management** or a **Diploma in Accountancy** or a **Diploma in Finance** or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 60600,

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### **Internal Control Cadre**

2.1.39 The Internal Control Cadre is made up of a two-level structure comprising the grades of Internal Control Officer/Senior Internal Control Officer and Principal Internal Control Officer. Officers in these grades are primarily responsible for carrying out internal audit in finance, stores, transport and other operations at the Commissions in accordance with internal audit programmes and procedures.

2.1.40 Request was made to reinforce the structure with three new levels above the grade of Principal Internal Control Officer for parity of treatment with what obtains for their counterparts in the Civil Service. After examination, it has been observed that the level of Principal Internal Control Officer is vacant. Further, from a functional perspective, it has been found that the need for additional levels is not felt at this stage and that the structure is appropriate. In line with provisions made for the Civil Service, we are restyling the grades to more appropriate appellations to better reflect the duties performed.

### **Restyling of grades**

#### **Recommendation 12**

2.1.41 **We recommend that the grades of the Internal Control Cadre be restyled as hereunder:**

<b>Grade</b>	<b>Restyled to</b>
<b>Principal Internal Control Officer</b>	<b>Principal Internal Audit Officer</b>
<b>Internal Control Officer/Senior Internal Control Officer</b>	<b>Internal Audit Officer/Senior Internal Audit Officer</b>

### **Specific Provision for Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers***

2.1.42 Internal Audit Officer/Senior Internal Audit Officers *formerly Internal Control Officer/Senior Internal Control Officers* are, as per prevailing provision, allowed to move beyond the top salary of the grade based on certain set criteria. In view of its relevance, this provision should continue to apply.

**Recommendation 13**

- 2.1.43 We recommend that Internal Audit Officer/Senior Internal Audit Officers formerly Internal Control Officer/Senior Internal Control Officers having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (skills) of the ACCA Examinations or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 60600 provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**Procurement and Supply Cadre**

- 2.1.44** The Procurement and Supply Cadre is mainly responsible for the procurement and supply operations in the different Commissions or Departments of the RRA. It comprises officers in the grades of Assistant Procurement and Supply Officer up to Manager (Procurement and Supply).
- 2.1.45** Main requests from both Management and the staff side were for alignment of relevant provisions with what obtains for the Civil Service along with a review of salary scales. In line with recommendations made for the Procurement and Supply Cadre in the Civil Service, we are providing for a Trainee position.

**Trainee (Procurement and Supply) (New Grade)****Recommendation 14**

- 2.1.46 We recommend the creation of a grade of Trainee (Procurement and Supply). Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or an equivalent qualification.**
- 2.1.47 We also recommend that selected candidates should be required to undergo training, both theoretical and practical, in procurement and supply operations for a duration of one year.**
- 2.1.48 We further recommend that following the creation of the grade of Trainee (Procurement and Supply), consequential amendments should be brought to the scheme of service of the grade of Assistant Procurement and Supply Officer.**

**Specific Provision for Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers**

- 2.1.49 Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move beyond the**

top of their respective salary scale subject to satisfying certain criteria. These provisions still hold good and are being maintained.

## **Recommendation 15**

### **2.1.50 We recommend that:**

- (i) Assistant Managers (Procurement and Supply) possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000; and**
- (ii) Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 60600,**

**provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## **Statistical Unit**

2.1.51 The Statistical Unit is responsible for the collection, compilation, and dissemination of official statistics relating to economic and social activities in Rodrigues for effective policy and decision making. It also works in collaboration with Statistics Mauritius to, among others, manage and execute surveys at the local level.

2.1.52 The present structure of the Unit comprises the grades of Statistician, Senior Statistical Officer and Statistical Officer. The staff side has proposed the creation of a grade of Principal Statistical Officer. After examining the level and scope of duties and responsibilities devolving upon existing staff, **we consider that the present structure is adequate for an effective service delivery.**

## **Principal Safety and Health Officer (New Grade)**

2.1.53 Request was made by the Union for the creation of the grade of Principal Safety and Health Officer at the Chief Commissioner's Office to head the Unit. After examining same, we are making appropriate recommendation.

## **Recommendation 16**

**2.1.54 We recommend the creation of a grade of Principal Safety and Health Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Safety and Health Officer/Senior Safety and Health Officer who reckon at least four years' service in a substantive capacity in the grade and who are conversant with current legislation and practices related to safety and health.**



- 2.1.55 Incumbent would be required, among others, to ensure that assessment of risks are duly carried out and control/remedial measures are implemented in compliance with relevant legislations; assist Management in the formulation and implementation of policies, procedures and strategies for the improvement of occupational safety and health performance; organise, supervise and coordinate the work of subordinate staff and monitor their performance; and conduct, monitor and review risk assessment exercises in compliance with relevant legislations.

### **Social Worker, Rodrigues Regional Assembly**

- 2.1.56 Officers in the grade of Social Worker, Rodrigues Regional Assembly are posted in either the Commission for Education or Commission for Health. Both Management and the staff side made requests to review this current posting for better effectiveness. We have examined the requests and the structure has been reviewed with the creation of grades in the respective Commission while making the grade of Social Worker, Rodrigues Regional Assembly evanescent. **Recommendations thereto related have been made under the Deputy Chief Commissioner's Office (Commission for Education) and Commission for Health and Others in this Volume.**

### **Recommendation 17**

- 2.1.57 **We recommend that the grade of Social Worker, Rodrigues Regional Assembly be made evanescent. A personal salary has been provided to officers in post.**
- 2.1.58 **We also recommend that incumbents in the grade of Social Worker, Rodrigues Regional Assembly in post as at 31 December 2025 should be given the option to join the new grades of Educational Social Worker and Medical Social Worker under the Deputy Chief Commissioner's Office (Commission for Education) and Commission for Health and Others respectively.**

### **Transport Section**

- 2.1.59 Representations were made for reinstating the grade of Transport Supervisor, which appears in the Civil Establishment (Rodrigues Regional Assembly) Order 2024 but which has been omitted in the last Report. Upon examining the issue, it is observed that the duties and responsibilities that would be performed by incumbent in the grade of Transport Supervisor already devolve upon the grade of Head, Transport and Transport Accounts Clerk, on the establishment of the Central Administration. In view of the above, the request could not be entertained.

### **Binding Unit**

- 2.1.60 For this Report, requests received for the Binding Unit pertain mainly to: renaming the Binding Unit to 'Printing Unit'; the creation of the grades of Assistant Production Supervisor, Production Supervisor and Graphic Artist; and the implementation of Health Surveillance measures. The Bureau elicited information

on the activities and scope of operations of the Binding Unit. After careful examination, it has been confirmed that the functions of this Unit remain exclusive to binding. Nevertheless, we are recommending the provision of Health Surveillance for the officers of the Binding Unit.

## **Health Surveillance**

### **Recommendation 18**

**2.1.61 We recommend that Management should make the necessary arrangement with the Health Authorities to enable officers of the Binding Unit to undergo regular medical/health check-up, free of charge.**

## **Legal Services**

2.1.62 The Legal Services is responsible to provide sound and independent legal advice to all the departments of the RRA. It is manned by an Attorney and a Legal Officer whose services are retained either on a full-time basis or a part-time basis or on a contractual basis, depending upon operational requirements.

2.1.63 For this review exercise, besides retaining the present arrangement, the Union has requested for the establishment of a Legal Division along with amendments to the relevant Act; and creation of a grade of Chief Legal Adviser to head the proposed new Division. An examination of the request has shown that such a grade is not warranted at this stage. As regards the setting up of Divisions/Units and bringing amendments to Act(s), these issues should be addressed by Management, as they fall under its purview. Management on its part did not make any submission with respect to the Legal Services.

2.1.64 Against this backdrop, we are maintaining the grades of Attorney and Legal Officer and payment of the all-inclusive monthly allowance (excluding travelling) to incumbents in these grades employed on a part-time basis, who are required to put in a minimum of 10 hours weekly. We are also upholding the yearly allowance payable to Attorneys employed on a full-time basis whilst revising its quantum.

## **Allowance to Attorney**

### **Recommendation 19**

**2.1.65 We recommend that the yearly allowance payable to Attorneys employed on a full-time basis by the Rodrigues Regional Assembly, as an assistance to cover certain items of expenditure related to the exercise of their profession, be revised to Rs 26,680.**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>CENTRAL ADMINISTRATION</b>
<b>02 000 116</b>	<b>Rs 166000</b> Island Chief Executive
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>01 095 104</b>	<b>Rs 89250 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Head, Finance
<b>08 077 096</b>	<b>Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750</b> Head, Human Resource Management
<b>08 070 091</b>	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000</b> Assistant Manager, Human Resources (Personal)
<b>08 070 090</b>	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Assistant Manager, Human Resources
<b>01 064 090</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Accountant (New Grade)
<b>08 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Senior Human Resource Executive
<b>08 055 080</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Human Resource Executive

Salary Code	Salary Scale and Grade
02 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Senior Administrative Officer (New Grade)
02 067 094	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Administrative Officer (Personal)
02 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Administrative Officer
18 062 090	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Principal Safety and Health Officer (New Grade)
18 049 083	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 Safety and Health Officer/Senior Safety and Health Officer
08 043 081	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Citizen's Advice Bureau Organiser
08 062 085	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Office Management Executive
08 052 079	Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 Office Management Assistant
08 051 074	Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Office Supervisor

Salary Code	Salary Scale and Grade
11 041 069	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Housekeeper, Chief Commissioner's Office
08 048 078	Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 Confidential Secretary
10 041 078	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 Communication/Public Relations Officer
08 040 072	Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Management Support Officer
23 039 079	Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 Social Worker, Rodrigues Regional Assembly (Personal to officers in post as at 31.12.25)
10 034 071	Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Audio Visual Assistant
08 041 071	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Senior Word Processing Operator
25 046 069	Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Chief Tradesman Foreman

Salary Code	Salary Scale and Grade
08 031 068	Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960 Word Processing Operator
22 026 063	Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 Receptionist/Telephone Operator
24 041 065	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050 Senior Field Supervisor
16 029 067	Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990 Machine Minder (Bindery) (Rodrigues) (Personal)
24 035 064	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080 Driver (Mechanical Unit)
25 031 064	Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080 Electrician (Shift)
24 035 063	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 Driver (Heavy Vehicles above 5 tons)
24 041 061	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 Head Gardener/Nursery Attendant Head Office Auxiliary
24 024 057	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280 Office Auxiliary/Senior Office Auxiliary

Salary Code	Salary Scale and Grade
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Cabinet Maker Carpenter Electrician Mason
<b>24 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Driver (on roster)
<b>24 032 060</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Field Supervisor
<b>24 027 060</b>	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver
<b>24 027 056</b>	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720</b> Senior Gardener/Nursery Attendant
<b>21 024 055</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Storekeeper (Rodrigues)
<b>24 024 054</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Gardener/Nursery Attendant
<b>24 023 053</b>	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040</b> Surveillant
<b>24 022 052</b>	<b>Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Handy Worker (Special Class)

Salary Code	Salary Scale and Grade
<b>24 021 052</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Stores Attendant
<b>24 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Stone Breaker
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant
<b>24 020 050</b>	<b>Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765</b> Handy Worker
<b>24 020 049</b>	<b>Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365</b> Gateman
<b>24 001 047</b>	<b>Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615</b> General Worker General Worker (Ex-SMEDA) (Personal)
<b>FINANCIAL OPERATIONS CADRE</b>	
<b>01 077 094</b>	<b>Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Manager, Financial Operations
<b>01 070 091</b>	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000</b> Assistant Manager, Financial Operations (Personal)
<b>01 070 090</b>	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Assistant Manager, Financial Operations



Salary Code	Salary Scale and Grade
01 064 083	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Principal Financial Operations Officer
01 055 080	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Financial Operations Officer/Senior Financial Operations Officer
01 043 072	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Assistant Financial Operations Officer
01 033 034	<b>Rs 26045 x 300 - 26345</b> Trainee (Financial Operations) (New Grade)
<b>INTERNAL AUDIT CADRE</b>	
01 064 083	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Principal Internal Audit Officer <i>formerly Principal Internal Control Officer</i>
01 043 080	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Internal Audit Officer/Senior Internal Audit Officer <i>formerly Internal Control Officer/Senior Internal Control Officer</i>
<b>PROCUREMENT AND SUPPLY CADRE</b>	
21 077 094	<b>Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Manager (Procurement and Supply)
21 070 090	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Assistant Manager (Procurement and Supply)

Salary Code	Salary Scale and Grade
21 064 083	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Principal Procurement and Supply Officer
21 055 080	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Procurement and Supply Officer/Senior Procurement and Supply Officer
21 043 072	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Assistant Procurement and Supply Officer
21 033 034	<b>Rs 26045 x 300 - 26345</b> Trainee (Procurement and Supply) (New Grade)
<b>ECONOMIC PLANNING &amp; MONITORING UNIT</b>	
01 094 104	<b>Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Lead Analyst
01 060 094	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Analyst/Senior Analyst, Rodrigues Regional Assembly
20 060 090	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Statistician
20 055 078	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Senior Statistical Officer
20 043 072	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Statistical Officer

Salary Code	Salary Scale and Grade
	<p style="text-align: center;"><b>TRANSPORT SECTION</b></p> <p><b>26 055 086</b>    <b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800</b> Head, Transport</p> <p><b>08 031 069</b>    <b>Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Transport Accounts Clerk</p> <p style="text-align: center;"><b>LEGAL SERVICES</b></p> <p><b>Rs 41935</b> Attorney (RRA) (Part-Time) Legal Officer (RRA) (Part-Time)</p> <p><b>12 071 094</b>    <b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Attorney (RRA) Legal Officer (RRA)</p>

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## 2.2 Registration of Deeds and Conservation of Mortgages

- 2.2.1 The Registration of Deeds and Conservation of Mortgages Unit is responsible, among others, to register information regarding land ownership and obligations; safeguard the interest of creditors and debtors as well as of parties in sales and leases of immovable properties; and collect annual tax payable by campement site owners and campement owners.
- 2.2.2 At present, the Officer-in-Charge, Registration heads the Unit. He reports to the Island Chief Executive for general administration matters and to the Registrar-General in Mauritius on technical matters. He is assisted by officers in the Registration Officer Cadre and supported by officers in the General Services grades.
- 2.2.3 Requests received from the staff side are mainly geared towards a review of salary. No change is, therefore, being made to the current organisation structure.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>REGISTRATION OF DEEDS AND CONSERVATION OF MORTGAGES</b>
<b>18 064 082</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Officer-in-Charge, Registration
<b>18 055 076</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Senior Registration Officer (Personal salary for officers in post as at 31.12.12)
<b>18 040 074</b>	<b>Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Registration Officer/Senior Registration Officer



## 2.3 Management of State Lands

### Cadastral Office

- 2.3.1 The Cadastral Office is responsible for the management, monitoring and allocation of State Lands in Rodrigues. It comprises two divisions, namely Survey and Planning.

#### LAND SURVEY DIVISION FORMERLY SURVEY DIVISION

- 2.3.2 Among its objectives, the Land Survey Division *formerly Survey Division* is required to: keep an up-to-date and complete record of uses and occupation of all State Lands in Rodrigues; ensure that land development in Rodrigues is done in an orderly and sustainable way; and attend to land related queries and complaints.
- 2.3.3 Presently, a Principal Surveyor, who is also the Officer-in-Charge of the Cadastral Office, heads this Division. He is assisted by officers in the Surveyor and Cartographer Cadres as well as Survey Technicians and other supporting staff.
- 2.3.4 Representations were made to reinforce the organisation structure with the creation of a senior position for the Survey Technicians and to extend the existing allowance granted to officers of the Survey Division of the Ministry of Housing and Lands who are engaged in Hydrographic Surveys to the RRA.
- 2.3.5 To facilitate a study on the request pertaining to Hydrographic Surveys, the Bureau sought relevant information from Management. It is reported that at present, neither a dedicated Hydrographic Unit exists at the RRA nor is there any equipment available for conducting Hydrographic Surveys.
- 2.3.6 In accordance with the relevant Act, we are bringing forth the necessary change in appellation for grades in the Professional cadre. As regards an appropriate structure for the Survey Technicians, the Bureau, after conducting an assessment, is introducing a grade of Senior Survey Technician.

#### Land Surveyor Cadre *formerly Surveyor Cadre*

##### Recommendation 1

- 2.3.7 We recommend that, in line with the Land Surveyors Act, the grades in the Land Surveyor Cadre *formerly Surveyor Cadre* be restyled as below:

Grade	Restyled to
Principal Surveyor	Principal Land Surveyor
Senior Surveyor	Senior Land Surveyor
Surveyor	Land Surveyor

Grade	Restyled to
Trainee Surveyor	Trainee Land Surveyor

### Senior Survey Technician (New Grade)

#### Recommendation 2

- 2.3.8 We recommend the creation of a grade of Senior Survey Technician. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Survey Technician who reckon at least five years' service in a substantive capacity in the grade.**
- 2.3.9** Incumbent would, among others, be required to: assist the Land Surveyors *formerly Surveyors*; supervise and monitor the work of subordinate staff; carry out in conformity with existing conventions, preliminary and simple surveys of land; compile, process and provide information on land; update the Index of Leases, Domain Book and Acquisition Books, Maps and any other land records; carry out inspections and detect encroachments, squatters, illegal removal of sand on State Lands; and attend to Court in cases involving infringement of conditions of approved leases.

### Allowance for the Principal Land Surveyor *formerly Principal Surveyor*

- 2.3.10** Prevailing provision caters for the payment of a monthly allowance to the Principal Land Surveyor *formerly Principal Surveyor* designated to act as the Officer-in-Charge of the Cadastral Office. While maintaining this allowance, the Bureau is also enhancing its quantum.

#### Recommendation 3

- 2.3.11 We recommend that the Principal Land Surveyor *formerly Principal Surveyor* who has been designated to act as the Officer-in-Charge of the Cadastral Office should be paid an allowance of Rs 1410 per month.**

### Plan Printing Operator

- 2.3.12** Incumbents in the grade of Plan Printing Operator (PPO) who hold a Certificate in AutoCAD, along with the prescribed qualification for this position, may advance beyond their top salary by one increment if they meet the specified criteria. This provision was reviewed in the previous Report and is being maintained.

#### Recommendation 4

- 2.3.13 We recommend that, upon obtaining a Certificate in AutoCAD or a relevant equivalent qualification, Plan Printing Operators should be granted one additional increment subject to the top salary recommended for the grade.**

## Health Surveillance

- 2.3.14 As Plan Printing Operators are constantly exposed to hazardous substances, emitted by printing machines, the current provision allows for Management to make the necessary arrangement for them to benefit from free medical/health check-up. The Bureau considers that this provision still holds good.

## Recommendation 5

- 2.3.15 **We recommend that Management should continue to make the necessary arrangement with the relevant Health Authorities for Plan Printing Operators to undergo free regular medical/health check-up.**

## PLANNING DIVISION

- 2.3.16 The Planning Division is, among others, responsible, for: the implementation of approved land use planning policies; enforcement of existing legislation; as well as ensuring that development control is done with the help of existing planning instrument.
- 2.3.17 Besides a Professional grade, officers in other grades such as Development Control Officer, Planning Assistant and Cadet Planner also serve the Planning Unit.
- 2.3.18 Both Management and Unions made common request for the establishment of a full-fledged Planning Unit, with the creation of various grades across different cadres. After conducting an evaluation, the Bureau is making the appropriate recommendations.

## Change in Appellation

## Recommendation 6

- 2.3.19 **We recommend that, in line with the Town Planners' Council Act, the grades in the Town Planner Cadre *formerly Town and Country Planning Officer Cadre* be restyled as hereunder:**

Grade	Restyled to
Town and Country Planning Officer	Town Planner
Cadet Planner	Trainee Town Planner

- 2.3.20 **We also recommend that, henceforth, recruitment to the grade of Town Planner *formerly Town and Country Planning Officer* should be made by appointment of Trainee Town Planners *formerly Cadet Planners* who have obtained registration as Town Planners with the Town Planners' Council; and by selection from among Development Control Officers who are registered as Town Planners with the Town Planners' Council. In the absence of qualified serving officers, appointment thereto should be made**

**by selection from among candidates who are registered as Town Planners with the Town Planners' Council.**

### **Senior Town Planner (New Grade)**

#### **Recommendation 7**

**2.3.21 We recommend the creation of a grade of Senior Town Planner. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Town Planner *formerly Town and Country Planning Officer* reckoning at least three years' service in a substantive capacity in the grade.**

2.3.22 Incumbent would, *inter alia*, be required to: train Town Planners *formerly Town and Country Planning Officers* and supervise their work; advise on town and country planning matters; and prepare and revise development plans at all spatial levels.

### **Special Professional Premium**

2.3.23 A recommendation has been made for the payment of a monthly Special Professional Premium to registered professionals in the field of Town Planning, as provided under the Ministry of Housing and Lands in Volume 2 Part I of this Report. **This provision should equally apply to registered professionals serving in this field in the RRA.**

### **Trainee Technical Design Officer (New Grade)**

#### **Recommendation 8**

**2.3.24 We recommend the creation of a grade of Trainee Technical Design Officer. Appointment thereto should be made by selection from candidates possessing a Cambridge Higher School Certificate with a pass at "Principal Level" in Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology or Mathematics or Physics or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" in the aforementioned subjects; and who are computer literate.**

2.3.25 The Trainee Technical Design Officer would be required to undergo training for a period of at least two years, both theoretical and practical, including on-the-job training in drawings and design techniques.

### **Technical Design Officer (New Grade)**

#### **Recommendation 9**

**2.3.26 We recommend the creation of a grade of Technical Design Officer. Recruitment to the grade should be made by appointment of Trainee Technical Design Officers who have satisfactorily completed their training.**



- 2.3.27 Incumbent would, among others, be required to: draw diagrams of planning schemes and proposals formulated by Town Planners *formerly Town and Country Planning Officers*; design and produce drawings of planning schemes and proposals; carry out simple architectural designs and planning layouts; compile cartographic data; carry out site surveys and field work and report thereon; and perform IT-related duties including the use of AutoCAD software, graphic design software and Geographic Information System (GIS).

### Cartographer Cadre

- 2.3.28 Broad provisions have been made for the Cartographer Cadre at the Ministry of Housing and Lands in Volume 2 Part I of this Report. For the purpose of consistency, these provisions should equally apply to the grades of Senior Cartographer (Personal) and Cartographer/Senior Cartographer at the RRA.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>MANAGEMENT OF STATE LANDS – CADASTRAL OFFICE</b> <b>LAND SURVEY DIVISION</b> <b>FORMERLY SURVEY DIVISION</b>
26 082 098	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Principal Land Surveyor <i>formerly Principal Surveyor</i>
26 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Land Surveyor <i>formerly Senior Surveyor</i>
26 061 090	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Land Surveyor <i>formerly Surveyor</i>
26 033 036	<b>Rs 26045 x 300 - 26945</b> Trainee Land Surveyor <i>formerly Trainee Surveyor</i>

Salary Code	Salary Scale and Grade
26 064 084	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050</b> Senior Cartographer (Personal salary for officers in post as at 31.12.12)
26 045 084	<b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050</b> Cartographer/Senior Cartographer
26 033 035	<b>Rs 26045 x 300 - 26645</b> Trainee Cartographer
26 057 078	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Senior Survey Technician (New Grade)
26 036 073	<b>Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Survey Technician
24 042 067	<b>Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990</b> Head Survey Field Worker
24 023 060	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Survey Field Worker/Senior Survey Field Worker
16 028 067	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990</b> Plan Printing Operator
<b>PLANNING DIVISION</b>	
26 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Town Planner (New Grade)

Salary Code	Salary Scale and Grade
<b>26 067 090</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Town Planner <i>formerly Town and Country Planning Officer</i>
<b>26 058 061</b>	<b>Rs 35840 x 725 - 37290 x 925 - 38215</b> Trainee Town Planner <i>formerly Cadet Planner</i>
<b>26 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Development Control Officer
<b>26 043 075</b>	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300</b> Technical Design Officer (New Grade)
<b>26 033 035</b>	<b>Rs 26045 x 300 - 26645</b> Trainee Technical Design Officer (New Grade)
<b>26 034 071</b>	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Planning Assistant

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## **2.4 Civil Aviation Division**

- 2.4.1 Falling under the *aegis* of the Prime Minister's Office, the Civil Aviation Division in Rodrigues ensures safe, efficient and affordable Civil Aviation operations within the airspace. It adheres to International Standards set by the International Civil Aviation Organisation and works in collaboration with the Department of Civil Aviation of Mauritius.
- 2.4.2 The organisation structure comprises technical grades and employees of the Workmen's Group.
- 2.4.3 Representations from the staff side were, among others, creation and restyling of grades; and recognition of the training dispensed to officers. No proposal was received from the Management side.
- 2.4.4 The views of the Director of Civil Aviation in Mauritius were sought on the need for additional grades in Rodrigues in view of the construction of the new runway at Plaine Corail. The Bureau was apprised that there is no functional need for new grades at this stage and appropriate training would be provided to officers in post as and when required.
- 2.4.5 Against this backdrop, the Bureau is maintaining the existing structure of the Civil Aviation Division in Rodrigues. However, should the need for creation of grades be felt with the construction of the new runway, same may be considered on an *ad hoc* basis provided that all established procedures are followed.

### **Allowance to Air Traffic Control Officer**

- 2.4.6 At present, an Air Traffic Control Officer from Mauritius acts as Officer-in-Charge in the Civil Aviation Division in Rodrigues. Both the Union and the Prime Minister's Office have requested for the grant of an allowance to the officer. We are making appropriate provision for same.

### **Recommendation 1**

- 2.4.7 We recommend that a monthly allowance of Rs 12130 should be paid to the Air Traffic Control Officer for acting as Officer-in-Charge of the Civil Aviation Division in Rodrigues as well as for putting in extra hours after his normal working hours.**

### **Height Allowance**

- 2.4.8 Currently, Electricians of the Civil Aviation Division of Rodrigues are paid a non-pensionable height allowance for climbing poles above 20 feet as follows:
- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and
  - (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.

2.4.9 Given that the present arrangement is still appropriate, we are, therefore, maintaining same.

## Recommendation 2

**2.4.10 We recommend that the present provision regarding the payment of a non-pensionable Height Allowance to Electricians of the Civil Aviation Division of Rodrigues be maintained.**

### Allowance to drive Heavy Specialised Vehicles

2.4.11 Officers possessing the heavy vehicle driver's licence and designated to drive heavy specialised vehicles are currently eligible for a monthly allowance equivalent to one increment at the initial point of their respective salary scale. **This arrangement being fit for its purpose, should continue to prevail.**

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>CIVIL AVIATION DIVISION</b>
<b>03 065 086</b>	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800</b> Air Traffic Controller Grade I (Rodrigues)
<b>03 050 079</b>	<b>Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Assistant Air Traffic Controller (Rodrigues)
<b>03 049 080</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Senior Flight Data Officer
<b>03 041 078</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Flight Data Officer

Salary Code	Salary Scale and Grade
<b>22 055 081</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Technician
<b>03 038 072</b>	<b>Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Assistant Ground Supervisor (Rodrigues)
<b>03 030 068</b>	<b>Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960</b> Patrol Officer (Rodrigues)
<b>25 031 064</b>	<b>Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080</b> Electrician (Shift) Fitter (Shift)
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Electrician Motor Diesel Mechanic

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## **2.5 Judicial Services**

- 2.5.1 The Judicial Services is responsible for the administration of justice in Rodrigues. The Court of Rodrigues is the only Court in the island and unlike other Courts in Mauritius, it sits as a Court of first instance and all cases before the subordinate Court.
- 2.5.2 At the level of the Court, justice is administered by a full-time Magistrate and a visiting Judge of the Supreme Court. It is also manned by a Chief Court Officer/Court Manager, who is on a tour of service from Mauritius, officers of the Court Officer Cadre, Court Ushers and other ancillary staff.
- 2.5.3 For this Report no submission has been made by Management. Whereas, for the grade of Court Usher, Union represented, among others, that the officers be compensated for serving judicial and extra judicial processes beyond normal working hours and be paid a monthly commuted travelling allowance for official travelling. Other requests pertain to the creation of a grade of Senior Court Usher; and the payment of an allowance to officers of the Court Officer Cadre and to the Court Ushers, for working extra hours for the grant of release on bail to persons arrested during Weekends and Public Holidays.
- 2.5.4 The proposals have been examined and discussed with parties concerned during the consultative meetings. Those considered relevant have been entertained. We are, therefore, providing to the Court Ushers, payment of a monthly commuted travelling allowance and a monthly allowance for serving court papers beyond office hours; and retaining payment of existing allowances whilst revising their quanta. As regards request for payment of an allowance to officers performing additional/higher duties, same should be submitted to Management to be dealt with administratively.

### **Diploma in Legal Studies and Court Administration**

- 2.5.5 In line with what obtains for officers of the Court Officer Cadre at the Judiciary, provision was made in the 2021 Report for their counterparts at the RRA to be sponsored to follow a Diploma course in Legal Studies and Court Administration. We are retaining this provision, the moreso same has not been implemented as at date.

### **Recommendation 1**

- 2.5.6 We recommend that officers of the Court Officer Cadre should be sponsored, on a seniority basis, to follow a Diploma course in Legal Studies and Court Administration or an equivalent Diploma course in the relevant field.**

**Monthly Commuted Travelling Allowance to the Court Usher**

- 2.5.7 Union requested for the payment of a monthly commuted travelling allowance to the Court Ushers, who in the course of their duties, perform extensive official travelling by their private car.
- 2.5.8 Based on additional information obtained concerning the average mileage covered per month as official travelling by the Court Ushers, we are providing for the payment of a monthly commuted travelling allowance to the incumbents.

**Recommendation 2**

- 2.5.9 We recommend that the Court Ushers at the RRA should be paid a monthly commuted travelling allowance of Rs 5000 for using their private car for official travelling.**

**Compensation for putting in extra hours on a daily basis**

- 2.5.10 The Union made a case for the Court Ushers to be additionally compensated for the extra hours put in by the officers in connection with the serving of court papers and execution of court orders beyond normal working hours, including weekends and public holidays. After closely examining the request, we are recommending accordingly.

**Recommendation 3**

- 2.5.11 We recommend that the Court Ushers at the RRA who are required to put in extra hours in connection with the serving of Court papers beyond normal working hours including Weekends and Public Holidays should be paid a monthly allowance of Rs 1000.**

**Black Jacket Allowance**

- 2.5.12 A yearly Black Jacket Allowance is payable to the Court Ushers and officers of the Court Officer Cadre who are required to appear before Court in black jacket with tie. We are reiterating this provision while revising the quantum of the allowance.

**Recommendation 4**

- 2.5.13 We recommend that the Court Ushers and officers of the Court Officer Cadre who are required to appear in black jacket with tie, should continue to be paid a black jacket allowance at a revised rate of Rs 5640 yearly.**

**Witness Attendance Allowance**

- 2.5.14 Public Officers who attend Court as witnesses on behalf of the Rodrigues Regional Assembly and professionals who attend Court as expert witnesses, are paid an Attendance Allowance. We are maintaining this provision.



**Recommendation 5****2.5.15 We recommend that:**

- (i) public officers who attend Court as witness on behalf of the RRA should be paid an Attendance Allowance of Rs 120; and
- (ii) professionals such as Architect, Attorney-at-Law, Engineer, among others, who attend Court as expert witnesses be paid an Attendance Allowance of Rs 240.

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>JUDICIAL SERVICES</b>
<b>12 064 084</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Principal Court Officer
<b>12 055 079</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Senior Court Officer
<b>12 041 075</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300</b> Court Officer Court Usher



## 2.6 Meteorological Services

- 2.6.1 In Rodrigues, Meteorological Services are provided by the Pointe Canon Meteorological Station, which is primarily an observation station. Its prime object is to provide daily weather predictions, aeronautical observations, and climatological reports to its stakeholders. A Principal Meteorological Technician is posted thereat on a tour of service from Mauritius, to act as officer-in-charge. Incumbent is called upon to oversee activities and is supported in his functions by a Meteorological Technician and officers of the four-level Meteorological Observer Cadre.
- 2.6.2 The Union mainly requested for the Station to be equipped with the required technical upgrades and meteorological software to enable it to engage in interpretation as well and not restricted to observation only. Additionally, representation was made for the Meteorological Observer Cadre to be restyled to Meteorological Technician Cadre or to create a full-fledged Meteorological Technician Cadre. We did not receive any submission from Management.
- 2.6.3 Considering the present arrangements in force and the functions of the Rodrigues Meteorological Station, we hold that the existing structure and the job appellation of grades of the Meteorological Observer Cadre are adequate. As regards provision of technical upgrades and meteorological software, such issues do not fall within the Bureau's purview but should rather be dealt with administratively.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>METEOROLOGICAL SERVICES</b>
<b>19 067 087</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Principal Meteorological Technician
<b>19 040 078</b>	<b>Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 55950</b> Meteorological Technician
<b>19 066 083</b>	<b>Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Principal Meteorological Observer

Salary Code	Salary Scale and Grade
<b>19 062 081</b>	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Meteorological Observer
<b>19 036 073</b>	<b>Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Meteorological Observer
<b>19 029 031</b>	<b>Rs 24845 x 300 - 25445</b> Trainee Meteorological Observer

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## **2.7 Environment Division**

- 2.7.1 The Environment Division is responsible to devise suitable legal and policy frameworks regarding environment related issues such as climate change, solid and hazardous waste management, disaster risk reduction and beach management so as to act effectively in response to emerging challenges. It is responsible for managing and preserving Rodrigues' environment and its resources in order to preserve and enhance the community's ability to support its development processes and to balance environmental preservation, quality of life and sustainable development for both the current and future generations.
- 2.7.2 The overall responsibility of the Division befalls the Head, Environment. The latter is supported by officers in the technical grades, who are mainly involved in enforcement duties. A professional level of Environment Officer also exists to assist the Head, Environment.
- 2.7.3 Union proposed for a renaming of the Division to reflect the full scope of responsibilities devolving upon it along with a restructuring comprising the creation of several supervisory positions including that of Senior Environment Enforcement Officer and Senior Technical Officer (Environment), among others. Management's proposals were also along the same lines. While renaming/establishing specific units/sections rests on Management, we consider that instead of creating a grade of Senior Environment Enforcement Officer, Management should, in a first instance, consider filling the vacant posts of Environment Enforcement Officer.
- 2.7.4 Moreover, Management made representations for the grant of a few allowances, viz. for being exposed to foul odour and putrefying wastes as well as for diving in the performance of their duties. However, same could not be assessed for want of relevant information from Management. We are, however, consolidating the structure with the creation of a grade of Senior Technical Officer.

### **Senior Technical Officer (Environment) (New Grade)**

#### **Recommendation 1**

- 2.7.5 **We recommend the creation of a grade of Senior Technical Officer (Environment). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technical Officer (Environment), who reckon at least four years' service in a substantive capacity in the grade and who possess good organising, supervisory and communication skills.**
- 2.7.6 Incumbent would be required, *inter-alia*, to: supervise, mentor, and evaluate Technical Officers and junior staff in the implementation of field activities and environmental monitoring tasks; lead the review and validation of complex Environmental Impact Assessments (EIAs); manage cases of non-compliance

with environmental regulations, especially for repeated or serious breaches; and recommend enforcement actions to the Environment Officer.

### **Environment Officer**

2.7.7 Further to the creation of the grade of Senior Technical Officer, a change in the mode of appointment of the grade of Environment Officer is warranted. We are recommending to that end.

### **Recommendation 2**

2.7.8 We recommend that, henceforth, appointment to the grade of Environment Officer should be made by selection from among officers in the grades of Senior Technical Officer (Environment), Technical Officer (Environment) and Environment Enforcement Officer, possessing a degree in fields specified in the existing scheme of service of the grade of Environment Officer. In the absence of qualified serving officers, recruitment thereto should be made by selection from among candidates who possess a degree in the relevant field and reckoning at least two years' experience in environmental related issues.

### **Inspectorate Cadre**

2.7.9 Broad provisions concerning the Inspectorate Cadre have been made under the Public Infrastructure Department of this Volume.

### **On-Call and In-Attendance Allowances**

2.7.10 Officers in certain grades at the Environment Division are paid on-call and in-attendance allowances to attend to exigencies of service, namely to promptly respond to environmental crises and public expectations. Since these arrangements still prevail, we are providing for the continued payment of these allowances, whilst revising their quanta.

### **Recommendation 3**

2.7.11 We recommend that officers in grades mentioned in the table below, should be paid:

- (a) a monthly On-Call Allowance for being on-call during the whole month after normal working hours; and
- (b) an In-Attendance Allowance per hour, inclusive of travelling time, for attending duty while on-call, as hereunder:

<b>Grade</b>	<b>Monthly On-Call Allowance (Rs)</b>	<b>In-Attendance Allowance per hour (inclusive of travelling time) (Rs)</b>
<b>Head, Environment</b>	<b>1415</b>	<b>280</b>

<b>Grade</b>	<b>Monthly On-Call Allowance (Rs)</b>	<b>In-Attendance Allowance per hour (inclusive of travelling time) (Rs)</b>
<b>Environment Officer</b>	<b>1155</b>	<b>230</b>
<b>Senior Technical Officer (Environment) (New Grade)</b>	<b>1000</b>	<b>205</b>
<b>Technical Officer (Environment)</b>	<b>925</b>	<b>185</b>
<b>Environment Enforcement Officer</b>	<b>640</b>	<b>125</b>

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>ENVIRONMENT DIVISION</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>19 075 096</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750</b> Head, Environment
<b>19 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Environment Officer
<b>19 067 085</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Senior Technical Officer (Environment) (New Grade)
<b>19 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Environment)

Salary Code	Salary Scale and Grade
19 039 074	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Environment Enforcement Officer
26 034 071	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Assistant Inspector of Works (Personal)
24 028 065	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b> Environmental Laboratory Auxiliary (New Grade)
25 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Carpenter Mason
25 021 051	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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## **2.8 Civil Status Division**

- 2.8.1 The Civil Status Division is responsible for the registration of all births, deaths, marriages and other matters relating to civil status of a person in Rodrigues; and for the issue of civil status certificates.
- 2.8.2 An Officer-in-Charge, Civil Status heads the Division. The latter reports to the Departmental Head for general administration issues and to the Registrar of Civil Status in Mauritius on technical matters. He is assisted by officers in the Civil Status Officer Cadre.
- 2.8.3 Both Management and the staff side had no proposals for this Division.
- 2.8.4 Hence, the current organisation structure is being maintained while the allowances payable to the officers are being revised.

### **Allowance to open Civil Status offices after normal hours**

- 2.8.5 Officers of the Civil Status Officer Cadre are required to provide emergency services after their normal working hours during weekdays and as from 1200 hours on Weekends and Public Holidays, against payment of appropriate allowances. We are making recommendation in line with what obtains in the Civil Status Division in Mauritius.

### **Recommendation 1**

- 2.8.6 **We recommend that officers of the Civil Status Officer Cadre providing emergency services after normal working hours during Weekdays and after 1200 hours on Saturdays, Sundays and Public Holidays, up to 2200 hours, be paid a revised:**
- a) **On-Call Allowance of Rs 275 per day; and**
  - b) **All-Inclusive Allowance of Rs 710 for each registration of death, including the issue of burial/cremation permit, travelling expenses and collection from and the handing over of keys to the Police Station.**

### **Allowance for Registration of Religious Marriage to give civil effect**

- 2.8.7 At present, allowances are paid to the officers of the Civil Status Officer Cadre for celebration of civil marriages outside Civil Status offices. The quantum of the allowances are being revised.



<b>Celebration of Civil Marriages outside working hours</b>	<b>Allowances (Rs)</b>
<b>A. Where both of the intending spouses are citizens of Mauritius:-</b>	
(i) Celebration of civil marriages at private residence	<b>770</b>
(ii) Celebration of civil marriages at premises other than office or private residence	<b>1100</b>
<b>B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens</b>	<b>1650</b>
<b>C. Where one of the intending spouses is a citizen of Mauritius and the other intending spouse is a non-citizen:</b>	
(i) celebration of civil marriages at private residence;	<b>770</b>
(ii) celebration of civil marriages at premises other than office or private residence or marriage hall	<b>1100</b>
<b>Celebration of Civil Marriages during working hours</b>	
<b>D. Celebration of civil marriages aboard cruises/ catamarans during normal working hours where both intending spouses are non-citizens (officers should avail themselves of leave entitlement/time-off against early arrivals for the equivalent number of hours taken for the celebration of a civil marriage inclusive of travel time)</b>	<b>1100</b>

**Registration of death for burial during cyclonic conditions Class III and IV and during other officially declared natural calamities**

2.8.8 Officers of the Civil Status Officer Cadre are paid appropriate allowances for being on-call and to register deaths and issue burial permits during cyclonic conditions Class III and IV as well as during officially declared natural calamities. We are revising the quantum of the allowance.

**Recommendation 2**

2.8.9 We recommend that an officer of the Civil Status Officer Cadre should continue to be on-call in Rodrigues to register deaths requiring burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities and should be paid:

- (a) an On-call Allowance of Rs 275 per day; and

- (b) an allowance of Rs 315 for each registration of death including the issue of burial permit.

**2.8.10** We also recommend that the Management of the Civil Status Division should continue to make proper arrangements with the Police Department for the conveyance of officers who are on-call to register deaths and to issue burial permit during cyclonic conditions Class III and IV and during officially declared natural calamities from their place of residence to office and back.

**Loan facilities to officers of the Civil Status Officer Cadre**

### **Recommendation 3**

**2.8.11** We recommend that officers of the Civil Status Officer Cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per provision made at paragraph 16.2.58 (g) of Volume 1 of this Report.

## **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>CIVIL STATUS DIVISION</b>
<b>18 064 084</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Officer-in-Charge, Civil Status
<b>18 051 074</b>	<b>Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Senior Civil Status Officer
<b>18 032 069</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Civil Status Officer



## 2.9 Promotion of Community Development

- 2.9.1 The Community Development Division is responsible for ensuring the welfare of the community at large through the implementation of community based projects, promotion of community development, empowerment, social participation and inclusion.
- 2.9.2 Its main objectives are to, *inter alia*, help in the eradication of poverty and social ills; develop and implement policy framework for effective delivery of services; and promote community participation and social inclusion through organisation of recreational/cultural activities as well as workshop/training at community level.
- 2.9.3 Currently, the Division comprises officers in the grades of Head, Community Development; Community Development Officer and Social Welfare Officer.
- 2.9.4 No proposals have been submitted from both Management and the staff side. We are maintaining the existing structure.

### Community Development Officer

### Social Welfare Officer

- 2.9.5 Incumbents in the grades of Community Development Officer and Social Welfare Officer who possess a Diploma in Social Work or an equivalent qualification are allowed to proceed incrementally beyond the QB inserted in the salary scale. **This provision should continue to prevail.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>COMMUNITY DEVELOPMENT DIVISION</b>
<b>23 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Head, Community Development
<b>23 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950 x 1450 - 57400</b> Community Development Officer Social Welfare Officer





### **3. DEPUTY CHIEF COMMISSIONER'S OFFICE**

3.0.1 The Deputy Chief Commissioner's Office is required to coordinate the activities of the different Departments falling under its ambit. It also acts as a facilitator for the creation and monitoring of an educational environment taking into account the management of human resources; and development and management public policies in the fields of public infrastructure and water resources.

3.0.2 The main areas of responsibilities of the Commission are as hereunder:

- Education (Administration)
- Industrial Development
- Trade, Commerce and Licensing
- Human Resource Development Centre
- Water Resources Unit
- Public Infrastructure Department
- Mechanical Workshop
- Land Transport Services

### 3.1 Education (Administration)

- 3.1.1 The RRA, through the Deputy Chief Commissioner's Office (DCCO), has the responsibility for the administration of Education in Rodrigues as provided at the fourth schedule of the RRA Act. The functions of the Education Division are, among others, to implement policies pertaining to education as prescribed by the Ministry of Education and Human Resource and organise workshops/seminars for teaching staff in collaboration with the Mauritius Institute of Education and other educational bodies.
- 3.1.2 Currently for primary education in Rodrigues, there are 17 Primary Schools out of which 12 are Government Primary Schools and the remaining five are run by the Roman Catholic Education Authority (RCEA). To fulfil its mandate for secondary education, the DCCO has to maintain a close collaboration with the Rodrigues Educational Development Co. Ltd (REDCO); the Private Aided Secondary School; and the Private Secondary Education Authority (PSEA). It also oversees three Special Education Needs Schools which are provided with grant-in-aids.
- 3.1.3 The Division is headed by the Director of Education (RRA) who is assisted in his functions by the Head of Education (Primary), officers in the School Inspectorate Cadre and the Primary School Educator Cadre, among others.
- 3.1.4 For this review exercise, the Unions requested to deload the primary curriculum; fill vacant positions; and amend the schemes of service of certain grades. These issues do not fall under the purview of the Bureau and should be addressed administratively. In addition, Unions proposed to restyle the grade of Head of Education (Primary).
- 3.1.5 Management's submissions pertain to restyling the grade of Head of Education (Primary); amending the schemes of service of a few grades and creating a grade of Principal School Inspector. However, Management was informed of those requests which could not be acceded to.
- 3.1.6 The Bureau considers that the current organisational structure at the RRA is appropriate and we are, therefore, not bringing major change thereto. Further, we are creating the grade of Educational Social Worker and the grades of Head of Education (Primary) and Educational Psychologist are being restyled to more appropriate appellations.

#### **Educational Social Worker (New Grade)**

- 3.1.7 At present, there is a grade of Social Worker, Rodrigues Regional Assembly on the establishment of the Chief Commissioner's Office. Incumbents may be posted to either the Commission for Education or Health. The Bureau has been apprised that this arrangement is not effective and **there is need for a dedicated grade in the Deputy Chief Commissioner's Office (Commission for Education) and**

**Commission for Health and Others** respectively to ensure proper follow-ups. We have studied the request and are making appropriate provisions.

#### **Recommendation 1**

**3.1.8 We recommend the creation of a grade of Educational Social Worker. Appointment thereto should be made by selection from among candidates who possess a Diploma in Social Work or an equivalent qualification.**

3.1.9 Incumbent would be required to, *inter alia*, liaise with schools and the community to identify cases of children needing special attention; establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioral problems; and visit students' families and provide practical assistance.

#### **Head, Primary Education** ***formerly Head of Education (Primary)***

#### **Recommendation 2**

**3.1.10 We recommend that the grade of Head of Education (Primary) be restyled Head, Primary Education.**

#### **Psychologist (Education)** ***formerly Educational Psychologist***

#### **Recommendation 3**

**3.1.11 We recommend that the grade of Educational Psychologist be restyled Psychologist (Education).**

#### **Qualification Bar**

#### **Primary School Educator**

3.1.12 Incumbents in the grade of Primary School Educator possessing the Teacher's Diploma (Primary) are currently allowed to move incrementally beyond the Qualification Bar (QB) in their salary scale. The provision, which is still valid, is being maintained.

#### **Recommendation 4**

**3.1.13 We recommend that officers in the grade of Primary School Educator possessing the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar (QB) in their salary scale.**

#### **Deputy Head Master**

#### **Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)**

3.1.14 Incumbents in the grades of Deputy Head Master and Health and Physical Education Instructor (Personal to officers in post as at 31.12.20) possessing a Diploma in Educational Management or Certificate in Educational Management

are presently allowed to proceed incrementally beyond the Qualification Bar (QB) in their salary scale. We are maintaining this provision.

### **Recommendation 5**

- 3.1.15 We recommend that incumbents in the grades of Deputy Head Master, and Health and Physical Education Instructor (Personal to officers in post as at 31.12.20) possessing the Diploma in Educational Management or Certificate in Educational Management should be allowed to move incrementally beyond the Qualification Bar (QB) in their respective salary scale.**

### **Allowance to oversee Pre-Primary Schools**

- 3.1.16 Head Masters are required to oversee pre-primary schools which are found on the premises of primary schools against payment of a monthly allowance. The quantum of the monthly allowance is being revised.

### **Recommendation 6**

- 3.1.17 We recommend the payment of a monthly allowance of Rs 2200 to Head Masters who are required to oversee pre-primary schools which are on the premises of Government Primary Schools.**

### **Allowance to inspect pre-primary schools**

- 3.1.18 Union has requested for the amendment of the scheme of service of the grade of School Inspector to include inspection of pre-primary schools (both public and private) in Rodrigues to ensure their proper management. After analysis, the Bureau considers that it is more appropriate to grant an allowance for performing the additional duty and is recommending accordingly.

### **Recommendation 7**

- 3.1.19 We recommend that officers in the grade of School Inspector who effectively carry out inspection at pre-primary schools, be paid a monthly allowance equivalent to one increment at the initial salary of their salary scale.**

### **Refund of travelling by bus to Trainee Primary School Educators**

- 3.1.20 Presently, Trainee Primary School Educators are refunded travelling expenses incurred by bus from residence to the place of work/training and back. **The current arrangement for Trainee Primary School Educators is being maintained.**



**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	<b>EDUCATION (ADMINISTRATION)</b>
<b>06 084 101</b>	<b>Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250</b> Director of Education, Rodrigues Regional Assembly
<b>06 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Head, Primary Education <i>formerly Head of Education (Primary)</i>
<b>06 074 092</b>	<b>Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250</b> Senior School Inspector
<b>06 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Psychologist (Education) <i>formerly Educational Psychologist</i>
<b>06 070 089</b>	<b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500</b> School Inspector
<b>06 067 087</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)
<b>06 065 085</b>	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Head Master
<b>06 058 084</b>	<b>Rs 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Assistant Supervisor (The Arts)

Salary Code	Salary Scale and Grade
<b>06 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350</b> Deputy Head Master Health and Physical Education Instructor (Personal to officers in post as at 31.12.20)
<b>06 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Educator (Special Educational Needs)
<b>06 049 079</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400</b> Primary School Educator
<b>06 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Educational Social Worker (New Grade)
<b>06 032 071</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Support Teacher
<b>06 033 035</b>	<b>Rs 26045 x 300 - 26645</b> Trainee Primary School Educator
<b>08 043 072</b>	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Senior School Clerk
<b>08 032 069</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> School Clerk

Salary Code	Salary Scale and Grade
<b>04 035 073</b>	<b>Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> ICT Support Officer (Personal to officers in post as at 31.12.20)
<b>24 032 061</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Senior/Head School Caretaker
<b>24 024 054</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> School Caretaker
<b>25 046 069</b>	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Foreman
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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### 3.2 Industrial Development

- 3.2.1 The Industrial Development Unit is responsible to foster the growth and prosperity of Small and Medium Enterprises (SMEs) in Rodrigues. It aims to provide a conducive environment where entrepreneurship thrives, innovation is rewarded and economic inclusivity becomes a reality. As a one-stop institution for SMEs, the 'Invest Rodrigues' has been created to: facilitate investment in Rodrigues; devise strategies for development of SMEs; and provide training and capacity building to entrepreneurs.
- 3.2.2 At present, the Unit is headed by a Senior Industrial Analyst and the latter is supported in his functions by Industrial Analysts. For this review exercise, Management has requested for the creation of a grade of Principal Industrial Analyst, whilst the staff side did not make any representation.
- 3.2.3 We have also been apprised that following a re-organisation of the Units/Departments of the RRA, the Senior Industrial Analyst would no longer be responsible for the implementation of policies and strategies in respect of the Handicraft Unit.
- 3.2.4 After examining the set up of the Unit, we consider that the present two-level structure is adequate at this stage. We also hold that Management should review **the scheme of service of the grade of Senior Industrial Analyst to reflect the responsibilities devolving upon the incumbent, further to the re-organisation exercise.**

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>INDUSTRIAL DEVELOPMENT</b>
<b>02 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Industrial Analyst
<b>02 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Industrial Analyst
<b>08 032 069</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
24 001 047	<b>Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615</b> General Worker (Ex-SMEDA) (Personal)

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### **3.3 Trade, Commerce and Licensing**

- 3.3.1 The Trade, Commerce and Licensing Department comprises the Licensing Unit and the Legal Metrology Unit. The Licensing Unit is responsible for promoting and facilitating trade and commerce activities in Rodrigues in accordance with the RRA (Licences) Regulation No. 3 of 2003 and for delivering Trade Licences through the approval of the Licensing Committee. The Legal Metrology Unit on its side, enforces the provisions of the Legal Metrology Act to ascertain that weighing and measuring instruments which are used in trade and the pre-packing of commodities conform to legal requirements. It further attends to and investigates into complaints from consumers and traders.
- 3.3.2 The core functions of the Department include, *inter-alia*: attending to members of the public and give information about the procedures to be followed in applying and processing application for trade licence and occasional licence; monitoring of stalls and snacks; inspecting trade premises all around the island; and verifying that trader's equipment comply with the Legal Metrology Act.
- 3.3.3 Presently, the Department comprises grades at professional and technical levels, namely Analyst (Trade), Technical Officer (Legal Metrology) and Legal Metrology Officer which is vacant.
- 3.3.4 Requests made by the different stakeholders comprise the strengthening of the structure of the Department, with the creation of a grade to perform enforcement duties. Proposals have also been made for an enhancement in the travelling benefits of a few grades.
- 3.3.5 After examining all the proposals, we consider that there is need to consolidate the Licensing Unit with a two-level Cadre to perform duties related to enforcement of relevant legislations. Additionally, we are restyling the grade of Analyst (Trade), in line with what obtains for its counterpart in the Civil Service.

#### **Senior Licensing Enforcement Officer (New Grade)**

##### **Licensing Enforcement Officer (New Grade)**

- 3.3.6 Both Union and Management requested for the creation of a grade of Licensing Enforcement Officer to verify and monitor the status of all registered license holders and to enforce the Rodrigues Regional Assembly (Licences) Regulations 2003.
- 3.3.7 Taking into consideration the need to address the issue of non-payment of fees and to ensure enforcement of regulations, we are, therefore, making an appropriate recommendation to that effect.

#### **Recommendation 1**

- 3.3.8 We recommend the creation of the grade of Licensing Enforcement Officer. Appointment thereto should be made by selection from among candidates**

**possessing a Diploma in Economics or Commerce or Sociology or Management or Law or Communication Studies or an equivalent qualification.**

- 3.3.9 Incumbent would be required to, among others, inspect all trading premises and trading related activities and ensure compliance with existing laws, norms and standards; make enquiries, collect information and submit appropriate reports concerning trade licences; issue notices and contraventions in line with enforcement of the Licence Regulations in force; enforce all laws and regulations relating to the trade licences; and perform prosecuting duties.

## **Recommendation 2**

- 3.3.10 We also recommend the creation of the grade of Senior Licensing Enforcement Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Licensing Enforcement Officer who reckon at least five years' service in a substantive capacity in the grade.**

- 3.3.11 Incumbent would be required to, among others, assist in the implementation and evaluation programmes of enforcement of legislation pertaining to trade licenses; examine, supervise and follow-up all contraventions established; perform prosecution duties and attend court, as and when required; and carry out inspections where required.

### **Trade Analyst**

*formerly Analyst (Trade)*

## **Recommendation 3**

- 3.3.12 We recommend that the grade of Analyst (Trade) be restyled Trade Analyst.**

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>TRADE, COMMERCE AND LICENSING</b>
<b>19 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Legal Metrology Officer
<b>02 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Trade Analyst <i>formerly Analyst (Trade)</i>

Salary Code	Salary Scale and Grade
18 067 085	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Senior Licensing Enforcement Officer (New Grade)
19 049 081	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Legal Metrology)
18 049 080	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Licensing Enforcement Officer (New Grade)

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### **3.4 Human Resource Development Centre**

- 3.4.1 The Human Resource Development Centre (HRDC) is responsible for the promotion of capacity building in Rodrigues. Its objectives, among others, are to: promote Human Resource Development; stimulate a culture of training and life-long learning; reduce the mismatch between training needs and training offers; and provide information, advice and guidance to enable students and trainees to make appropriate and effective decisions about learning, training and work.
- 3.4.2 At present, the Centre is manned by the Head, HRDC who is assisted by officers in the grades of Co-ordinator, HRDC, Library Officer, and other ancillary staff.
- 3.4.3 Representations have been made by Union for a restyling of grades at the HRDC, while reviewing the mode of appointment of the Head, HRDC. Management, on its side, has, among others, proposed for the creation of a supervisory level thereat.
- 3.4.4 The proposals of both parties have been examined and we consider that the present structure at the Centre is adequate. We are, however, reviewing the qualifications requirement of the Head, HRDC while maintaining the grant of time-off facilities to the Co-ordinator, HRDC.

#### **Head, Human Resource Development Centre**

- 3.4.5 Presently, appointment to the grade of Head, HRDC is made by selection from among candidates possessing a Master's Degree in Public Administration or Management or Education. Given the nature and level of responsibilities devolving upon this position, the Bureau considers that prior experience in training matters is essential for an effective performance. We are, therefore, recommending in that direction.

#### **Recommendation 1**

- 3.4.6 **We recommend that, henceforth, appointment to the grade of Head, HRDC should be made by selection from among candidates possessing a Master's Degree in Public Administration or Management or Education or an equivalent qualification and who reckon at least five years' post-qualification experience in training matters. This element has been considered in arriving at the recommended salary of the grade.**

#### **Time-Off Facilities**

#### **Recommendation 2**

- 3.4.7 **We recommend that officers in the grade of Co-ordinator, HRDC, who are required to put in additional hours of work on a regular basis to cope with the demands of their job, should be granted equivalent time-off for the extra hours put in. In the event, it has not been possible for Management to grant, upon application, time-off within a period of four consecutive months, the**

officers should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly.

### Library Officer

- 3.4.8 A grade of Library Officer exists on the establishment of the HRDC. Given that grades concerned with the provision of library services are on the establishment of the Library Services under the Commission for Youth and Sports and Others, the Bureau has provided, at paragraph 8.4.6 of this Volume, for the grade of Library Officer to be on the establishment of the Library Services and incumbents to be posted in other Departments/Units where their services are required.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>HUMAN RESOURCE DEVELOPMENT CENTRE</b>
<b>02 075 098</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Head, Human Resource Development Centre
<b>02 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Co-ordinator, Human Resource Development Centre
<b>18 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Careers Counsellor
<b>05 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Library Officer
<b>16 045 074</b>	<b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Binding Supervisor

Salary Code	Salary Scale and Grade
16 028 065	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b> Machine Minder (Bindery) (Rodrigues)

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### 3.5 Water Resources Unit

- 3.5.1 The Water Resources Unit (WRU) manages several aspects of water services in Rodrigues including the setting up and maintaining water distribution networks, operating the desalination plants, issuing permits for water collection by tanker and monitoring water quantity and quality.
- 3.5.2 A Head, WRU is responsible for the management of the Unit. He is assisted by officers in the professional grades and the Inspectorate Cadre, Laboratory Technicians, Hydrological Technicians and grades in the Workmen's Group.
- 3.5.3 Representations made by Union primarily focus on the establishment of specialised grades in the Plant and Equipment Unit, Planning and Design Unit and Water Quality Unit. However, following an assessment, the Bureau views that acceding to such requests would result in the creation of stand-alone grades. Alternatively, given that the grade of Technical Officer (Civil Engineering) already exists in the Public Infrastructure Department, **the Bureau considers that it would be more appropriate to increase the establishment size of the grade of Technical Officer (Civil Engineering) to allow easy deployment of staff to different units.** Similarly, instead of creating a distinct grade of Engineer/Senior Engineer (Mechanical) or Electromechanical Engineer, **Management may consider the advisability of increasing the number of posts in the existing grades of Mechanical Engineer/Senior Mechanical Engineer and Electrical Engineer/Senior Electrical Engineer to meet staffing needs across relevant units.**

#### Inspectorate Cadre

- 3.5.4 Broad provisions concerning the Inspectorate Cadre have been made under the Public Infrastructure Department of this Volume.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>WATER RESOURCES UNIT</b>
<b>26 082 098</b>	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Head, Water Resources Unit
<b>26 067 094</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Engineer/Senior Engineer (Civil) Mechanical Engineer/Senior Mechanical Engineer

Salary Code	Salary Scale and Grade
26 065 090	Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Hydrological Officer
26 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Plant and Equipment Manager
26 049 080	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 Hydrological Technician
19 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Scientific Officer (Water Resources Unit)
26 067 085	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Chief Inspector of Works
26 062 081	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Senior Inspector of Works
26 053 076	Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 Inspector of Works
26 034 071	Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Assistant Inspector of Works (Personal)
26 029 031	Rs 24845 x 300 - 25445 Trainee Inspector of Works <i>formerly Trainee Assistant Inspector of Works</i>

Salary Code	Salary Scale and Grade
19 041 075	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300</b> Laboratory Technician
25 054 072	<b>Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Workshop Supervisor
25 046 069	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Chief Plumber and Pipe Fitter Chief Pump Mechanic Foreman
25 031 064	<b>Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080</b> Desalination Plant Operator (Shift)
25 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Electrician Mason Motor Diesel Mechanic Panel Beater Plumber and Pipe Fitter Pump Mechanic (Personal)
25 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Barbender
25 021 051	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant
24 025 055	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Operator Pumping Station (Rodrigues) (on roster) Water Supply Operator (on roster)

Salary Code	Salary Scale and Grade
24 020 049	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365 Filterman

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### **3.6 Public Infrastructure Department**

- 3.6.1 The Public Infrastructure Department is responsible for the development of public infrastructure in Rodrigues. It consists of different sub units that oversee the maintenance of buildings, roads and bridges along with improvement of public infrastructure in villages. Additionally, the Department issues building and burial permits.
- 3.6.2 Officers from the professional grades, technical grades and those of the Workmen's Group form part of the team who serve this Department.
- 3.6.3 Various proposals have been received in the context of this review from both Management and Unions. These are discussed in the ensuing paragraphs.

#### **Engineering Cadre**

- 3.6.4 In their submissions, both Management and Unions have emphasised on the need for restructuring the Engineering Cadre at the Public Infrastructure Department. Additionally, numerous requests were received concerning book, uniform, retention, and CPD allowances. It is important to note that all requests related to general Conditions of Service have been addressed in Volume 1 of this Report. Further, after a comprehensive evaluation of the Engineering Cadre at the Public Infrastructure Department, we are making appropriate recommendations.

#### **Assistant Head, Public Infrastructure (New Grade)**

##### **Recommendation 1**

- 3.6.5 **We recommend the creation of a grade of Assistant Head, Public Infrastructure. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Engineer/Senior Engineer (Civil) who reckon at least five years' service in a substantive capacity in the grade.**
- 3.6.6 Incumbent would, *inter alia*, be required to: be responsible to the Head, Public Infrastructure for the management of specific units of the Engineering Section including the Material Testing Laboratory of the Commission; supervise and coordinate the work of staff working under his responsibility and ensure their proper training; assist the Head, Public Infrastructure in the management of specific Units of the Engineering Section; ascertain that administrative and financial procedures have been followed as regards certificates of payment and to authorise release thereof; and ensure the proper monitoring and coordination of the progress of civil engineering projects.

#### **Head, Public Infrastructure**

##### **Recommendation 2**

- 3.6.7 **We further recommend that, henceforth, appointment to the grade of Head, Public Infrastructure should be made by promotion, on the basis of**



**experience and merit, of officers in the grade of Assistant Head, Public Infrastructure who reckon at least two years' service in a substantive capacity in the grade.**

3.6.8 Incumbent in the grade of Head, Public Infrastructure would be responsible to the Departmental Head for the management of the day-to-day administration of the Departments falling under the Deputy Chief Commissioner's Office in line with approved policies; and would also be required to, among others, be responsible for the supervision, management and maintenance of discipline of the staff falling under his responsibility; advise on engineering matters and financial aspect of projects; prepare budget estimates for building and civil engineering projects; review reports from Consultants and coordinate their works; and represent the Division on Boards and Committees.

**3.6.9 These elements have been taken into consideration in arriving at the salary recommended for the grade.**

### **Special Professional Premium**

3.6.10 A recommendation has been made for the payment of a monthly Special Professional Premium to registered professionals in the fields of Engineering, Architecture and Quantity Surveying, as provided under the Ministry of National Infrastructure in Volume 2 Part I of this Report. **This provision should equally apply to registered professionals serving in the RRA.**

### **Plant and Equipment Manager**

3.6.11 Incumbents in the grade of Plant and Equipment Manager are presently posted at both the Public Infrastructure Department and the Water Resources Unit. Union members have pointed out that the duties within each of the aforesaid Department/Unit differ considerably. On this basis, they have pressed for the present scheme of service of the grade of Plant and Equipment Manager to be distinct.

3.6.12 Upon examination of the scheme of service, the Bureau noted that work arrangement is of key concern as the duties are specific by way of posting, which may impede mobility to another division. **In this regard, Management is advised to amend the scheme of service to re-define the duties, according to relevant posting.**

### **Technical Design Officer Cadre**

3.6.13 Currently, the Technical Design Officer Cadre at the Public Infrastructure Department consists of two grades, namely, Trainee Technical Design Officer and Technical Design Officer. For this review, both Management and Union have requested: the creation of a senior level to reinforce the existing structure; duty free facilities for a car, monthly car allowance, loan facilities for car purchase; and Uniform Allowance. It should be highlighted that all requests related to the general Conditions of Service have been addressed in Volume 1 of this Report. After an

evaluation, we are making provision for a senior position to strengthen the Technical Design Officer Cadre. We are recommending, accordingly.

### **Senior Technical Design Officer (New Grade)**

#### **Recommendation 3**

**3.6.14 We recommend the creation of a grade of Senior Technical Design Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technical Design Officer who reckon at least four years' service in a substantive capacity in the grade.**

3.6.15 Incumbent would, *inter alia*, be required to: prepare working drawings from sketches; undertake the design of simple working details (Engineering and Architectural) in collaboration with Engineer/Senior Engineers (Civil) and Architect/Senior Architects; supervise and carry out survey works and levelling; attend site meetings along with officers in the Professional Cadres; and supervise the work of subordinate staff.

### **Technical Officer Cadre**

3.6.16 Both Management and Union requested to merge the grades of Technical Officer and Senior Technical Officer. However, it has not been possible to accede to this proposal as the latter grade is required to exercise supervisory duties. Union further demanded the creation of a principal level. After analysis, the structure of the Technical Officer Cadre is found to be appropriate.

### **Inspectorate Cadre**

3.6.17 Following the restructuring of the Inspectorate Cadre in the Civil Service under the heading: *Inspectorate Cadre* at the Ministry of National Infrastructure in Volume 2 Part I of this Report, broad provisions have been developed to ease recruitment challenges faced by various organisations. To ensure uniformity and fairness in implementation, these provisions should equally apply to the Inspectorate Cadre at the RRA.

#### **Recommendation 4**

**3.6.18 We recommend that the grade of Trainee Assistant Inspector of Works be restyled Trainee Inspector of Works.**

3.6.19 Trainees would be required to undergo on-the-job training for a period of at least two years.

**3.6.20 We also recommend that Management should make necessary arrangement with relevant Training Institutions for the Trainees to follow a course leading to a Brevet in Building or Construction or an equivalent qualification to better equip them to perform their duties effectively.**

- 3.6.21 We further recommend that the grade of Assistant Inspector of Works be made evanescent.**
- 3.6.22 We additionally recommend that, with the restyling of the above Trainee grade, consequential amendments should be brought to the scheme of service of the grade of Inspector of Works, such that, upon the complete phasing out of the grade of Assistant Inspector of Works (Personal), appointment thereto should be made from Trainees Inspector of Works *formerly Trainees Assistant Inspector of Works* who have successfully completed their on-the-job training and acquired the prescribed qualifications.**

#### **Special Professional Retention Allowance**

- 3.6.23 Provision had previously been made for officers of the Civil Engineering, Mechanical Engineering, Quantity Surveying and Architecture Cadres to benefit from the Special Professional Retention Allowance (SPRA) up to 31 December 2016. In continuation of this measure, the last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the SPRA. **This provision remains in force, as reaffirmed by the recommendation set out in the Chapter on Observations and General Provisions of this Volume.****

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>PUBLIC INFRASTRUCTURE DEPARTMENT</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>26 087 102</b>	<b>Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000</b> Head, Public Infrastructure
<b>26 082 100</b>	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500</b> Assistant Head, Public Infrastructure (New Grade)
<b>26 067 094</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Engineer/Senior Engineer (Civil)

Salary Code	Salary Scale and Grade
26 067 094	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Architect/Senior Architect
26 067 094	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Quantity Surveyor/Senior Quantity Surveyor
26 061 090	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Assistant Quantity Surveyor
22 067 094	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Electrical Engineer/Senior Electrical Engineer
26 058 061	<b>Rs 35840 x 725 - 37290 x 925 - 38215</b> Trainee Architect Trainee Civil Engineer Trainee Engineer
22 058 061	<b>Rs 35840 x 725 - 37290 x 925 - 38215</b> Trainee Engineer
26 067 085	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Senior Technical Officer (Civil Engineering)
26 049 081	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Civil Engineering)
26 062 081	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Technical Design Officer (New Grade)

Salary Code	Salary Scale and Grade
26 043 075	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300</b> Technical Design Officer
26 033 035	<b>Rs 26045 x 300 - 26645</b> Trainee Technical Design Officer
22 049 081	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Electrical and Electronics)
26 067 085	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Chief Inspector of Works
26 062 081	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Inspector of Works
26 053 076	<b>Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Inspector of Works
26 034 071	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Assistant Inspector of Works (Personal)
26 029 031	<b>Rs 24845 x 300 - 25445</b> Trainee Inspector of Works <i>formerly Trainee Assistant Inspector of Works</i>
25 046 069	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Chief Cabinet Maker Chief Tradesman Foreman

Salary Code	Salary Scale and Grade
18 029 072	<b>Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Supervisor of Cemeteries
25 030 063	<b>Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110</b> Multi-Skilled Tradesman
25 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Automobile Electrician Blacksmith Cabinet Maker Carpenter Electrician Mason Painter Plumber and Pipe Fitter Tinsmith Welder
25 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Barbender
24 035 063	<b>Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110</b> Driver (Heavy Vehicles above 5 tons)
24 027 056	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720</b> Plant and Equipment Operator
24 025 055	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Waste Water Pipe Cleaner (on roster)

Salary Code	Salary Scale and Grade
<b>24 024 054</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Seamstress
<b>24 023 054</b>	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Burial Ground Attendant (Rodrigues) (on roster)
<b>24 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Sprayer Operator
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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### **3.7 Mechanical Workshop**

- 3.7.1 The Mechanical Workshop is tasked to provide its services in connection with repairs, maintenance and servicing of Government vehicles as well as for the examination of private vehicles for the issuance of fitness certificates on behalf of the National Land Transport Authority.
- 3.7.2 Currently, owing to the unfilled position of the grade of Mechanical Engineer/Senior Mechanical Engineer, an officer in the grade of Technical Officer (Mechanical) is performing the duties pertaining to examination and evaluation of vehicles against the payment of a survey fee and an examination fee. The aforesaid officer is also entitled to a Duty Allowance for examining, assessing, evaluating and reporting, after normal working hours, on damages sustained by Government vehicles involved in accidents. Pending the filling of the post of Mechanical Engineer/Senior Mechanical Engineer, the payment of these allowances is being maintained.
- 3.7.3 As the present organisation structure is fit for purpose, we are, in this Report, maintaining same while revising the existing allowances.

#### **Survey Fee**

##### **Recommendation 1**

- 3.7.4 **We recommend that the Technical Officer (Mechanical) should be paid a survey fee of Rs 755 per examination for inspecting vehicles, purchased under a duty-free scheme by public officers and taxi owners, and which were involved in accidents as well as declared total loss by insurance companies.**

#### **Examination Fee**

##### **Recommendation 2**

- 3.7.5 **We also recommend that the Technical Officer (Mechanical) should be paid an examination fee of Rs 755 per examination for carrying out examination of vehicles for road worthiness, outside normal working hours.**

#### **Duty Allowance**

##### **Recommendation 3**

- 3.7.6 **We recommend that, for the examination outside normal working hours of Government vehicles involved in accidents, the Technical Officer (Mechanical) should be paid a Duty Allowance of Rs 1155 per month.**



**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>MECHANICAL WORKSHOP</b>
<b>26 067 094</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Mechanical Engineer/Senior Mechanical Engineer
<b>26 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Plant and Equipment Manager
<b>26 067 085</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Mechanical Workshop Superintendent
<b>26 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Mechanical)
<b>25 054 072</b>	<b>Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Workshop Supervisor
<b>22 031 068</b>	<b>Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 44960</b> Automobile Electronics Technician
<b>26 058 061</b>	<b>Rs 35840 x 725 - 37290 x 925 - 38215</b> Trainee Mechanical Engineer
<b>25 046 069</b>	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Chief Mechanic Chief Panel Beater Foreman

Salary Code	Salary Scale and Grade
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Automobile Electrician Coach Painter Diesel Fitter Mechanic Electrician Fitter Motor Diesel Mechanic Panel Beater Tinsmith Turner and Machinist Upholsterer Welder
<b>24 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Vulcaniser
<b>24 024 054</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Toolskeeper
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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### 3.8 Land Transport Services

- 3.8.1 The Land Transport Services (LTS) oversees a comprehensive range of services related to motor vehicles and road transport, including the registration and transfer of vehicle ownership; processing import and export permits for motor vehicles; and licensing public service vehicles, goods vehicles and petrol stations as well as collecting road tax and other license fees. It is also responsible for monitoring and controlling vehicle examinations, licensing bus conductors, enforcing road transport legislations and overseeing public transport service levels.
- 3.8.2 Officers in the grades of Senior Road Transport Inspector (Roster) and Road Transport Inspector (Roster) are posted at the LTS.
- 3.8.3 Proposals from Management pertain to creation of the grades of Principal Road Transport Inspector and Vehicle Examiner, while no representations were made by the staff side. The views of the National Land Transport Authority were sought on the need for the grade of Principal Road Transport Inspector to head the office in Rodrigues. The Bureau was apprised that by virtue of section 7 of the NLTA Act, the office in Rodrigues is under the administrative control of the Chief National Transport Commissioner. Hence, there is no functional need for this level.
- 3.8.4 We are, however, making provision for the grade of Vehicle Examiner.

#### Vehicle Examiner (New Grade)

- 3.8.5 Given the increase in number of motor vehicles in Rodrigues, Management has expressed the need for a dedicated grade of Vehicle Examiner on the establishment of the RRA. After analysis, we are recommending in this direction.

#### Recommendation 1

- 3.8.6 **We recommend the creation of a grade of Vehicle Examiner. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with at least a pass in Mathematics and Physics; a Brevet D'Aptitude professionnelle en Mécanique Automobile (Motor Vehicle Mechanics) of the Mauritius Institute of Training and Development; and a valid driving license to drive private cars.**
- 3.8.7 Incumbent would, *inter alia*, be required to: examine and test motor vehicles or trailers in accordance with legislation in force; give evidence in Courts of law, as and when required; examine vehicles for their road worthiness and conduct drive tests; submit reports on issue of Certificates of Fitness for vehicles; and issue of new number to vehicle owner.

#### Hours of Work

- 3.8.8 In accordance with operational needs of the Authority, officers in the grades of Road Transport Inspector (Roster) and Senior Road Transport Inspector (Roster)

are required to work on roster on a six-day week basis. **This element has been taken into consideration in working out the salaries of the grades.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>LAND TRANSPORT SERVICES</b>
<b>18 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Road Transport Inspector (Roster)
<b>18 049 079</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Road Transport Inspector (Roster)
<b>26 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Vehicle Examiner (New Grade)



#### **4. COMMISSION FOR AGRICULTURE, FOOD PRODUCTION, PLANT AND ANIMAL QUARANTINE, COOPERATIVES, FORESTRY, FISHERIES AND MARINE PARKS**

- 4.1.1 The Commission for Agriculture, Food Production, Plant and Animal Quarantine, Cooperative, Forestry, Fisheries and Marine Parks is responsible, among others, to: boost crop and livestock productivity as well as local production; preserve and protect forest ecosystems; facilitate the promotion of diversified, emerging and innovative Cooperative Societies; and ensure the safeguard of marine resources through the protection of marine parks and marine reserves.
- 4.1.2 Its activities are organised under seven portfolios namely: Agriculture, Food Production, Plant and Animal Quarantine, Cooperatives, Forestry, Fisheries and Marine Parks.

##### **4.1 Agricultural Research and Extension Services**

- 4.1.3 The Agricultural Research and Extension Services (ARES) is the main technical arm of the Commission for Agriculture and is composed of several Units. Its main functions are, *inter alia*, to: disseminate good agricultural practices; ensure the compliance and dissemination of appropriate bio security measures; oversee the management and conservation of natural resources; and implement climate change programme to support risk and disaster management, among others.
- 4.1.4 The ARES is currently manned by a Manager who is assisted by officers at various levels including employees of the Workmen's Group.
- 4.1.5 A few common proposals have been made by the Unions and Management which include, among others: a re-organisation of the activities of the ARES comprising creation of a few grades; restyling and/or merging of some existing ones; and filling of posts.
- 4.1.6 The Union proposed for the creation of a dedicated grade of Scientific Officer/Senior Scientific Officer (Laboratory) which would be responsible to run tests on food, soil and crop samples. It is considered that since a grade of Scientific Officer/Senior Scientific Officer already exists, an incumbent in the latter grade could be entrusted laboratory-related duties. The Bureau has been apprised that presently an Agricultural Support Officer is performing related tests.
- 4.1.7 In many cases, additional information was sought from parties concerned to enable the Bureau to carry out a proper assessment. In sum, we are reinforcing the structure of ARES through the creation of two professional levels, namely Agricultural Engineer and Biometrician, while consolidating the Extension Services with a supervisory level of Senior Field Support Officer.

##### **Agricultural Engineer (New Grade)**

- 4.1.8 The Maintenance and Infrastructure Unit of the ARES is presently staffed by officers in the grades of Agricultural Superintendent and Senior Agricultural

Support Officer. However, it has been submitted that the current staffing structure does not include officers with specialised technical expertise required for infrastructure design and execution of engineering works. As a result, delays have arisen in the implementation of key infrastructural projects of the Commission. To address this gap, a demand has been made for the establishment of a dedicated grade of Agricultural Engineer to oversee engineering-related tasks of the ARES. We are, thus, recommending accordingly.

### **Recommendation 1**

**4.1.9 We recommend the creation of a grade of Agricultural Engineer. Appointment thereto should be made by selection from among candidates who are registered as a Professional Engineer in the field of Agricultural Engineering or Mechanical Engineering or Civil Engineering with the Council of Registered Professional Engineers of Mauritius.**

4.1.10 Incumbent would be responsible to the Manager, Agricultural Research and Extension Services and would also be required to, among others; plan, execute and oversee all engineering works assigned to him; organise and supervise the work of Technical staff in the Agricultural Research and Extension Services; design farm structures, irrigation and drainage system in connection with agriculture; supervise the Mechanical Workshop; and design the Land Rehabilitation and Mechanisation projects as well as water structures and greenhouses.

### **Biometrician (New Grade)**

4.1.11 Management informed that currently there is no grade on its establishment with the responsibility to analyse and interpret data collected by officers of the extension services. Resultantly, officers cannot advise farmers on production trends. To address the issue, request has been made for the creation of a grade of Biometrician. In view of its functional need, triggered by an evolution in the agricultural services, we are making an appropriate provision.

### **Recommendation 2**

**4.1.12 We recommend the creation of a grade of Biometrician. Appointment thereto should be made by selection from among candidates possessing a Degree in Biometry or Statistics or Mathematical Statistics or Mathematics with Statistics or Agricultural Statistics or an equivalent qualification.**

4.1.13 Incumbent will be responsible to the Manager, ARES and will be required, *inter alia*, to: undertake the statistical design of experiments, sample surveys, case studies and other data collection operations; analyse and process data and assist in the interpretation of results; assist in the development of statistical tools for the monitoring and forecasting of agricultural production and development; and produce scientific papers, technical and administrative reports.

## Extension Services

- 4.1.14 Currently, extension services such as collection of agricultural data; training of farmers; providing technical advices on best agricultural practices to farmers; and monitoring of agricultural land to prevent its wearing away, among others, are being carried out by officers in the grade of Technical Officer (Agriculture) (Personal), Agricultural Support Officers and Field Assistants (Rodrigues), who are in turn supported by manual grades' employees.
- 4.1.15 In the 2016 PRB Report, the Bureau recommended for the phasing out of the grades of Technical Officer and Senior Technical Officer in the context of a restructuring of the agricultural services and in line with structural changes brought at the then Ministry of Agro Industry.
- 4.1.16 For this Report, the Union requested for the grade of Technical Officer to be no longer evanescent, so that same be a promotional one for the Field Assistants (Rodrigues), who do not have a proper career path.
- 4.1.17 Upon obtention of additional information from the RRA and further views of the Union during a meeting held at the Bureau, we carried out an in-depth study on the issue. While we acknowledge the importance of extension duties in boosting the agricultural services in the RRA, yet, it would not be appropriate to address the issue by reinstating the grade of Technical Officer, particularly as Agricultural Support Officers and Senior Agricultural Support Officers have taken over most of their duties.
- 4.1.18 On the other hand, we hold that it would be more appropriate for duties related to extension to be devolved on specific grades, namely Field Assistant (Rodrigues), among others, bearing in mind, however, the specificity in the RRA. In this context, we are revamping the extension services by providing a two-level structure, comprising an enhanced grade of Field Assistant (Rodrigues) under a reviewed appellation and a new supervisory and promotional level for the Field Assistants (Rodrigues).

## Field Support Officer

### *formerly Field Assistant (Rodrigues)*

- 4.1.19 At present, the grade of Field Assistant (Rodrigues) is filled by appointment of Agricultural Trainees who have successfully completed training in agricultural work. As part of the restructuring exercise, we are reviewing its mode of appointment which has become obsolete. We are also reviewing its appellation to reflect the duties currently being performed by incumbents.

## Recommendation 3

- 4.1.20 We recommend that the grade of Field Assistant (Rodrigues) be restyled Field Support Officer. Appointment thereto should, henceforth, be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects.**

**Senior Field Support Officer (New Grade)****Recommendation 4**

- 4.1.21 **We recommend the creation of a grade of Senior Field Support Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of Field Support Officers, *formerly Field Assistants (Rodrigues)*, who reckon at least four years' service in a substantive capacity in the grade.**
- 4.1.22 Incumbents would be responsible to the Technical Officer (Agriculture) (Personal) and be required, among others, to: supervise and coordinate the work of Field Support Officers; record attendance and distribute work; prepare claims for workers; assist senior officers in crop or livestock extension work; and provide information and services to farmers.

**Scheme of Service****Agricultural Support Officer****Senior Agricultural Support Officer**

- 4.1.23 During consultations, Union deplored the fact that the schemes of service of the grades of Agricultural Support Officer and Senior Agricultural Support Officer, created in the 2016 Report, have still not yet been prescribed, thus hampering the smooth conduct of activities at the agricultural services.
- 4.1.24 The grades of Agricultural Support Officer and Senior Agricultural Support Officer are among the core ones at the Agricultural Services. In a bid to address this situation, **Management should carry out a close monitoring with the MPSAR for the timely prescription of the schemes of service.**

**Specific Provisions for Movement Beyond Top Salary****Field Support Officer,*****formerly Field Assistant (Rodrigues)***

- 4.1.25 Presently, Field Assistants (Rodrigues), now Field Support Officers, are allowed to move incrementally in the Master Salary Scale up to salary point Rs 39350 upon satisfying certain criteria. Subsequent to the creation of a supervisory level, the provision is no more appropriate and is, therefore, being waived. However, we are maintaining that regarding movement beyond top salary for the Field Support Officers, *formerly Field Assistants (Rodrigues)*, in post as at 31 December 2025.

**Recommendation 5**

- 4.1.26 **We recommend that Field Support Officers, *formerly Field Assistants (Rodrigues)*, in post as at 31 December 2025, should be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 51200 subject to satisfying the performance criteria set out in the Chapter on Observations and General Provisions of this Volume. This recommendation, however,**



**does not preclude the Field Support Officers, *formerly Field Assistants (Rodrigues)*, to be promoted to the grade of Senior Field Support Officer.**

#### **Agricultural Support Officer**

##### **Senior Agricultural Support Officer**

4.1.27 Presently, Agricultural Support Officers and Senior Agricultural Support Officers, are allowed to move beyond the Qualification Bar in their salary scale, upon possessing the prescribed qualification. Moreover, specific provisions exist for these officers to join at a higher initial point in their respective salary scale, subject to possessing the relevant diploma. We are reiterating same whilst reviewing the salary points.

#### **Recommendation 6**

**4.1.28 We recommend that:**

- (i) Agricultural Support Officers and Senior Agricultural Support Officers possessing a Diploma in Agriculture or Sugar Technology or related field, should be allowed to move beyond the Qualification Bar (QB) inserted in their respective salary scale;**
- (ii) newly recruited Agricultural Support Officers should join the recommended salary scale at salary point Rs 31365, whereas those Agricultural Support Officers in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021 and possessing the relevant Diploma, should draw salary point Rs 31365 in the recommended salary scale; and**
- (iii) newly appointed Senior Agricultural Support Officers who possess the relevant Diploma should join the recommended salary scale at salary point Rs 43990.**

#### **Technical Officer (Agriculture) (Personal)**

4.1.29 Technical Officers (Agriculture) (Personal) are allowed to move incrementally beyond their top salary in the Master Salary Scale up to salary point Rs 54200, subject to satisfying certain criteria. We are maintaining the provision whilst reviewing the salary point.

#### **Recommendation 7**

**4.1.30 We recommend that Technical Officers (Agriculture) (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 67900 on the same conditions previously applicable and subject to satisfying the performance criteria set out in the Chapter on Observations and General Provisions of this Volume.**

### Posting of a General Worker at Port and Airport

- 4.1.31 The prevailing provision provides that a General Worker be posted at the Port and Airport, whenever required, to assist the Technical Officers (Agriculture) (Personal) and Senior Technical Officers (Agriculture) to dispose plants and animal products that are seized. **This provision, being fit for its purpose, is being maintained.**

### Allowance when posted to Crab Islet

- 4.1.32 A monthly *ad hoc* allowance is paid to certain employees who are required to work regularly on Crab Islet. We are maintaining the allowance as this arrangement is still prevalent.

### Recommendation 8

- 4.1.33 **We recommend that the employees in the undermentioned grades, who are required to work regularly on Crab Islet should be paid a monthly *ad hoc* allowance equivalent to one and a half increments at the initial of their respective salary scale.**

- (i) Senior Agricultural Support Officer
- (ii) Agricultural Support Officer
- (iii) Field Support Officer  
*formerly Field Assistant (Rodrigues)*
- (iv) Senior Livestock Attendant (on shift)
- (v) Livestock Attendant (on shift)
- (vi) Boatman
- (vii) General Worker

### Flexitime

### Recommendation 9

- 4.1.34 **We recommend that Management should continue to apply the recommendations regarding flexitime laid down in the Chapter “Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime” of Volume 1 of this Report, as deemed practicable in respect of officers working in the Extension Unit of the Agricultural Services.**

## 4.2 Veterinary Unit

- 4.2.1 The Veterinary Unit is mainly required to provide quality veterinary services to breeders in order to ensure healthy and disease-free livestock as well as control importation and exportation of live animals. Its activities are carried out by Senior Veterinary Officers and Veterinary Officers, who are supported by incumbents in the grades of Agricultural Support Officer, Agricultural Laboratory Technologist,

Agricultural Laboratory Technician and employees in the Livestock Attendant Cadre as well as General Worker.

- 4.2.2 Management advocated for a level of Principal Veterinary Officer to account for the increase in workload. Since issues of workload can be more appropriately addressed by an increase in establishment size, we did not accede to the request.
- 4.2.3 Proposal was also made for the grant of an allowance to the Agricultural Support Officer/Senior Agricultural Support Officer and General Worker posted to the Dog Unit for performing additional duties. After examining the request, we consider that such issue may best be addressed administratively on an *ad hoc* basis. In parallel, we consider that it would be more appropriate for a Livestock Attendant to be posted there.
- 4.2.4 Most of the existing provisions are being retained as they are still relevant.

### **Movement for Veterinary Officers**

- 4.2.5 Veterinary Officers are allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 in line with what obtains for its counterparts in the Civil Service. We are reviewing the recommendation.

### **Recommendation 1**

- 4.2.6 **We recommend that officers in the grade of Veterinary Officer should be allowed to move incrementally beyond their top salary in the Master Salary Scale up to salary point Rs 89250 subject to satisfying the performance criteria set out in the Chapter on Observations and General Provisions of this Volume.**

### **On-Call and In-Attendance Allowance**

- 4.2.7 With a view to provide a round-the-clock service, Veterinary Officers are required to be on-call after working hours. As a result, they are paid On-Call and In-Attendance Allowances. We are revising the present quantum of the two allowances, as this arrangement is still prevalent.

### **Recommendation 2**

- 4.2.8 **We recommend that Veterinary Officers who are required to be on-call after normal working hours to provide a 24-hour service, be paid per day as hereunder:**

<b>Day</b>	<b>On-Call Allowance (Rs)</b>
<b>Weekdays 1515 hours to 0800 hours the next day</b>	<b>490</b>

Day	On-Call Allowance (Rs)
<b>Saturdays</b>	
Noon to 1800 hours	230
1800 hours to 0800 hours the following day	380
<b>Sundays and Public Holidays</b>	
0800 hours to 1700 hours	320
1700 hours to 0800 hours the following day	435

**4.2.9** We further recommend that the In-Attendance Allowance payable to Veterinary Officers for attending work whilst on-call, be revised to Rs 210 per hour, subject to a maximum of:

Day	In-Attendance Allowance (Rs)
<b>Weekdays</b>	1190
<b>Saturdays</b>	1430
<b>Sundays and Public Holidays</b>	1910

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>AGRICULTURE</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>19 088 103</b>	<b>Rs 73600 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000</b> Manager, Agricultural Research and Extension Services
<b>19 082 098</b>	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Assistant Manager, Agricultural Research and Extension Services
<b>19 076 096</b>	<b>Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750</b> Senior Veterinary Officer

Salary Code	Salary Scale and Grade
19 071 092	Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250 Veterinary Officer
19 061 094	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Scientific Officer/Senior Scientific Officer
19 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Biometrician (New Grade)
19 073 090	Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Agricultural Superintendent
26 067 090	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Agricultural Engineer (New Grade)
19 067 085	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Technical Officer (Agriculture)
19 049 081	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Agricultural Laboratory Technologist Apicultural Officer Technical Officer (Agriculture) (Personal)
26 043 075	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 Technical Design Officer
19 051 074	Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Senior Field Support Officer (New Grade)

Salary Code	Salary Scale and Grade
19 055 085	Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Agricultural Support Officer
19 034 081	Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 QB 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Agricultural Support Officer
19 034 071	Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Agricultural Laboratory Technician
19 033 067	Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990 Field Support Officer <i>formerly Field Assistant (Rodrigues)</i>
25 046 069	Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Foreman
24 035 064	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 41080 Agricultural Implement Operator
24 036 065	Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050 Senior Livestock Attendant (on shift)
24 027 058	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 Livestock Attendant (on shift)

Salary Code	Salary Scale and Grade
25 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Electrician Motor Diesel Mechanic Plumber and Pipe Fitter
24 024 054	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Chemical Sprayer Operator <i>formerly Insecticide Sprayer Operator</i>
25 021 051	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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### 4.3 Co-operatives Division

- 4.3.1 The Co-operatives Division has the responsibility to implement policies that would ensure the development of a modern, viable and sustainable co-operative sector. It has the statutory duty to enforce the Co-operatives Act 2016. Its objectives are, among others, the formation and registration of co-operative societies; and supervision, monitoring and evaluation of activities of co-operative societies.
- 4.3.2 The responsibility for its day-to-day running rests upon the Officer-in-Charge, Co-operatives. The latter has to liaise with the Registrar, Co-operative Societies in Mauritius for any technical issue pertaining to the development of co-operatives in Rodrigues. He is assisted by officers of the Co-operatives Officer Cadre.
- 4.3.3 Representations from the staff side are mainly geared towards restyling of the grades of Officer-in-Charge, Co-operatives and Assistant Officer-in-Charge, Co-operatives and aligning their salaries with counterparts in Mauritius; and the setting up of the Co-operative Audit and Co-operative Development Units in Rodrigues.
- 4.3.4 As per information obtained, a team of officers from the Co-operatives Audit Unit of the Ministry of Industry, SME and Co-operatives (Co-operatives Division) proceeds to Rodrigues once a year, for the auditing exercise of co-operative societies. Upon examining the Job Description Questionnaire of the Officer-in-Charge, Co-operatives, it is noted that the incumbent is performing a few duties pertaining to co-operatives development and auditing. **This element has been taken into consideration in arriving at the recommended salary of the grade.**
- 4.3.5 Since the above arrangements are still effective, the existing structure is being maintained.

#### Co-operative Officer

- 4.3.6 Co-operative Officers who possess the Diploma in Co-operatives or the Diploma in Development Studies or who have successfully completed all papers of the Fundamentals (Skills) *formerly Part II of the ACCA Examination* or an equivalent qualification should be allowed to proceed beyond the Qualification Bar in the salary scale of the grade. **This provision is being maintained.**



**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>CO-OPERATIVES DIVISION</b>
<b>18 069 086</b>	<b>Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800</b> Officer-in-Charge, Co-operatives
<b>18 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Assistant Officer-in-Charge, Co-operatives
<b>18 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Co-operative Officer
<b>18 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400</b> Co-operative Officer

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#### **4.4 Forestry Services**

- 4.4.1 The Forestry Services is mandated to effectively preserve and restore endangered fauna and flora of the RRA. To that end, it is called upon, among others, to elaborate a long term forest strategy for conservation of biodiversity and the environment and implement a sustainable forest management system.
- 4.4.2 Activities of the Forestry Services are carried out under its enforcement arm by officers in the Forest Conservation and Enforcement Officer Cadre and a Technical Unit, comprising the grades of Scientific Officer (Forestry and Conservation) and Technical Officer (Forestry). The Head, Forestry is responsible for the proper administration and management of the Forestry Services. However, this position has remained unfilled since its creation and presently its functions are being carried out by an Acting Chief Forest Conservation and Enforcement Officer
- 4.4.3 The Bureau has also been apprised that the grades at the Technical Unit are vacant as the relevant schemes of service have not been prescribed yet. Consequently, a Technical Officer (Agriculture) (Personal) from the Agricultural Research and Extension Services has been posted there on an assignment basis, pending the filling of vacancies.
- 4.4.4 Both Union and Management requested for a restyling of the grade of Head, Forestry to Divisional Forest Officer on the ground that as per existing legislation in Mauritius, only a Divisional Forest Officer is authorised to sign certain documents. Considering the specificity in the RRA, Management was, during consultation, advised on the way forward.
- 4.4.5 The other proposals of the Union and Management were mainly focussed on the strengthening of the structure at different levels through the creation of grades and restyling a few positions, along with an enhancement in the conditions of service of officers of certain grades. After examination, we consider that the existing structure is appropriate and should be maintained, the moreso several key positions have not yet been filled. Further, we are providing for the payment of a Bad Road Allowance to the Forest Conservation and Enforcement Officers. As regards existing provisions, these are being maintained.

#### **Movement Beyond Top Salary**

- 4.4.6 As per prevailing provisions, Forest Conservation and Enforcement Officers and Senior Forest Conservation and Enforcement Officers are allowed to move incrementally in the Master Salary Scale, subject to possessing the relevant Diploma, whilst Principal Forest Conservation and Enforcement Officers are allowed to cross the Qualification Bar in their salary scale on the basis of existing conditions. We are maintaining same, whilst revising the salary points.

## **Forest Conservation and Enforcement Officer Cadre**

### **Recommendation 1**

#### **4.4.7 We recommend that:**

- (i) Management should continue to sponsor officers of the Forest Conservation and Enforcement Officer Cadre to follow the Diploma course in Forestry or a relevant equivalent course;**
- (ii) officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer who:**
  - (a) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Diploma in Forestry or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47950 and Rs 51200 respectively, on a personal basis; and**
  - (b) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,**  
**subject to satisfying the performance criteria specified in the Chapter on Observations and General Provisions of this Volume; and**
- (iii) Principal Forest Conservation and Enforcement Officers who possess a Diploma in Forestry should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale.**

#### **All-Inclusive Allowance to employees staying overnight on islets**

- 4.4.8 A daily All-Inclusive Allowance of Rs 890 inclusive of Meal Allowance, is paid to employees who are required to work and stay overnight on offshore islets. We are maintaining same while revising the quantum.**

### **Recommendation 2**

- 4.4.9 We recommend the continued payment of a daily All-Inclusive Allowance at a revised rate of Rs 980, inclusive of Meal Allowance, to employees who are required to work and stay overnight on offshore islets.**

#### **Rent Allowance**

### **Recommendation 3**

- 4.4.10 We recommend that eligible officers of the Forestry Services not occupying Government quarters be paid Rent Allowance as follows:**

Grade	Amount (Rs)
Forest Conservation and Enforcement Officer	680
Senior Forest Conservation and Enforcement Officer	730
Principal Forest Conservation and Enforcement Officer	940
Chief Forest Conservation and Enforcement Officer	1035
Head, Forestry	1060

#### **Bad Road Allowance**

4.4.11 Representations have been made for the payment of a Bad Road Allowance to officers in the grade of Forest Conservation and Enforcement Officer who are required to use their vehicles regularly on bad roads in the performance of their duties, similar to what is payable to their Mauritian counterparts. After examining the request and in the light of additional information obtained, we are extending payment of this allowance to the Forest Conservation and Enforcement Officers.

#### **Recommendation 4**

4.4.12 **We recommend that Forest Conservation and Enforcement Officers should be paid a Bad Road Allowance as below for regularly using their vehicle on bad roads:**

- (i) **Rs 970 for using their cars; and**
- (ii) **Rs 1375 for using their double cabin pickup vehicle (2x4 and 4x4).**

#### **Walking Allowance**

4.4.13 Presently, a monthly Walking Allowance of Rs 300 is paid to officers of the Forest Conservation and Enforcement Officer Cadre who are required to walk long distance for field duties in Nature Reserves, Mountain Reserves, River Reserves, Forest Plantations and other areas of the forest which are accessible only on foot. We are maintaining payment of the allowance at a revised quantum.

#### **Recommendation 5**

4.4.14 **We recommend that officers of the Forest Conservation and Enforcement Officer Cadre be paid a monthly Walking Allowance of Rs 330.**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>FORESTRY SERVICES</b>
<b>19 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Scientific Officer (Forestry and Conservation)
<b>19 068 090</b>	<b>Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Head, Forestry
<b>19 063 083</b>	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Chief Forest Conservation and Enforcement Officer
<b>19 055 078</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950</b> Principal Forest Conservation and Enforcement Officer
<b>19 048 072</b>	<b>Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Senior Forest Conservation and Enforcement Officer
<b>19 032 069</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Forest Conservation and Enforcement Officer
<b>19 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Forestry)
<b>13 024 054</b>	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600</b> Boatman

Salary Code	Salary Scale and Grade
24 024 054	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Woodcutter

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## **4.5 Fisheries Department**

- 4.5.1 The RRA is laying much emphasis on the development of the fisheries sector as it is one of the main economic pillars of the island. It is committed to maintain the biodiversity and productivity, among others, despite the rising pressure on the coastal and marine spaces.
- 4.5.2 Activities of this department are being carried out under the: Marine Academy and Research Centre (MARC); Fisheries Protection Service, which is the enforcement arm; and the Marine Parks Division. A position of Head, Fisheries exists to oversee the activities of the Fisheries Department. However, same has never been filled and a Scientific Officer (Fisheries) has been assigned its duties.
- 4.5.3 The Union and Management made some common representations, consisting of a consolidation of the existing structure through the creation of a few levels along with the restyling, upgrading and merging of certain grades. These were examined in the light of additional information obtained. Other demands pertain to extension of existing allowances to other grades; and provision of enhanced Conditions of Service. Additionally, Union requested for: a review in the manner activities are organised at the Department; allocation of funds for the purchase and maintenance of modern equipment. Such requests do not do not fall under the Bureau's purview, but should be addressed administratively.
- 4.5.4 After examining the current structure, we consider that same should be revisited at the top, the moreso the grade of Head, Fisheries has not served its purpose and consequently remained unfilled.

### **Head, Fisheries**

- 4.5.5 The Head, Fisheries is responsible for overseeing the Fisheries Department, comprising the Fisheries Protection Service, MARC and Marine Parks. However, Management apprised that the latter position is vacant and part of the duties incumbent upon the grade is being shouldered by a Scientific Officer (Fisheries).
- 4.5.6 Hence, Union requested for a reorganisation of the Department so that the Head, Fisheries would be responsible for research, training and development and implementation of projects, while enforcement duties be overseen by the Controller, Fisheries Protection Service, for more efficiency. While examining the demand, the Bureau also paid heed to the main challenges being faced by the fisheries sector which include a reorganisation of the Fisheries Department; controlling illegal fishing in the lagoon; restoring marine ecosystem and diversity of the lagoon; and carrying out research and survey in respect of untapped marine resources.
- 4.5.7 In the given circumstances, we consider that a restructuring is warranted to demarcate between the functions relating to research, training and development and projects with those of enforcement, as they are of different nature. Moreover,

since the position of Head, Fisheries has remained vacant, we are abolishing it, while providing for a new position to lead activities of a scientific/professional level. We are recommending along these lines.

## **Recommendation 1**

### **4.5.8 We recommend that the grade of Head, Fisheries be abolished.**

#### **Marine Academy and Research Centre**

4.5.9 The Marine Academy and Research Centre (MARC) forms part of the Fisheries Department and provides services related to: research, development and aquaculture; marine resources and licensing; and marine science. It is committed to: ensure sustainable management of maritime ecosystems and resources; provide relevant information for helping policy makers in decision making; and conduct research works for proper implementation of fisheries projects, among others.

4.5.10 At present, the core duties are being performed by officers in the grades of Scientific Officer (Fisheries) and Technical Officer (Fisheries). General Workers are also posted there to support the professional and technical staff.

4.5.11 Union and Management made some common representations pertaining to the enlargement of the mandate of the MARC and reorganisation of its activities. These issues should be addressed administratively. Additionally, they advocated for a strengthening of the structure with the creation of higher level(s). Bearing in mind the importance of the fisheries sector as a major economic pillar in the RRA and the emphasis that is being laid on research and development in that particular area, we consider that there is ground for a senior professional level to head the MARC.

#### **Senior Scientific Officer (Fisheries) (New Grade)**

4.5.12 With the abolition of the grade of Head, Fisheries, there is need for a higher level to oversee matters related to the activities carried out by the MARC. We are, therefore, providing for a supervisory level which would take over relevant duties that were previously incumbent upon the defunct grade of Head, Fisheries and to lead research, among others. In the same vein, it would also be a promotional route for the base grade.

## **Recommendation 2**

**4.5.13 We recommend the creation of a grade of Senior Scientific Officer (Fisheries). Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Scientific Officer (Fisheries) who reckon at least four years' service in a substantive capacity in the grade.**

4.5.14 Incumbent would be responsible to the Departmental Head and required to: advise the latter on all aspects relating to research, development and training with



respect to the Fisheries Sector, the introduction of new technologies needed for the development of fisheries resources; ensure follow up and timely execution of Government policies and projects; advise on sustainable development of fisheries and aquaculture; and guide and supervise subordinate staff.

### **Scientific Officer (Fisheries)**

- 4.5.15 The grade of Scientific Officer (Fisheries) is filled from candidates possessing a Degree in specific fields. Presently there are Technical Officers (Fisheries) who hold the relevant qualifications and have acquired experience in the field. Their experience may be gainfully utilised if the post of Scientific Officer (Fisheries) was to be filled from the Technical Officers (Fisheries). We are, therefore, recommending accordingly and we are also widening the fields in which expertise is required.

### **Recommendation 3**

- 4.5.16 We recommend that, henceforth, appointment to the grade of Scientific Officer (Fisheries), should be made by selection from among officers in the grade of Technical Officer (Fisheries) who possess a Degree in Aquaculture or Biology or Biological Oceanography or Fish Technology or Fishing Technology or Fisheries Science or Marine Biology or Marine Environmental Science or Marine Science or Zoology or any fisheries related discipline. In the absence of suitably qualified Technical Officers (Fisheries), recruitment should be made by selection from among candidates possessing the recommended qualification.**

### **In-Attendance Allowance**

- 4.5.17 Presently, Scientific Officers (Fisheries) are paid an In-Attendance Allowance of Rs 130 per hour for attending to emergency cases beyond normal office hours during Weekdays, Weekends and Public holidays. We consider that there is need for the continued payment of this allowance in view of the exigencies of the service. We are recommending accordingly and revising the amount.

### **Recommendation 4**

- 4.5.18 We recommend the payment of an In-Attendance Allowance of Rs 145 per hour to officers in the grade of Scientific Officer (Fisheries) who are required to effectively work beyond normal working hours to attend to emergency cases on Weekdays, Weekends and Public holidays.**

### **Fisheries Protection Service**

- 4.5.19 The Fisheries Protection Service (FPS) is actively involved in: the enforcement of fisheries legislation; developing off-lagoon fishing methods; encouraging off-lagoon fishing; educating and training lagoon fishers; and providing incentives to fishers to engage in outer-lagoon fisheries and aquaculture, among others.

- 4.5.20 A Controller is at the head of the FPS. However, the post is presently vacant and its functions are being carried out in an acting capacity by a Principal Fisheries Protection Officer. Incumbent is assisted by an Acting Assistant Controller and officers of the Fisheries Protection Officer Cadre, as well as employees of the Workmen's Group.
- 4.5.21 Since certain key positions at the FPS are still not filled, we are bringing no change to the existing structure.

#### **Controller, Fisheries Protection Service**

- 4.5.22 In the wake of the recommended restructuring of the Fisheries Department, we consider that there is need to enrich the duties of the grade of Controller, Fisheries Protection Service, to enable incumbent to assume higher responsibilities with respect to enforcement. We are recommending accordingly.

#### **Recommendation 5**

- 4.5.23 **We recommend that the duties of the grade of Controller, Fisheries Protection Service be enriched, so that incumbent be also required to: advise and assist in the preparation of appropriate fisheries legislations in line with Government policies; undertake a re-engineering of the processes at the Fisheries Protection Service, as and when required; implement reforms which would transform the Service into a modern, effective and efficient one; ensure follow up action on prosecution cases; and monitor all fishing activities and advise on their control and surveillance, among others.**
- 4.5.24 **The recommended enrichment in duties has been taken into account in arriving at the revised salary of the grade.**
- 4.5.25 **We further recommend that Management should expedite the review of the scheme of service of the grade of Controller, Fisheries Protection Service.**

#### **Movement beyond Top Salary**

- 4.5.26 According to present provisions, Fisheries Protection Officers and Senior Fisheries Protection Officers are allowed to move incrementally beyond their top salary subject to possessing the relevant Diploma, which is a requirement for Principal Fisheries Protection Officers to cross the Qualification Bar (QB) in their salary scale. Since these provisions are still relevant, we are reiterating same.

#### **Recommendation 6**

- 4.5.27 **We recommend that:**

- (i) **Management should continue to sponsor officers of the Fisheries Protection Officer cadre to follow the Diploma course in Fisheries Science or a Diploma in Fisheries Enabled Services or an equivalent qualification;**

- (ii) officers in the grades of Fisheries Protection Officer and Senior Fisheries Protection Officer who:
  - (a) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 47950 and Rs 51200 respectively, on a personal basis; and
  - (b) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment,provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume; and
- (iii) Principal Fisheries Protection Officers who possess a Diploma in Fisheries Science or a Diploma in Fisheries Enabled Services or an equivalent qualification should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale.

#### **Allowance to officers posted in Flying Squad**

4.5.28 Officers of the Fisheries Protection Officer Cadre are paid a monthly special duty allowance equivalent to one and a half increments at the initial of their respective salary scale for effecting surprise visits inland as well as at sea, to track contraveners of the Fisheries Act. We are maintaining the allowance at a revised rate.

#### **Recommendation 7**

4.5.29 We recommend the payment of a monthly special duty allowance to officers of the Fisheries Protection Officer Cadre, equivalent to one and a half increments at the initial of their respective salary scale, for conducting surprise visits inland and at sea to track contraveners of the Fisheries Act.

#### **Rent Allowance**

#### **Recommendation 8**

4.5.30 We recommend the payment of a Rent Allowance to eligible officers of the Fisheries Protection Service not occupying Government quarters as follows:

Grades	Amount (Rs)
<b>Fisheries Protection Officer</b>	<b>680</b>
<b>Senior Fisheries Protection Officer</b>	<b>735</b>
<b>Principal Fisheries Protection Officer</b>	<b>940</b>
<b>Assistant Controller, Fisheries Protection Service</b>	<b>1035</b>
<b>Deputy Controller, Fisheries Protection Service</b>	<b>1060</b>
<b>Controller, Fisheries Protection Service</b>	<b>1120</b>

### Sensitisation Fee

4.5.31 A monthly allowance of Rs 265 is paid to officers of the Fisheries Protection Service for conducting sensitisation programmes after normal working hours of a duration of 1¼ to 1½ hours per session, in respect of fishing activity to fishers and the community at large. We are revising the quantum as hereunder.

### Recommendation 9

**4.5.32 We recommend that officers of the Fisheries Protection Service who effectively conduct sensitisation programmes of 1¼ to 1½ hours per session, after normal working hours, should be paid a monthly allowance of Rs 290.**

### Allowance to General Workers

4.5.33 Owing to a shortage of staff at the FPS, a monthly *adhoc* allowance of Rs 945 is currently paid to General Workers who are required to perform certain duties devolving upon the Fisheries Protection Officers. We consider that such arrangement should continue, pending the recruitment of an adequate number of Fisheries Protection Officers. We are, therefore, reproducing the current provision whilst revising the quantum of the allowance.

### Recommendation 10

**4.5.34 We recommend that General Workers who perform certain duties devolving upon the Fisheries Protection Officers, should continue to be paid a monthly *adhoc* allowance of Rs 1040, pending the recruitment of an adequate number of Fisheries Protection Officers.**

## **4.6 Marine Parks Division**

- 4.6.1. The Marine Parks Division consists of four marine reserves and one marine protected area around Rodrigues. It envisions, among others, to make the South East Marine Protected Area (SEMPA) a model of sustainable and collaborative coastal and marine biodiversity management.
- 4.6.2. At present, a grade of Project Manager (Fisheries and Marine Parks) exists on the structure of the Division. However, same is vacant and a Scientific Officer (Fisheries) is leading the activities related thereto. Incumbent is assisted by officers at different levels, namely Technical Officer (Fisheries), officers of the Fisheries Protection Officer cadre, as well as General Services and employees of the Workmen's Group.
- 4.6.3. Management proposed for a restyling of the grade of Project Manager (Fisheries and Marine Parks), whereas Union requested for the creation of a dedicated grade to oversee and manage marine protected areas and marine conservation efforts, while also advocating for the introduction of stronger enforcement measures within the Marine Protected Areas, so as to ensure greater protection of marine biodiversity.
- 4.6.4. We consider that the existing appellation of the grade of Project Manager (Fisheries and Marine Parks) is adequate while creation of a supervisory level would not be appropriate at this stage, given that the base grade is vacant. Regarding the introduction of stronger measures, this does not fall within the Bureau's ambit as the onus rests with Management.

## **ALLOWANCES**

### **Sea-Going Allowance**

- 4.6.5. Officers of the Fisheries Protection Officer Cadre, Scientific and Technical Cadres are currently paid a Sea-Going allowance, in line with what is provided to their Mauritian counterparts, for going out at sea to perform certain cognate duties. Since these duties are still being performed, we are maintaining payment of the allowance.

### **Recommendation 1**

- 4.6.6. **We recommend that officers of the Fisheries Protection Officer Cadre and Scientific/Technical staff who are regularly required to go at sea for placing, maintenance and monitoring of Fish Aggregating Devices (FADs); research work; training of fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and for afloat patrol and surveillance should be paid a Sea-Going Allowance as hereunder: -**
- (i) Rs 1155 per day to those who are not eligible for overtime; and**
  - (ii) those who are eligible for overtime:**

- (a) one day's pay for working in the open sea for four hours up to 12 hours on working days;
- (b) one and a half day's pay for working beyond 12 hours, up to 24 hours including Saturdays; and
- (c) one day's pay and one day off for working four hours to 12 hours on Public Holidays and Sundays.

### Diving Allowance

4.6.7. A diving allowance of Rs 695 per dive, subject to a maximum of eight dives is currently paid to those officers of the Fisheries Department who perform diving duties for collecting underwater data and for carrying out observation, similar to what is paid to their counterparts in the Civil Service. Management requested for an increase in the ceiling of dives as officers perform more than eight dives per month on average. After examining additional information obtained, we are revising the ceiling.

### Recommendation 2

4.6.8. We recommend that officers of the Fisheries Department who perform diving duties be paid an allowance of Rs 765 per dive, subject to a maximum of Rs 11475 a month.

4.6.9. "Diving" should be interpreted as "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel"

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>MARINE ACADEMY AND RESEARCH CENTRE</b>
<b>19 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Scientific Officer (Fisheries) (New Grade)
<b>19 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Scientific Officer (Fisheries)
<b>19 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Technical Officer (Fisheries)

Salary Code	Salary Scale and Grade
06 038 073	<p><b>Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b></p> <p>Training Instructor, Fisheries</p> <p><b>FISHERIES PROTECTION SERVICE</b></p>
19 072 090	<p><b>Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b></p> <p>Controller, Fisheries Protection Service (Rodrigues)</p>
19 070 085	<p><b>Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b></p> <p>Deputy Controller, Fisheries Protection Service (Rodrigues)</p>
19 063 083	<p><b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b></p> <p>Assistant Controller, Fisheries Protection Service (Rodrigues)</p>
19 055 078	<p><b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950</b></p> <p>Principal Fisheries Protection Officer</p>
19 048 072	<p><b>Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b></p> <p>Senior Fisheries Protection Officer</p>
19 032 069	<p><b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b></p> <p>Fisheries Protection Officer</p>
13 040 065	<p><b>Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b></p> <p>Motorman/Engine Driver Second-Hand Fishing (Limited)</p>
25 028 061	<p><b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b></p> <p>Carpenter (Marine) Motor Diesel Mechanic Outboard Motor Mechanic</p>

Salary Code	Salary Scale and Grade
13 047 080	Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 58850 Skipper
13 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Launch Driver
13 024 054	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Boatman
25 021 051	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190 Tradesman's Assistant
<b>MARINE PARKS DIVISION</b>	
19 061 094	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Project Manager (Fisheries and Marine Parks)





## **5. COMMISSION FOR HEALTH, HOUSING, SOCIAL SECURITY, PRISONS AND REFORM INSTITUTIONS, PROBATION AND SOCIAL REHABILITATION**

- 5.0.1 The Commission has under its umbrella the portfolios of Health; Housing; Social Security; Prisons and Reform Institutions, Probation and Social Rehabilitation.
- 5.0.2 Some of the key services provided by the Commission *via* these portfolios include: enhancing the quality of health care services in Rodrigues; promoting public health and protecting the population from Non-Communicable and highly infectious diseases; promoting the welfare and wellbeing of the elderly and disabled persons and alleviating poverty by providing efficient social protection schemes as well as re-engineering and modernising the prison system and rehabilitation centres through rehabilitation and re-integration of the detainees.
- 5.0.3 A Departmental Head is at the apex of the Commission and is responsible for its day-to-day administration. He is assisted in his tasks by a complement of professional, technical and supporting staff.

### **5.1 Health (Administration)**

#### **MEDICAL GROUP**

- 5.1.1 The medical group in Rodrigues comprises officers in the grades of Health Director; Specialist/Senior Specialist; Community Physician, Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) and Dental Surgeon/Senior Dental Surgeon. While a few of these officers belong to the Rodriguan establishment, the others are from the Ministry of Health and Wellness (MOHW) and serve on a tour of service.
- 5.1.2 For this review, proposals were received for the creation of the grades of Emergency Physician and Dental Superintendent. Following examination, we are providing for the grade of Emergency Physician. We are also restyling the grade of MHO/SMHO and extending certain benefits to officers of the Medical Group, in line with what obtains for medical professionals of the MOHW.

#### **General Practitioner**

#### ***formerly Medical and Health Officer/Senior Medical and Health Officer***

- 5.1.3 To align with provision made for the comparable level at the MOHW, we are restyling the grade of MHO/SMHO to General Practitioner.

#### **Recommendation 1**

- 5.1.4 **We recommend that the grade of Medical and Health Officer/Senior Medical and Health Officer be restyled General Practitioner.**

### Emergency Physician (New Grade)

- 5.1.5 Both Management and Unions have requested for the creation of a grade of Emergency Physician. In justification, it is submitted that the RRA will soon proceed with the implementation of a SAMU service with a view to providing appropriate and timely treatment to patients as the number of emergency cases has been on the rise during the past years. We are recommending accordingly.

### Recommendation 2

- 5.1.6 **We recommend the creation of a grade of Emergency Physician. Appointment thereto should be made by selection from among candidates who are fully registered as Medical Practitioner in accordance with legislation in force in Mauritius, reckon at least three years' experience as a Medical Practitioner in a recognised health Institution and possess a Diploma in Emergency Medicine or an equivalent qualification.**
- 5.1.7 Incumbent would be required, *inter alia*, to: perform clinical work; provide emergency medical care and treatment to patients at their home/site of accident/workplace, during trips to hospitals in the equipped ambulances; participate in the training of health personnel in the field of Emergency Medicine and in research activities and audit for the development and improvement of the Emergency Medical Services.

### Medical Superintendent (New Grade)

- 5.1.8 A request was received to provide the salary grading for the grade of Medical Superintendent. During our visit to Rodrigues, we had the opportunity to discuss certain matters pertaining to the proposed grade with Management. Following these consultations, we are making appropriate provision.

### Recommendation 3

- 5.1.9 **We recommend the creation of a grade of Medical Superintendent. Appointment thereto should be made by selection from among officers in the grade of General Practitioner formerly MHO/SMHO reckoning at least eight years' service in a substantive capacity in the grade.**
- 5.1.10 The Medical Superintendent would be required, among others, to: assist the Health Director in the running of the hospital and its annexed health institutions; carry out clinical duties; manage the day-to-day operations of the hospital; exercise supervision and control over the staff and ensure all operations in the hospital and its annexed institutions adhere to the relevant health acts.

### **Allowance to General Practitioners formerly MHO/SMHOs entrusted with the responsibility of Duty Manager after normal working hours**

- 5.1.11 In the course of this exercise, we have been apprised that in the absence of an authority to oversee and coordinate the activities at the hospital and the two Area Health Centres which offer a 24-hour service, Nursing Supervisors on night duty

are being called upon to manage crises which are outside the scope of their work. Consequently, a request has been made by the staff side for an officer from the Medical Group to assume the functions of Duty Manager as is the case in Mauritius. We are providing for an appropriate mechanism to address the issue.

#### **Recommendation 4**

- 5.1.12 We recommend that the seniormost General Practitioners formerly MHO/SMHOs who provide coverage after normal working hours and assume the function of Duty Manager should be compensated at the normal hourly rate based on the salary point reached in their salary scale, for every additional hour put in.**

#### **Allowance to Doctors in Rodrigues**

- 5.1.13 As per existing provision, doctors in Rodrigues are paid an allowance of Rs 350 per case whenever they are called upon to certify the cause of death “à domicile”. We are revising the quantum thereof.

#### **Recommendation 5**

- 5.1.14 We recommend that the allowance payable to doctors in Rodrigues for certifying the cause of death “à domicile” should be revised to Rs 385 per case.**

#### **Allowance to Dental Surgeon/Senior Dental Surgeons**

- 5.1.15 Dental Surgeon/Senior Dental Surgeons are required to attend to cases after normal working hours due to a lack of Specialists (Dental Services) on the island. They are presently being remunerated at the normal hourly rate, inclusive of travelling time, for the additional hours put in. This arrangement should continue to prevail.

#### **Recommendation 6**

- 5.1.16 We recommend that in the absence of Specialists (Dental Services), Dental Surgeon/Senior Dental Surgeons in Rodrigues who are called upon to attend to cases after normal working hours should be compensated at the normal hourly rate based on the salary point reached in their salary scale, for every additional hour put in, inclusive of travelling time.**

#### **Allowance to seniormost Dental Surgeon/Senior Dental Surgeon**

- 5.1.17 In our previous Report, we introduced the payment of an allowance to the seniormost Dental Surgeon/Senior Dental Surgeon who is called upon to shoulder additional responsibilities such as managing and organising the dental services; managing roster for Dental Surgeon/Senior Dental Surgeons, coordinating and preparing appointment of patients, and managing pre and post specialists' visit date of patients. We are maintaining this provision while revising the quantum of the allowance.

**Recommendation 7**

- 5.1.18 We recommend that the monthly allowance payable to the seniormost Dental Surgeon/Senior Dental Surgeon who is required to manage and organise the dental services; prepare roster for Dental Surgeon/Senior Dental Surgeons; coordinate and prepare appointment of patients and manage the pre and post specialists' visit date of patients should be revised to Rs 2200.**

**Post Mortem/Autopsy Examination**

- 5.1.19 An allowance of Rs 350 per case is presently payable to doctors in Rodrigues for performing post-mortem autopsy examination. We are revising the allowance.

**Recommendation 8**

- 5.1.20 We recommend that the allowance paid to doctors in Rodrigues for carrying out post mortem/autopsy examination be revised to Rs 385 per case.**

**Refund of Unutilised Casual Leave**

- 5.1.21 Presently, General Practitioners *formerly MHO/SMHOs* on the establishment of the RRA are entitled to refund of their unutilised casual leave on account of the specificities and nature of duties performed in the provision/coverage of a 24-hour service to patients. This provision is considered to be still pertinent and is being maintained.

**Recommendation 9**

- 5.1.22 We recommend that, until the publication of the next Report, officers in the grade of General Practitioner *formerly MHO/SMHO* should be refunded their untaken casual leave annually at the rate of 1/66 of their last monthly salary per day in the corresponding year.**
- 5.1.23 We further recommend that the unutilised casual leave should be refunded on a *pro rata* basis for the year in which officers proceed on retirement or pass away while in service.**

**Allowance to acting Specialist/Senior Specialist**

- 5.1.24 The salary of General Practitioners *formerly MHO/SMHOs* at the MOHW who are assigned the duties of the grade of Specialist/Senior Specialist is adjusted upon their appointment in a substantive capacity to the higher level taking into consideration the years of actingship. We are extending this provision to the General Practitioners *formerly MHO/SMHOs* on the Rodriguan establishment.

**Recommendation 10**

- 5.1.25 We recommend that General Practitioners *formerly MHO/SMHOs* who are assigned the duties of Specialist/Senior Specialist should hypothetically be granted one increment for each completed year of actingship subject to the top salary of the grade, upon their substantive appointment as**

**Specialist/Senior Specialist. These increments should be used to determine their salary point in their new salary scale.**

### **Incremental Credits for Specialist Qualifications**

5.1.26 In line with what obtains for General Practitioner *formerly MHO/SMHOs* at the MOHW, we are making provision for the grant of incremental credits to General Practitioners *formerly MHO/SMHOs* on the establishment of the RRA for specialist qualifications in fields which are considered as scarce by the MOHW.

### **Recommendation 11**

**5.1.27 We recommend that:**

- (i) **on obtention of a specialist qualification in a field listed as scarce by the MOHW, General Practitioners *formerly MHO/SMHOs*, who are appointed in a substantive capacity, should be granted up to two incremental credits as follows:**
  - (a) **up to two years' study full-time or equivalent - One increment part-time**
  - (b) **above two years' study full-time or equivalent - Two increments part-time**
- (ii) **General Practitioners *formerly MHO/SMHOs* who had already embarked on a course previously listed as scarce but which is subsequently removed from the list, should be entitled to the grant of the incremental credits recommended above; and**
- (iii) **the incremental credits should be payable either as from the date of appointment in the grade or as from the date of confirmation or as from the date the additional qualification has been awarded, whichever is the latest.**

### **Special Medical Service Allowance**

5.1.28 A request has been made to extend the Special Medical Service Allowance, currently granted to doctors at the MOHW to those on the establishment of the RRA. After having examined the arguments brought forward, we are recommending, accordingly.

### **Recommendation 12**

**5.1.29 We recommend that, until the next Report, members of the Medical and Dental professions who are not allowed the privilege of private practice should be eligible for the payment of a monthly Special Medical Service Allowance as shown in table hereunder:**

Category	Special Medical Service Allowance % of monthly salary
<b>Officers drawing salary in a scale the maximum of which is Rs 97000 and Rs 102500 and:</b> (i) reckoning at least eight years' service as at 01 January 2026; and (ii) reckoning at least seven years' service as at 01 January 2027.	7
<b>Officers drawing salary in a scale the maximum of which is Rs 114000.</b>	7
<b>Officers drawing salary in a scale the maximum of which is between Rs 122000 and Rs 130000.</b>	12
<b>Officers drawing salary more than Rs 130000.</b>	15

### Inducement Allowance

5.1.30 An inducement allowance of 50% of the monthly salary in lieu of the Disturbance Allowance is presently paid to Specialist/Senior Specialists in scarce fields whenever they are posted on a tour of service in Rodrigues. In the event the tour of service is of a shorter duration and they are provided with accommodation in fully furnished rent-free quarters/houses, they are paid the allowance on a *pro rata* basis. However, they are not paid the allowance when, for one reason or another, they are provided with board and lodging in hotels. The existing provisions are being retained.

### Recommendation 13

#### 5.1.31 We recommend that:

- (i) **Specialist/Senior Specialists in scarce fields posted on a tour of service in Rodrigues should be paid an Inducement Allowance of 50% of the monthly salary, subject to the approval of the MPSAR;**
- (ii) **the payment of the above allowance should be on a *pro rata* basis to those who are posted for a short duration and who are accommodated in fully furnished rent-free quarters; and**
- (iii) **the Inducement Allowance should not be payable to those who, for one reason or another, are provided with board and lodging in hotels.**

### Specific Conditions of Service

5.1.32 As per existing provisions, certain Conditions of Service that exist for the Medical and Dental Professionals at the MOHW, are equally applicable to those on the establishment of the RRA. We are maintaining these arrangements.

**Recommendation 14**

- 5.1.33 We recommend that the under-mentioned provisions, under the MOHW, should be equally applicable to the members of the Medical and Dental Professions on the establishment of the RRA.**

Specific Conditions of Service	Recommendation under the MOHW
Book Allowance/Smart Phones for members of the Medical and Dental professions	Para 23.73 Rec 28
Continuing Professional Development	Para 23.75 Rec 29
Rent Free Telephone and Free Calls	Para 23.83 Rec 33
Special Provision for officers of the Medical and Dental Professions	Para 23.85 Rec 34

**NURSING GROUP**

- 5.1.34 Officers of the Nursing Group are responsible for promoting health and providing patient care and other related services. They are from the different cadres namely Nursing Officer, Midwifery, Physiotherapy Assistant and from the grades of Public Health Nursing Officer; Specialised Nurse, Blood Bank Officer and Health Care Assistant/Senior Health Care Assistant (General).
- 5.1.35 Among the numerous proposals received for this group, there were requests for the creation of levels; restyling and merging of grades; upgrading of salary; provision of new allowances and review of the quantum of existing ones, amendments of qualifications requirement; recruitment of additional staff and provision of training. Concerning refund of Continuing Professional Development (CPD) to the Nurses and Midwives, we consider that the RRA should liaise with the relevant authorities for the mounting of appropriate CPD programme courses for the nursing and midwifery personnel. For proposals deemed justified, appropriate provisions are being made.

**Chief Midwife (New Grade)**

- 5.1.36 A request has been made by Management and the staff side for the creation of a level above the Principal Midwife to be responsible for the administration of the midwifery services in the hospital and the Area Health Centres. We are recommending accordingly.

**Recommendation 15**

- 5.1.37 We recommend the creation of a grade of Chief Midwife. Appointment thereto should be made by selection from among officers in the grade of Principal Midwife who reckon at least two years' service in a substantive**

**capacity in the grade and have successfully completed the Hospital Nursing Administration Course.**

- 5.1.38 Incumbent would be required, *inter alia* to: plan and implement Community Midwifery policies; organise, supervise and oversee the work of all midwifery staff in the hospital and the regions and ensure the proper staffing of all health institutions wherever there is a midwifery service delivery.

#### **Senior Public Health Nursing Officer (New Grade)**

- 5.1.39 We have, in the context of this review, received proposals for the provision of either a new level or a merged position of Public Health Nursing Officer/Senior Public Health Nursing Officer. On the basis of functional justification, we are providing for the higher level to be responsible for the planning, implementation and evaluation of the Community Health Nursing Programmes, among others.

#### **Recommendation 16**

- 5.1.40 We recommend the creation of a grade of Senior Public Health Nursing Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Public Health Nursing Officer who reckon at least three years' service in a substantive capacity in the grade and have successfully followed the Hospital Nursing Administration Course.**

- 5.1.41 Incumbent would be, among others, responsible for: assisting in planning, implementing and evaluating Community Health Nursing programmes; carrying out Acute Flaccid Paralysis Surveillance programme; coordinating and supervising the work of all members of the team working in a region; and facilitating all educational programmes and organising preventive and promotive health programmes.

#### **Senior Midwife (Shift) formerly Senior Midwife (Personal)**

- 5.1.42 Presently, there exist the grades of Senior Midwife (Shift) and Senior Midwife (Personal) on the establishment of the RRA. Management has made a request for the grade of Senior Midwife (Personal) to be restyled into Senior Midwife (Shift) on the ground that the officers in the grade are working on a shift pattern.
- 5.1.43 In examining this request, we have taken into account the fact that there is no prescribed scheme of service for the grade of Senior Midwife (Shift) which was created in the 2008 PRB Report. As such, incumbents in the grade of Senior Midwife (Personal) could not be appointed to the said grade. We are making appropriate recommendation to address the issue.



**Recommendation 17****5.1.44 We recommend that the:**

- (i) **grade of Senior Midwife (Personal) be reinstated and restyled Senior Midwife (Shift); and**
- (ii) **officers in the grade of Senior (Midwife) (Shift) *formerly Senior Midwife (Personal)* be granted three additional increments on conversion, subject to the top salary of the grade.**

**Schemes of Service - Nursing Supervisor (Male)  
Nursing Supervisor (Female)**

5.1.45 Provision was made in our last Report for appointment to the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female) at the MOHW to be, as from 01 January 2026, by selection from among officers in the grades of Ward Manager (Male) and Ward Manager (Female) respectively who possess a Degree in Nursing. Recommendation was also made for the scheme of service of the corresponding grades at the RRA to be amended along similar lines as their counterpart in the Civil Service.

5.1.46 The requirement for incumbents to possess a Degree in Nursing has been deferred to a later date for the grades at the MOHW as the course has not yet been organised. Similar provisions are, accordingly, being made for the RRA.

**Recommendation 18****5.1.47 We recommend that:**

- (i) **the schemes of service of the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female) should be amended to reflect the recommendation contained in the 2021 Report for the grades to be filled from Ward Managers (Male) and Ward Managers (Female) respectively possessing a Degree in Nursing; and**
- (ii) **the requirement for a Degree in Nursing for the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female) should take effect as from 01 January 2028.**

**Scheme of Service – Specialised Nurse**

5.1.48 Presently in Rodrigues, there is only one officer performing the duties of Specialised Nurse in the field of HIV Aids. The staff side has requested for the creation of the grade of Specialised Nurse in other fields such as NCD and Health Promotion. However, we consider that it would be more appropriate to amend the scheme of service of the existing grade of Specialised Nurse to cater for the other fields of speciality.

**Recommendation 19**

**5.1.49 We recommend that the scheme of service of the grade of Specialised Nurse be amended such that, henceforth, it is filled by selection from among officers in the grade of Nursing Officer who:**

- (i) reckon at least 10 years' service in a substantive capacity in the grade including at least five years' experience in General Nursing and at least two years' working experience in the relevant field of speciality; and**
- (ii) have received training of at least one year in the relevant field of speciality.**

**Assignment of duties as Specialised Nurse**

**5.1.50** As per current arrangement, the Nursing Officer who is assigned the duties of Specialised Nurse is paid an allowance equivalent to three increments at the salary point reached. We are maintaining the existing provision.

**Recommendation 20**

**5.1.51 We recommend that the Nursing Officer who has been assigned the duties of Specialised Nurse should continue to be paid an allowance equivalent to three increments at the salary point reached in the salary scale.**

**Phlebotomist*****formerly Blood Bank Assistant/Senior Blood Bank Assistant***

**5.1.52** To better reflect the duties devolving upon incumbents in the grade of Blood Bank Assistant/Senior Blood Bank Assistant, we are restyling the grade to a more appropriate appellation.

**Recommendation 21**

**5.1.53 We recommend that the grade of Blood Bank Assistant/Senior Blood Bank Assistant be restyled Phlebotomist.**

**Allowance to Blood Bank Officer**

**5.1.54** The Blood Bank Officer is presently entitled to an allowance for performing additional duties such as organising and delivering educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during Weekends and Public Holidays. As this arrangement would continue in the future, we are maintaining this provision while revising the quantum of the allowance.

**Recommendation 22**

**5.1.55 We recommend that the monthly allowance payable to the Blood Bank Officer for organising and delivering educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related**

issues after normal office hours, during Weekends and Public Holidays should be revised to Rs 2750.

### **Bank Schemes**

5.1.56 To alleviate the shortage of staff at the level of Health Care Assistant/Senior Health Care Assistant (General), Nursing Officer and Midwife at the different health institutions, a bank system has been put in place whereby officers who provide their services on a sessional basis are paid an All-inclusive Allowance. With a view to ensuring a smooth delivery of service, the present arrangement should continue to apply. Hence, we are revising the quantum of the All-inclusive Allowance payable to the eligible officers.

### **Recommendation 23**

5.1.57 We recommend that the All-inclusive Allowance (excluding travelling) payable to the different category of officers operating under the Bank Schemes be revised as follows:

- (i) Rs 845 per session of four hours for day duty and Rs 970 per session of four hours for night duty to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors and Nursing Administrators employed on sessional basis under the Bank Scheme for Nurses;
- (ii) Rs 585 per session of four hours for day duty and Rs 670 per session of four hours for night duty to Health Care Assistant/Senior Health Care Assistants (General) employed on sessional basis in Government Health Institutions; and
- (iii) Rs 845 per day session of four hours and Rs 970 per night session of four hours to Midwives, Senior Midwives and Principal Midwives employed on sessional basis under the Bank Scheme for Midwives.

5.1.58 We further recommend that the allowances under the Bank Schemes should be paid on a *pro rata* basis whenever the officers are required to work for more or less than the specified number of hours.

### **Allowance to Nursing Officers attending Prison on a daily basis**

5.1.59 As per prevailing arrangement, an All-inclusive Allowance of Rs 770 per session of four hours is paid to Nursing Officers who dispense medication to detainees at the Rodrigues Prison during their days off. This provision is being maintained until the filling of the new post of Prisons Health Service Officer.

### **Recommendation 24**

5.1.60 We recommend that:

- (i) Nursing Officers who are required to attend the Rodrigues Prison during their days off to dispense medication to detainees should be paid an All-inclusive Allowance (excluding travelling) of Rs 845 per session of four hours;

- (ii) the allowance should be paid on a *pro rata* basis whenever the officers are required to work for more or less than the specified number of hours; and
- (iii) the payment of the allowance should lapse with the filling of the grade of Prisons Health Service Officer.

### Retention Allowance

5.1.61 Provision had previously been made for certain officers of the Nursing Group to benefit from the Retention Allowance up to December 2016. The last PRB Report introduced a provision exempting officers who retire or leave the service before their compulsory retirement age from refunding the Retention Allowance. **This provision remains in force.**

### Night Duty Allowance

5.1.62 A Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours' lying-in period is presently paid to officers of the Nursing Group who effectively work on night shift. As regards the Nursing Officer Cadre; Trainee Midwives, Midwives, Senior Midwives and Health Care Assistant/Senior Health Care Assistants (General), the allowance is exceptionally computed at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours. We are maintaining the existing provisions.

### Recommendation 25

5.1.63 We recommend that:

- (i) officers in the Nursing Group who effectively work on night shift be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period; and
- (ii) Notwithstanding the provision at paragraph (i) above, the Night Duty Allowance should be computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre and officers in the grades of Health Care Assistant/Senior Health Care Assistant (General), Senior Midwife, Midwife and Trainee Midwife.

### Night Attendance Bonus

5.1.64 In addition to the Night Duty Allowance, Trainee Nurses, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives, Senior Midwives and Health Care Assistant/Senior Health Care Assistants (General) are paid a monthly Night Attendance Bonus provided that they attend duty on all scheduled night shifts during the month. We are recommending the continued payment of this allowance.

**Recommendation 26**

**5.1.65 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month.**

<b>Grade</b>	<b>Night Attendance Bonus (Rs)</b>
<b>Trainee Nurse</b>	<b>335</b>
<b>Trainee Midwife</b>	<b>335</b>
<b>Nursing Officer:</b>	
Up to 10 years' service	<b>675</b>
Over 10 years' service	<b>840</b>
<b>Charge Nurse:</b>	
Up to 5 years' service	<b>845</b>
Over 5 years' service	<b>1010</b>
<b>Nursing Supervisor</b>	<b>1270</b>
<b>Midwife:</b>	
Up to 10 years' service	<b>475</b>
Over 10 years' service	<b>675</b>
<b>Senior Midwife:</b>	
Up to 5 years' service	<b>675</b>
Over 5 years' service	<b>840</b>
<b>Health Care Assistant/Senior Health Care Assistant (General)</b>	
Up to 10 years' service	<b>380</b>
Over 10 years' service	<b>550</b>

**Refund of Vacation and Casual Leave****Recommendation 27**

**5.1.66 The recommendations made at paragraph 23.197 (i) to (iv) of Volume 2 Part I of this Report should also apply to officers of the Nursing Officer Cadre at the RRA.**

**Allowance to Charge Nurses and Nursing Officers for performing duties of ECG Technician**

**5.1.67 Nursing Officers and Charge Nurses posted at the Accident and Emergency Department are called upon to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays against payment of an allowance. Similar provision exists for the Nursing Officers, Charge Nurses and Health Care**

Assistant/Senior Health Care Assistants who are required to perform such duties during the day, on Sundays and Public Holidays at the Area Health Centres/Community Health Centres. We are maintaining the existing provisions.

#### **Recommendation 28**

**5.1.68 We recommend the payment of an allowance of Rs 160 per night/Sunday/Public Holiday and Rs 85 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers who are posted at the Accident and Emergency Department and are required to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays.**

**5.1.69 We also recommend the payment of an allowance of Rs 160 per night/Sunday/Public Holiday to Charge Nurses, Nursing Officers and Health Care Assistant/Senior Health Care Assistants (General) who are posted to Area Health Centres/Community Health Centres and are required to perform the duties of ECG Technician during the day, at night, on Sundays and Public Holidays.**

#### **Allowance to Nursing Officers posted to the Operation Theatre**

**5.1.70 As per current arrangement, Nursing Officers who are posted to the operation theatres and are required to stay beyond their normal working hours until the completion of the surgeries are paid an allowance as recommended under the Bank Scheme. As this provision is still valid, we recommend that it should continue to prevail.**

#### **Risk Allowance**

#### **Recommendation 29**

**5.1.71 We recommend the continued payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to officers of the Nursing Officer and Midwifery Cadres posted to the pre-natal, labour and post-natal wards.**

**5.1.72 We further recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to Health Care Assistant/Senior Health Care Assistants (General) posted to the pre-natal and post-natal wards.**

#### **On-Call Allowance to Nursing Officers and Charge Nurses at the Renal Dialysis Unit**

**5.1.73 Presently, Nursing Officers and Charge Nurses at the Renal Dialysis Unit who are required to be on-call to cater for patients who may attend the Unit after normal working hours to receive the required care, are eligible for the payment of On-Call and In-attendance Allowances. As the present arrangement would continue to be in force, we are maintaining the existing provision.**

**Recommendation 30****5.1.74 We recommend that:**

- (i) an On-call Allowance of Rs 275 be paid to one Nursing Officer or one Charge Nurse who is posted to the Renal Dialysis Unit and is required to be on-call on Monday, Wednesday, Friday and Saturday from 1800 hours to 0730 hours the following day; Rs 275 from 2100 hours to 0730 hours the following day on Tuesday and Thursday and Rs 790 from 0730 hours to 0730 hours the following day on Sundays and Public Holidays;
- (ii) when attending duty while being on-call, the Nursing Officer or Charge Nurse should be paid an In-attendance Allowance of Rs 320 per hour, inclusive of travelling time; and
- (iii) the allowance should be paid on a *pro rata* basis whenever the officer is required to work more or less than the specified number of hours.

**Other Recommendations**

- 5.1.75 The Nursing Group at the RRA is governed by certain conditions/provisions similar to what exist for their counterpart at the MOHW and such should continue to be the case.

**Recommendation 31**

- 5.1.76 We recommend that the following provisions under the Ministry of Health and Wellness in Volume 2 Part I of this Report, as reproduced in the table hereunder, should continue to be applicable to officers on the establishment of the RRA.

Conditions/Allowances	Paragraph	Recommendation
Diploma in General Nursing	23.138	52
Notional Time	23.153	60
Compensation for work on Public Holidays falling on Night Shift	23.198	80
X Ray of Dead Bodies	23.270	105
Specific conditions of Service for Health Sector	23.399	140

**PHARMACY GROUP**

- 5.1.77 The responsibility for overseeing pharmacy services on the island rests upon officers of the Pharmacy Group which comprises the grade of Pharmacist/Senior Pharmacist and the Pharmacy Technician Cadre. Proposals in the context of this review exercise were geared towards creation of grades, provision of new allowances and review of the quantum of existing ones; upgrading of the entry

requirements of the grade of Pharmacy Technician; and provision of enhanced benefits.

- 5.1.78 The staff side also requested for the establishment of a dedicated Island Supply Unit for indenting, centralised storage and distribution across the island, among others. This issue does not fall under our remit and we urge Management to give due consideration to the request. As regards the creation of a grade of Head, Pharmacy Technician, the request was not acceded to. However, we consider that the RRA should carry out a proper Human Resource Planning exercise with a view to determining the number of posts required at all levels in the Pharmacy Technician Cadre to ensure an efficient delivery of pharmacy services in all the health institutions including the Community Health Centres. We are, in this review, maintaining the existing structure while introducing a few allowances for the Pharmacist/Senior Pharmacist and Senior Pharmacy Technicians.

### **Inspection of private pharmacies and clearance of parcels**

- 5.1.79 A request was made for the payment of an allowance to the Pharmacist/Senior Pharmacist for inspection of private pharmacies and clearance of parcels. After examination, we are making appropriate recommendation to that effect.

### **Recommendation 32**

- 5.1.80 We recommend the payment of an allowance of Rs 600 to the Pharmacist/Senior Pharmacists for each inspection carried out in private pharmacies outside office hours which may involve submission of a report and/or legal proceeding and for each visit effected at the parcel post office, airport and seaport.**

### **Allowance to Senior Pharmacy Technicians**

- 5.1.81 The staff side has requested for the provision of an allowance to the seniormost officer in the grade of Senior Pharmacy Technician for taking charge of the pharmacy and shouldering higher responsibilities after normal working hours in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist. We are recommending accordingly.

### **Recommendation 33**

- 5.1.82 We recommend that the seniormost Senior Pharmacy Technician, who is called upon to take charge of the pharmacy and shoulder higher responsibilities after normal working hours in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist, should be paid a monthly allowance equivalent to one increment at the salary point reached in the salary scale.**

### **Allowance to Pharmacy Technician and Senior Pharmacy Technician**

- 5.1.83 Pharmacy Technicians and Senior Pharmacy Technicians who are regularly required to work outside their normal working hours for continuity of service



delivery, are presently compensated at appropriate rate for the extra hours put in. As the existing arrangement has proven to be effective, we are recommending its continued payment.

#### **Recommendation 34**

**5.1.84 We recommend that Pharmacy Technicians and Senior Pharmacy Technicians who are required to work beyond their normal working hours should be compensated at the normal hourly rate computed on the salary point reached in their respective salary scale, for the additional hours put in.**

#### **Loan facilities to the Pharmacy Technician Cadre**

5.1.85 Due to transport problems encountered by officers in the Pharmacy Technician Cadre posted at the Queen Elizabeth Hospital at the end of their shift at 22 00 hours, provision exists for Management to consider the advisability of granting loan facilities to these officers for the purchase of an auto cycle/motorcycle. **In view of its relevance, this arrangement should continue to prevail.**

### **MEDICAL SUPPORT GROUP**

5.1.86 The Medical Support Group consists of those grades/cadres that provide support to professional and paramedical groups. These include the Medical Imaging Assistant Cadre; Dental Assistant Cadre and the grades of Community Health Care Officer; Community Health Rehabilitation Officer and Linen Health Officer. In the context of this review, request pertaining to creation of grades were received and duly examined.

#### **Senior Linen Health Officer (New Grade)**

5.1.87 Both the staff side and Management have submitted that there is need for the creation of a grade of Senior Linen Health Officer to organise, supervise and exercise control on the work in the Laundry Section. We are making appropriate recommendation in that direction.

#### **Recommendation 35**

**5.1.88 We recommend the creation of a grade of Senior Linen Health Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Linen Health Officer who reckon at least five years' service in a substantive capacity in the grade.**

5.1.89 Incumbent would be responsible to organise and control the work in the Linen Room; supervise and train junior staff; and perform the duties of a Linen Health Officer, as and when required.

**Health Surveillance Officer (New Grade)**

- 5.1.90 Request was made for the salary grading of the grades of Health Surveillance Officer and Senior Health Surveillance Officer. Presently, these services are provided by officers from the establishment of the MOHW. In view of the need to monitor disease trends, detect outbreaks and strengthen public health surveillance, we are providing for the first level at this stage. Concerning the grade of Senior Health Surveillance Officer, the present arrangement should continue.

**Recommendation 36**

- 5.1.91 We recommend the creation of a grade of Health Surveillance Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language, French and either Biology or Human and Social Biology or Chemistry or Physics obtained on one Certificate or an equivalent qualification.**

- 5.1.92 Incumbent would be required, among others, to: visit households, incoming passengers, schools, health institutions and other places; take blood smears and collect specimens; report any public nuisance he may come across during his visit; exercise control over the Insecticide Sprayer Operator; and perform duties including field duties in connection with vectors of medical importance in Rodrigues.

**MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP**

- 5.1.93 The Medical Technician, Technologist and Paramedic Group comprises several Cadres namely Medical Laboratory Technologist, Medical Imaging Technologist and Physiotherapist; as well as officers belonging to the grade of ECG Technician. For this review exercise, proposals relate mainly to creation of grades. All the requests have been examined and the Bureau is making appropriate recommendations.

**Medical Laboratory Services****Coverage during Nights, Weekends and Public Holidays**

- 5.1.94 Medical Laboratory Technologist/Senior Medical Laboratory Technologists who provide coverage during nights, weekends and public holidays according to operational requirements of the Medical Laboratory Services are compensated by way of an allowance. Management has reported that due to shortage of staff, the shift system has not yet been implemented. Pending the implementation of the shift system, the existing provision should continue to prevail.

**Recommendation 37**

- 5.1.95 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies during nights, Weekends and Public Holidays should continue**

**to be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every hour put in.**

### **Physiotherapist/Senior Physiotherapist**

- 5.1.96 Further to a request from staff side for the creation of a grade of Physiotherapist/Senior Physiotherapist to serve the Commission for Youth and Others, the Bureau reiterates that **Management should increase the establishment size of the grade for onward posting to other Departments.**

### **Radiography Unit**

#### **Principal Medical Imaging Technologist (New Grade)**

- 5.1.97 Both Union and Management have stressed on the need for the creation of a grade of Principal Medical Imaging Technologist for the effective and efficient running of the Medical Imaging Unit. We are making a provision to this effect.

### **Recommendation 38**

- 5.1.98 **We recommend the creation of a grade of Principal Medical Imaging Technologist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Medical Imaging Technologist who reckon at least four years' service in a substantive capacity in the grade.**

- 5.1.99 Incumbents would be called upon, *inter alia*, to: be responsible to the head of the hospital for the effective and efficient running of the Unit; take charge of the X-Ray Unit of the main hospital; perform radiation protection duties; keep records of leave for officers under his responsibility; prepare and submit lists of annual requirement of X-Ray films, drugs, chemical and other supplies for the X-Ray Unit, within the budgetary limits to Procurement and Supply Section; and to ensure proper storage of exposed films and disposal of used chemical solutions.

### **Coverage during Nights, Weekends and Public Holidays**

- 5.1.100 Officers in the grade of Medical Imaging Technologist and Senior Medical Imaging Technologist posted at the Radiography Unit who effectively provide their services beyond their normal working hours are presently paid an allowance for providing coverage during nights, weekends and public holidays. As the shift system has not yet been implemented, we are maintaining the existing provision.

### **Recommendation 39**

- 5.1.101 **We recommend that officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies during nights, Weekends and Public Holidays should continue to be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in.**

## Screening Allowance

5.1.102 In the absence of a Radiologist, Medical Imaging Staff who perform screening examinations are paid an allowance of Rs 120 per case. We are revising the quantum.

## Recommendation 40

**5.1.103 We recommend that officers of the Medical Imaging Technologist Cadre who, in the absence of a Radiologist, perform screening examinations should be paid a revised allowance of Rs 130 per case.**

## Night Duty Allowance

5.1.104 Officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre who work on night shift are, exceptionally, paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. **As this provision is appropriate, we recommend that it should continue to prevail.**

## Shift Work

**5.1.105** To provide a 24-hour coverage, officers in the grades of Medical Laboratory Technologist/Senior Medical Laboratory Technologist, Medical Imaging Technologist and Senior Medical Imaging Technologist are required to operate on a shift system. **This factor has been taken into account in arriving at the recommended salaries of these grades.**

## Medical Social Service

### Medical Social Worker (New Grade)

5.1.106 In the context of this Report, Management has emphasised on the need for a dedicated grade in the field of Medical Social Service to ensure proper follow ups of patients. The Bureau has examined the request and is making appropriate provision.

## Recommendation 41

**5.1.107 We recommend the creation of a grade of Medical Social Worker. Appointment thereto should be made by selection from among candidates who possess a Diploma in Social Work or an equivalent qualification. Candidates should also possess experience in casework with patients.**

5.1.108 Incumbents would be required, *inter alia*, to: undertake social casework as an aid to diagnosis and treatment and rehabilitation of patients, including psychiatric ones; undertake psychosocial and biomedical studies and related research work; assist patients and immediate relatives in assessing and overcoming social/personal consequences of diseases; provide the necessary support to patients to enable their adaptation and adjustment in their immediate environment;

and advise patients and/or their relatives on institutional services available for rehabilitation.

**5.1.109 We further recommend that officers in the grade of Social Worker, Rodrigues Regional Assembly (Personal) in post as at 31 December 2025 should be given the option to join the new grade of Medical Social Worker in line with recommendation made at paragraph 2.1.58 of this Volume.**

### **HEALTH RECORDS GROUP**

5.1.110 Officers of the Health Records Group are the first contact for patients attending public health institutions and provide a 24-hour service. The Health Records Unit is serviced by officers of the Health Records Group namely, in the grades of Health Records Officer, Senior Health Records Clerk, Higher Health Records Clerk and Health Records Clerk.

#### **Night Duty Allowance**

5.1.111 Officers in the grade of Health Records Clerk and Higher Health Records Clerk are required to provide a 24-hour service and operate on a shift pattern of work. Though the element of shift has already been taken into consideration in salary determination, the Bureau, in its last review exercise, recommended that officers in these grades who effectively work on a night shift should be paid a Night Duty Allowance for working during the unsocial hours between 2300 hours and 0500 hours. In view of its importance, we are upholding this provision.

#### **Recommendation 42**

**5.1.112 We recommend that officers in the grades of Health Records Clerk and Higher Health Records Clerk who effectively work on a night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period.**

#### **Health Inspectorate Unit**

##### **Head, Health Inspectorate Unit (New Grade)**

5.1.113 Request was made for the creation of a grade for the proper administration, supervision and technical control of the work of officers in the Health Inspectorate Cadre. In view of the justifications submitted, we are recommending accordingly.

#### **Recommendation 43**

**5.1.114 We recommend the creation of a grade of Head, Health Inspectorate Unit. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Inspector (Health and Food Safety) who reckon at least two years' service in a substantive capacity in the grade.**

5.1.115 Incumbent would be required to, among others, be responsible for the proper administration of the Health Inspectorate Unit; supervise the work and activities of the officers in the Unit; organise and supervise environmental health and food inspections; and advise on the preparation of public health and food legislations.

#### **On-call Allowance/Issue of Cremation Permit**

5.1.116 Inspectors (Health and Food Safety) who are required to remain on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours are paid an On-call Allowance along with an Attendance Allowance including travelling expenses, for the issue of cremation permit.

5.1.117 We are revising the quantum of the allowance.

#### **Recommendation 44**

**5.1.118 We recommend that officers in the grade of Inspector (Health and Food Safety) who are required to be on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours, for issue of cremation permit, be paid an On-call Allowance and Attendance Allowance as hereunder:**

<b>Grade</b>	<b>On-call Allowance for being on-call on Saturdays, Sundays and Public Holidays from noon to 1700 hours</b>	<b>Attendance Allowance inclusive of travelling for issue of cremation permit</b>
<b>Inspector (Health and Food Safety)</b>	<b>Rs 275</b>	<b>Rs 525</b>

5.1.119 As per established working programme, the Inspectors (Health and Food Safety) are required to attend duty on Sundays and Public Holidays as from 0900 hours to noon against the grant of time-off during the week. **The present arrangement should continue to prevail.**

#### **In-Attendance Allowance for officers posted at the Airport and Port**

#### **Recommendation 45**

**5.1.120 We recommend that Inspectors (Health and Food Safety), Senior Inspectors (Health and Food Safety) and Principal Inspectors (Health and Food Safety) be paid an In-Attendance Allowance of Rs 175; Rs 250; and Rs 305 per hour respectively for work performed outside normal working hours on a regular basis at the Airport and Port.**

#### **Hospital Administration Cadre**

5.1.121 The Hospital Administrator oversees the day-to-day administration of the hospital and annexed institutions. He is assisted by a team of officers of different cadres alongside the Hospital Administrative Assistant. The health institution comprises the main hospital, two Area Health Centres situated at Mont Lubin and La Ferme

respectively as well as other support services responsible for public health care. To provide a better health service to the Rodriguan population, both Management and staff side requested for the reinforcement of the existing structure with the creation of the grades of Health Services Administrator and Hospital Executive Assistant (on shift). After examining the proposal, we are providing a grade of Hospital Executive Assistant (on shift).

### **Hospital Executive Assistant (on shift) (New Grade)**

#### **Recommendation 46**

**5.1.122 We recommend the creation of a grade of Hospital Executive Assistant (on shift). Appointment thereto should be made by selection from among serving officers drawing salary in a scale the maximum of which is not less than Rs 43020 monthly in their substantive appointment and who possess a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts obtained on one certificate or an equivalent qualification.**

5.1.123 Incumbent would, *inter alia*, be required to: assist the Hospital Administrative Assistant generally in the performance of his duties; ensure that stores items and equipment received are of required quantity and quality; keep in safe custody the valuable of inpatients; organise, plan and supervise the work of the staff working under his responsibility and prepare their roster of work. Incumbent should also ensure: proper cleanliness and upkeep of hospital yards and annexed institutions; that existing rules and regulations are complied with in the performance of his duties; and that efficient and effective use is made of human and material resources under his responsibility.

5.1.124 Incumbent would be required to work on a shift basis, covering a 24-hour service including night duty, Sundays and Public Holidays. **This element has been taken into consideration in determining the salary of the grade.**

### **Catering Unit**

5.1.125 The Head Catering Unit is at the apex of the Catering Unit and is responsible for its day-to-day running. He is assisted by the Catering Supervisor and supported by employees of the Workmen's Group. Representations from staff side pertain to: reviewing of salary, restyling and upgrading of the grade of Head Catering Unit and the creation of a higher level in its structure. After examination of the proposals, we consider it more appropriate to reinforce the existing structure through the provision of a new level. We are recommending in that direction.

### **Assistant Head Catering Unit (New Grade)**

#### **Recommendation 47**

**5.1.126 We recommend the creation of a grade of Assistant Head Catering Unit. Appointment thereto should be made by promotion, on the basis of**

**experience and merit, of Catering Supervisor who reckon at least four years' service in a substantive capacity in the grade.**

5.1.127 Incumbent would be required to assist the Head Catering Unit in the organisation and control of the day-to-day work of the Catering Unit and training of kitchen staff. He would also be responsible for: ordering, receiving and distributing provisions and foodstuffs; maintaining a high level of cleanliness and hygiene in the preparation and handling of food and in the kitchen; ensuring that the kitchen equipment is maintained in good condition; and submitting reports and statistics, as and when required, among others.

5.1.128 The Assistant Head Catering Unit would be required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days. **This element has been taken into consideration while determining the salary of the grade.**

### **Head Catering Unit**

5.1.129 With the creation of the grade of Assistant Head Catering Unit, there is need to bring consequential amendments to the qualifications requirement and duties of the grade of Head Catering Unit. We are recommending accordingly.

### **Recommendation 48**

**5.1.130 We recommend that, henceforth, appointment to the grade of Head Catering Unit should be made by selection from among officers in the grade of Assistant Head Catering Unit who reckon at least three years' service in a substantive capacity in the grade.**

5.1.131 Incumbent in the grade of Head Catering Unit would also be required to: supervise the work of Assistant Head Catering Unit; make sure that efficient and effective use is made of human, financial and material resources; ensure the timely food distribution in conformity with established dietary requirements; and to be conversant with relevant provisions of Stores and Financial Regulations. **These elements have been taken into consideration in determining the salary of the grade.**

### **Operations Support Services**

#### **Supervisor, Operations Support Services (on shift) (New Grade)**

5.1.132 Management has made a request for a new grade of Supervisor, Operations Support Services (on shift) who would be responsible for making transport arrangement in hospitals and other health institutions. The Bureau is recommending, accordingly.

### **Recommendation 49**

**5.1.133 We recommend the creation of a grade of Supervisor, Operations Support Services (on shift). Appointment thereto should be made by selection from among serving officers possessing a Cambridge Higher School Certificate,**



**reckoning at least four years' service in a substantive capacity in their respective grade and possessing a valid driving licence (manual gear) to drive cars.**

- 5.1.134 Incumbent would be responsible to the Hospital Administrator or any officer responsible for Transport activities and would, among others, be required to make transport arrangement for patients; fill and control log books of all vehicles; prepare daily and weekly schedule of work for Drivers posted in hospitals and other health institutions while ensuring fair distribution of work; ensure that all vehicles attached to the hospitals and health institutions are in proper running condition; and operate the Fleet Management System.

### **Nutrition Unit**

- 5.1.135 The Nutrition Unit focuses on a range of activities aimed at improving the nutritional status and health of the population on the island. These include planning, organising, coordinating and evaluating nutrition projects and programmes, among others. It is currently staffed by officers in the grade of Nutritionist/Senior Nutritionist.
- 5.1.136 Request was made by both staff side and Management for the creation of a grade of Principal Nutritionist to plan, monitor and supervise the work of Nutritionist/Senior Nutritionists further to an increase in activities. Since there is functional need for this level, we are recommending accordingly.

### **Principal Nutritionist (New Grade)**

#### **Recommendation 50**

- 5.1.137 We recommend the creation of a grade of Principal Nutritionist. Appointment thereto should be made by selection from among officers in the grade of Nutritionist/Senior Nutritionist reckoning at least seven years' service in a substantive capacity in the grade.**

- 5.1.138 Incumbent would be responsible, among others, for: organising, co-ordinating and supervising the activities of the Nutrition Unit; assisting in the formulation of health nutrition policies; planning, co-ordinating, monitoring and evaluating nutrition projects and programmes; and planning and conducting training programmes, research and surveys on nutrition-related problems.

### **Psychologist**

- 5.1.139 Request was made for the grade of Psychologist (Clinical) to be restyled to Clinical Psychologist. However, we noted that the grade of Psychologist (Clinical) does not exist on the establishment of the RRA, but, there is a grade of Psychologist at the Commission for Women's Affairs, which is vacant and a Psychologist/Senior Psychologist from the Ministry of Gender Equality and Family Welfare is posted on a tour of service there to provide psychological services. We have been apprised

that the Commission for Health is having recourse to the latter's services, whenever required.

- 5.1.140 Notwithstanding the above arrangement, we consider that there is need for a dedicated grade to provide psychological service at the Commission for Health, particularly considering its mandate to dispense health services. We are recommending to that end.

### **Psychologist (Clinical) (New Grade)**

#### **Recommendation 51**

- 5.1.141 We recommend the creation of a grade of Psychologist (Clinical). Appointment thereto should be made from among candidates possessing a Master's Degree in Clinical Psychology or Psychotherapy or Counselling Psychology or Psychology or an equivalent qualification.**

- 5.1.142 Incumbent would be required, among others, to: provide psychological assessment and treatment services; make referral, where appropriate, to other specialists, institutions or support services, as necessary; and administer psychological tests and preparing psychological reports.

### **NON-COMMUNICABLE DISEASES AND HEALTH PROMOTION**

- 5.1.143 The Non-Communicable Diseases (NCD) and Health Promotion Unit is mandated to raise awareness among the population on a range of health-related issues through a variety of initiatives and activities. As per existing arrangement, a Charge Nurse is assigned the duties of Officer in Charge of the unit and he is assisted by officers in the grades of Nursing Officer and Health Care Assistant/Senior Health Care Assistant.

- 5.1.144 For this review exercise, both Union and Management requested for the creation of the grade of Health Promotion Coordinator to be responsible for the NCD and Health Promotion Unit. However, the Bureau considers that a grade of Health Information, Education and Communication Officer at operational level would be more suitable to meet the current needs of the organisation. We are accordingly providing for the grade against abolition of the grade of Communication Officer, which is vacant.

### **Health Information, Education and Communication Officer (New Grade)**

#### **Recommendation 52**

- 5.1.145 We recommend:**

- (i) **the creation of a grade of Health Information, Education and Communication Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Health Education or Communication Studies from a recognised institution or an equivalent qualification and reckoning at least two years' experience**

**in health education or social work or information and communication activities; and**

**(ii) that the grade of Communication Officer be abolished.**

5.1.146 Incumbent in the grade of Health Information, Education and Communication Officer would be required, *inter alia*, to be responsible to carry out health promotion including health activities; prepare and disseminate information on health issues; give support to health personnel in their health promotion and health education activities; encourage community participation in health activities and promote healthy lifestyles; assist in carrying out research and surveys in the field of health promotion and health education; and monitor and evaluate health promotion and health education activities.

### **Biomedical Engineering Unit**

5.1.147 The Biomedical Engineering Unit is responsible, among others, for installing, commissioning, maintaining and repairing of all biomedical equipment. Its structure comprises the grades of Biomedical Engineer/Senior Biomedical Engineer (Health) and Biomedical Engineering Technician. At present, the professional grade is vacant and has not been filled since its creation.

5.1.148 Management proposed for the establishment of a grade of Trainee Biomedical Engineer. The Union on its side requested for the Biomedical Engineering Technicians to be paid an allowance in line with the recommendation made at paragraph 5.1.99 of the 2021 PRB Report for the RRA, as incumbents are performing additional higher duties without compensation. The Bureau has been apprised that the said recommendation could not be implemented as the scheme of service of the grade of Biomedical Engineering Technician is still under review.

5.1.149 We have examined the submissions and consider that there is justification for the creation of a grade of Trainee Biomedical Engineer (Health) and a review of the mode of appointment to the grade of Biomedical Engineer/Senior Biomedical Engineer (Health). Moreover, we consider that until the recruitment of a Biomedical Engineer/Senior Biomedical Engineer (Health), it is more appropriate to maintain the existing recommendation regarding the payment of an allowance to the Biomedical Engineering Technicians.

### **Trainee Biomedical Engineer (Health) (New Grade)**

#### **Recommendation 53**

**5.1.150 We recommend the creation of a position of Trainee Biomedical Engineer (Health). Appointment thereto should be made by selection from among candidates possessing a Degree in Biomedical Engineering or Electrical and Electronic Engineering which is recognised by the Council of Registered Professional Engineers of Mauritius as qualifying for registration as a Registered Professional Engineers of Mauritius under Section 13 of the**

**Registered Professional Engineer Council Act No. 49 of 1965 or an equivalent qualification.**

5.1.151 On being registered as a Registered Professional Engineer of Mauritius with the Council of Registered Professional Engineers of Mauritius and on successful completion of the training, the Trainee Biomedical Engineer (Health) will be considered for appointment to the grade of Biomedical Engineer/Senior Biomedical Engineer (Health).

**5.1.152 We further recommend that consequential amendments be brought to the mode of appointment of the grade of Biomedical Engineer/Senior Biomedical Engineer (Health).**

#### **Allowance to Biomedical Engineering Technician**

#### **Recommendation 54**

**5.1.153 We recommend that Management should:**

- (i) expedite the review of the scheme of service of the grade of Biomedical Engineering Technician in line with what obtains for its counterpart at the Ministry of Health and Wellness; and
- (ii) after the review of the scheme of service of the grade of Biomedical Engineering Technician, consider the payment of an allowance to incumbent for performing additional higher duties until the filling of the grade of Biomedical Engineer/Senior Biomedical Engineer (Health).

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>MEDICAL AND HEALTH (Administration)</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>09 000 108</b>	<b>Rs 134000</b> Health Director
<b>09 093 107</b>	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000</b> Medical Superintendent (New Grade)

Salary Code	Salary Scale and Grade
09 091 107	<b>Rs 80000 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000</b> Specialist/Senior Specialist
09 081 103	<b>Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000</b> Community Physician Emergency Physician (New Grade)
09 076 100	<b>Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500</b> General Practitioner <i>formerly Medical and Health Officer/Senior Medical and Health Officer</i>
09 075 098	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Dental Surgeon/Senior Dental Surgeon
09 065 094	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Pharmacist/Senior Pharmacist
09 071 087	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Principal Pharmacy Technician
09 066 084	<b>Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Pharmacy Stores Manager
09 057 082	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350</b> Senior Pharmacy Technician
09 042 079	<b>Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 57400</b> Pharmacy Technician

Salary Code	Salary Scale and Grade
09 031 033	<b>Rs 25445 x 300 - 26045</b> Trainee Pharmacy Technician
09 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Nursing Administrator (Female) Nursing Administrator (Male)
09 069 090	<b>Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600 QB 75500 x 2250 - 77750</b> Nursing Supervisor (Female) Nursing Supervisor (Male)
09 064 084	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Ward Manager (Female) Ward Manager (Male)
09 057 082	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350</b> Charge Nurse (Female) Charge Nurse (Male)
09 063 084	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Senior Public Health Nursing Officer (New Grade)
09 055 082	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350</b> Public Health Nursing Officer
09 043 079	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 57400</b> Nursing Officer

Salary Code	Salary Scale and Grade
09 031 033	Rs 25445 x 300 - 26045 Trainee Nurse
09 057 082	Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350 Specialised Nurse
09 063 084	Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050 Chief Midwife (New Grade)
09 060 082	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 Principal Midwife
09 052 079	Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400 Senior Midwife (Shift) <i>formerly Senior Midwife (Personal)</i>
09 038 075	Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 QB 51200 x 1100 - 52300 Midwife
09 031 033	Rs 25445 x 300 - 26045 Trainee Midwife
09 033 073	Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 Health Care Assistant/Senior Health Care Assistant (General)
09 047 080	Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400 x 1450 - 58850 Blood Bank Officer

Salary Code	Salary Scale and Grade
09 032 073	<p><b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b></p> <p>Phlebotomist <i>formerly Blood Bank Assistant/Senior Blood Bank Assistant</i></p>
09 045 074	<p><b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b></p> <p>Senior Physiotherapy Assistant</p>
09 031 069	<p><b>Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b></p> <p>Physiotherapy Assistant</p>
09 045 071	<p><b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b></p> <p>Senior Medical Imaging Assistant</p>
09 029 067	<p><b>Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990</b></p> <p>Medical Imaging Assistant</p>
09 043 072	<p><b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b></p> <p>Senior Community Health Care Officer</p>
09 032 069	<p><b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b></p> <p>Community Health Care Officer</p>
09 034 072	<p><b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b></p> <p>Community Health Rehabilitation Officer</p>
09 024 065	<p><b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b></p> <p>Health Surveillance Officer (New Grade)</p>



Salary Code	Salary Scale and Grade
09 048 071	Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Senior Dental Assistant
09 031 069	Rs 25445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Dental Assistant
09 040 069	Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Senior Linen Health Officer (New Grade)
09 024 065	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050 Linen Health Officer
09 061 094	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Physiotherapist/Senior Physiotherapist
09 071 091	Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 QB 77750 x 2250 - 80000 Principal Medical Laboratory Technologist
09 049 086	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800 Medical Laboratory Technologist/Senior Medical Laboratory Technologist
09 033 036	Rs 26045 x 300 - 26945 Trainee Medical Laboratory Technologist
09 070 088	Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600 Principal Medical Imaging Technologist (New Grade)

Salary Code	Salary Scale and Grade
09 064 086	<p><b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050 x 1850 - 67900 x 1900 - 69800</b></p> <p>Senior Medical Imaging Technologist</p>
09 047 081	<p><b>Rs 30615 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950 QB 57400 x 1450 - 58850 x 1750 - 60600</b></p> <p>Medical Imaging Technologist</p>
09 033 036	<p><b>Rs 26045 x 300 - 26945</b></p> <p>Trainee Medical Imaging Technologist</p>
09 039 079	<p><b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b></p> <p>Medical Social Worker (New Grade)</p>
09 034 071	<p><b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b></p> <p>ECG Technician (Female) ECG Technician (Male)</p>
09 053 079	<p><b>Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b></p> <p>Health Records Officer</p>
09 051 077	<p><b>Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500</b></p> <p>Senior Health Records Clerk</p>
09 049 074	<p><b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b></p> <p>Higher Health Records Clerk</p>

Salary Code	Salary Scale and Grade
09 035 072	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Health Records Clerk
18 074 092	Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 82250 Head, Health Inspectorate Unit (New Grade)
18 067 087	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 Principal Inspector (Health and Food Safety)
18 060 083	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 Senior Inspector (Health and Food Safety)
18 049 080	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 Inspector (Health and Food Safety)
11 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Hospital Administrator
11 062 081	Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600 Hospital Administrative Assistant
11 046 075	Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 Hospital Executive Assistant (on shift) (New Grade)
11 043 072	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Executive Officer (Health Services) (Non Shift)

Salary Code	Salary Scale and Grade
11 053 079	Rs 33040 x 560 – 35840 x 725 – 37290 x 925 – 39140 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 - 57400 Head Catering Unit
11 038 072	Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Assistant Head Catering Unit (New Grade)
11 035 069	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Catering Supervisor
26 037 074	Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Supervisor, Operations Support Services (on shift) (New Grade)
19 036 071	Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Pathological Laboratory Technician
19 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Principal Nutritionist (New Grade)
19 061 094	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Nutritionist/Senior Nutritionist
19 065 090	Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Psychologist (Clinical) (New Grade)
10 049 079	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400 Health Information, Education and Communication Officer (New Grade)

Salary Code	Salary Scale and Grade
22 071 094	Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Biomedical Engineer/Senior Biomedical Engineer (Health)
22 035 071	Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950 Biomedical Engineering Technician
22 058 061	Rs 35840 x 725 - 37290 x 925 - 38215 Trainee Biomedical Engineer (Health) (New Grade)
20 043 072	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Statistical Officer
22 029 066	Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020 Telephonist
08 027 065	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050 Receptionist (Health Services)
24 045 070	Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 Senior Health Laboratory Auxiliary
24 028 065	Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050 Health Laboratory Auxiliary
24 036 066	Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43020 Ambulance Driver (on shift)
24 036 062	Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 Senior Cook

Salary Code	Salary Scale and Grade
24 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Incinerator Operator Mortuary Attendant (on roster)
24 028 060	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Health Sterile Services Assistant Senior Attendant (Hospital Services) (on shift)
24 029 059	<b>Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 36565</b> Cook (on roster)
24 027 056	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34720</b> Ambulance Care Attendant (on shift) Attendant (Hospital Services) (on shift)
24 023 053	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040</b> Laundry Attendant (on roster)
25 046 069	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Foreman
25 029 062	<b>Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140</b> Orthopaedic Appliance Maker (Seamstress)
25 028 061	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Carpenter Diesel Fitter Mechanic Electrician Mason Painter Plumber and Pipe Fitter Tinsmith

Salary Code	Salary Scale and Grade
25 021 051	<p><b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b></p> <p>Tradesman's Assistant</p> <p><b>FAMILY PLANNING, MATERNAL AND CHILD HEALTH SERVICES</b></p>
09 076 100	<p><b>Rs 53400 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500</b></p> <p>General Practitioner <i>formerly Medical and Health Officer/Senior Medical and Health Officer</i></p>
09 043 079	<p><b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> <b>QB 54500 x 1450 - 57400</b></p> <p>Nursing Officer</p>

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## 5.2 Housing

- 5.2.1 The Housing Unit is responsible, among others, for the formulation of strategies and policies for the social housing sector; and the implementation of the social housing programme of Rodrigues. Its main objective is to facilitate access to housing provisions for the lower socio-economic segment of the population in Rodrigues. Besides, the Unit is required to implement policies regarding the housing sector along with processing applications for housing assistance.
- 5.2.2 An Engineer/Senior Engineer (Civil) is, currently, in charge of the overall management of the Unit. He is supported by officers in the technical and support grades.
- 5.2.3 All the requests submitted by both Management and Unions for this review exercise, are detailed out in the ensuing paragraphs.

### Housing Officer (New Grade)

- 5.2.4 Request made for incumbents in the grade of Assistant Housing Officer pertain to a review of the salary of the grade in view of specific duties carried out by the latter and to duty free facilities. A close examination has revealed that the additional specific duties being performed by incumbents have been taken into consideration while providing the salary of the grade.
- 5.2.5 Additionally, proposal has also been made for the creation of the grades of Housing Officer and Housing Clerk to enable the Housing Unit to deliver efficiently. However, no functional justification has been submitted for the creation of the grade of Housing Clerk. As regards the creation of the grade of Housing Officer, based on justifications provided, we are making appropriate recommendation related thereto.

### Recommendation 1

- 5.2.6 **We recommend the creation of a grade of Housing Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Assistant Housing Officer who reckon at least five years' service in a substantive capacity in the grade.**
- 5.2.7 Incumbent would be required, *inter alia*, to: assist the Housing Development Officer in the: management and supervision of the housing unit; implementation of housing policies and programmes; and preparation and upgrading of housing schemes; liaise with local authorities, community and non-governmental organisations; attend and report on infrastructural and other problems on public housing estates and to liaise with other Ministry/Department/Organisations for remedial action; control the collection of repayment of loans; initiate legal actions for the recovery of arrears; and depone in Courts whenever required.



**Assistant Housing Officer**

- 5.2.8** We recommend that the scheme of service of the grade of Assistant Housing Officer be reviewed to include, among others, the duties of preparation of statistical reports, summaries and recommendations; providing assistance in administrative procedures and undertaking site visits, housing inspections and reporting for the different projects of the Unit. These additional specific duties have been taken into consideration in arriving at the recommended salary of the grade.

**Inspectorate Cadre**

- 5.2.9** Broad provisions concerning the Inspectorate Cadre have been made under the Public Infrastructure Department of this Volume.

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>HOUSING</b>
<b>26 067 094</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Engineer/Senior Engineer (Civil)
<b>26 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Housing Development Officer
<b>08 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Housing Officer (New Grade)
<b>26 062 081</b>	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Inspector of Works
<b>08 039 078</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Assistant Housing Officer

Salary Code	Salary Scale and Grade
<b>26 034 071</b>	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Assistant Inspector of Works (Personal)
<b>25 046 069</b>	<b>Rs 30265 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Foreman
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Cabinet Maker Carpenter Mason
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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### 5.3 Social Security Division

- 5.3.1 The Social Security Division is responsible for receiving claims and processing applications related to Social Aid, the Social Register of Mauritius, Basic Benefits, and the National Savings Fund as well as addressing complaints associated with elderly abuse, among others.
- 5.3.2 Its main objectives are to ensure that all schemes, programs and assistances initiated by the central Government are effectively extended to Rodrigues and all Rodriguans benefit as their counterparts in Mauritius from poverty alleviation measures and are embarked on the national effort to empower/redistribute wealth.
- 5.3.3 At present, the Division is overseen by a Departmental Head and is assisted by the Manager, Social Security who is supported by staff in technical grades.
- 5.3.4 Requests were received from both Management and Union for the creation of grades at different levels. We have examined the proposals based on functional needs of the Division and are making appropriate provisions.

#### Organising Officer, Recreation Centre (New Grade)

- 5.3.5 The Bureau was apprised that a Recreation Centre would be set up under the Social Security Division and there is need for a dedicated grade to perform duties related to the Recreation Centre. We are recommending accordingly.

#### Recommendation 1

- 5.3.6 **We recommend the creation of a grade of Organising Officer, Recreation Centre. Appointment thereto should be made by selection from among candidates who possess a Diploma in Social Work or Hospitality Management or an equivalent qualification.**
- 5.3.7 Incumbent would be required, *inter alia*, to motivate residents to participate in composite cultural programmes; act as animateur for cultural programmes; issue and control indoor games and musical instruments to residents; ensure that the night of stay of the residents are safe, comfortable and enjoyable; attend to phone calls from the public regarding bookings and enquiries; and keep records of all intakes as well as other documents and correspondence.
- 5.3.8 Officers in the grade of Organising Officer, Recreation Centre will be required to work on shift. **This element has been taken into consideration in determining the recommended salary of the grade.**

#### Social Security Officer

- 5.3.9 In line with recommendations made in the Civil Service, we are bringing amendments to the qualifications requirement of the grade of Social Security Officer.

## Recommendation 2

- 5.3.10 We recommend that appointment to the grade of Social Security Officer should, henceforth, be made by selection from among Management Support Officers who possess a Cambridge Higher School Certificate AND from among candidates who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education “Advanced Level” or an equivalent qualification. This element has been considered in arriving at the salary scale recommended for the grade.**

### **Principal Social Security Officer Senior Social Security Officer**

- 5.3.11 Officers in the grades of Principal Social Security Officer and Senior Social Security Officer who possess a Diploma in Social Work are allowed to move incrementally in the Master Salary Scale. This arrangement should continue to prevail.

## Recommendation 3

- 5.3.12 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer who possess a Diploma in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 60600 and Rs 67900 respectively provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

### **Medical Unit**

- 5.3.13 The responsibility for providing medical and paramedical care and health education to elderly persons and persons with disabilities as well as scheduling of Medical Boards for medical examinations and assessment of disability with respect to pension and other allowances befall the Medical Unit.
- 5.3.14 A General Practitioner *formerly Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO)* is presently assigned the duties of Health Coordinator against payment of an allowance. He is assisted in his responsibilities by other General Practitioners *formerly MHO/SMHOs* and supporting staff.
- 5.3.15 In the context of this review, submissions have once again been made for the Unit to be manned by dedicated grades, apart from General Services staff in addition to the creation of a level of Assistant Health Coordinator to ensure continuity in carrying out the activities of the Unit. However, upon examination we have found the present arrangement to be more appropriate. Hence, we do not propose to bring any change thereto.

**Recommendation 4**

**5.3.16** We recommend that the monthly allowance payable to the General Practitioner *formerly MHO/SMHO* who is assigned the duties of Health Coordinator should be revised to Rs 2200.

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	<b>SOCIAL SECURITY DIVISION</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>23 069 090</b>	<b>Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Manager, Social Security
<b>23 065 084</b>	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Principal Social Security Officer
<b>23 056 080</b>	<b>Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Senior Social Security Officer
<b>23 049 076</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Higher Social Security Officer
<b>23 039 073</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Social Security Officer
<b>25 028 061</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215</b> Painter

Salary Code	Salary Scale and Grade
24 021 052	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Social Security Attendant  <b>DISABILITY EMPOWERMENT UNIT</b>
23 049 084	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 66050</b> Disability Empowerment Officer/Senior Disability Empowerment Officer
09 034 072	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Community Health Rehabilitation Officer  <b>RECREATION CENTRE</b>
23 041 079	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> <i>Rs 18925 – 44800</i> Organising Officer, Recreation Centre (New Grade)



## **5.4 Prisons and Reforms Institutions**

- 5.4.1 The main aim of the Prisons and Reforms Institutions is to serve the society by keeping detainees in safe, humane custody, preparing them for a useful and normal life and ensuring a safer Republic through best correctional practice and rehabilitation. To this end, these institutions strive for the reduction of crime, suicide and protection of the public.

### **Rodrigues Prison Service**

- 5.4.2 The objectives of the Rodrigues Prison Service (RPS) are to ensure improvement in the prison standards for better custody and security of detainees; rehabilitate detainees through educational and vocational training; and to develop an expanded and sustainable network of Non-Governmental Organisations. The RPS comprises only one prison which is located at Pointe La Gueule. Presently, it has a staff strength of 54 Prisons Officers and around 51 detainees.
- 5.4.3 At the apex of the Institution is a Superintendent of Prisons who is assisted in the performance of his duties by officers from the rank of Prisons Officer/Senior Prisons Officer up to the level of Assistant Superintendent of Prisons.
- 5.4.4 Unions requested for the grant of allowances in line with what obtain at the Mauritius Prisons Service (MPS); duty free facilities for the purchase of a car; and the setting up of a Trade Section, while both Management and Unions stressed on the creation of a few grades. The Bureau has examined the proposals and is recommending as per the ensuing provisions.

### **Lead Prisons Officer**

- 5.4.5 As per existing provisions:
- (i) Prisons Officer/Senior Prisons Officers should be known as “Lead Prisons Officer” on completing 15 years of service, subject to being favourably reported on their performance, conduct and attendance;
  - (ii) Management should assign additional responsibilities to the “Lead Prisons Officer” and the latter should be given the authority to control Prisons Officer/Senior Prisons Officers and oversee a Ward/Unit/Section on night shift, among others; and
  - (iii) a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the “Lead Prisons Officer”.

**These provisions are appropriate and should be maintained.**

### **Bank Scheme - Prisons Officers**

#### **Recommendation 1**

- 5.4.6 **We recommend that eligible officers working under the Bank Scheme - Prisons Officers and who would be called upon to attend duty in emergency**

cases, should be paid an allowance of Rs 745 for the first three hours and thereafter on a *pro rata* basis for any additional hour put in.

## Allowances

### Recommendation 2

5.4.7 We recommend that the quantum of the existing allowances payable in the Prisons Service should be as displayed in the table below:

Allowances	Eligible Officers	Monthly Quantum/Rate (Rs)
<b>Dog Training Allowance</b>	Prisons Officers posted in the Dog Section and required to train dogs	845
<b>Night Duty Allowance</b>	(i) Officers of the Prisons Officer Cadre up to the grade of Assistant Superintendent of Prisons who effectively work on night shift; and  (ii) Prisons Officers up to the rank of Assistant Superintendent of Prisons who perform day duty but are called upon to work at night.	25% of the normal rate per hour for the hours between 2300 hours and 0500 hours
<b>Night Attendance Bonus</b>	Prisons staff up to the grade of Principal Prisons Officer who attend duty on all scheduled nights during the month  Principal Prisons Officer reckoning:  (i) up to 10 years' service  (ii) over 10 years' service  Prisons Officer/Senior Prisons Officer reckoning:  (i) up to 10 years' service  (ii) over 10 years' service	    855  1020   695  855
<b>Risk Allowance</b>	Staff of the Rodrigues Prison Service performing operations duties up to the grade of Superintendent of Prisons	One and a half increments at the initial of their salary scale, subject to a maximum of Rs 1045



Allowances	Eligible Officers	Monthly Quantum/Rate (Rs)
Special Allowance to Prisons Security Squad	Officers of the Prisons Security Squad	1615
Trade Allowance	Prisons Officer/Senior Prisons Officer posted in the Trades Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.	440

### Rent Allowance

#### Recommendation 3

5.4.8 We recommend that officers of the Rodrigues Prisons Service who perform operations duties and do not occupy Government quarters should be eligible for the following monthly Rent Allowance:

Grade	Amount (Rs)
Superintendent of Prisons	1435
Assistant Superintendent of Prisons	1240
Principal Prisons Officer	1060
Prisons Officer/Senior Prisons Officer Woman Prisons Officer/Senior Woman Prisons Officer	855

### Attending Duty During Emergencies

#### Recommendation 4

5.4.9 We recommend that Prisons Officers up to the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should be paid an allowance at the normal hourly rate for such period of duty, if they cannot be granted time-off within a period of four months.

### Pregnant Officers of the Prisons Officer Cadre

5.4.10 A specific provision exists to safeguard the health of pregnant officers of the Prisons Officer Cadre. We are, in this Report, enhancing this provision.

## **Recommendation 5**

### **5.4.11 We recommend that:**

- (i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the Prisons Officer Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and**
- (ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.**

## **Injury Leave**

**5.4.12** Exceptionally, an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, is equally eligible for Injury Leave as per provisions laid down subject to satisfying set criteria. We are reiterating this provision.

## **Recommendation 6**

**5.4.13** We recommend that an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should be eligible for Injury Leave as per provisions laid down in Chapter – Conditions of Service: Injury Leave in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or duty finishes.

## **Medical Examination**

### **Recommendation 7**

**5.4.14** We recommend that Management should continue to make the necessary arrangements for all officers of the Prisons Officer Cadre:

- (i) to undergo a medical examination once every two years to ensure their fitness for the job; and**
- (ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

**5.4.15** We further recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.43 (c) (i) and (ii) of Volume 1 of this Report for shift workers.

## **Early Retirement Scheme**

**5.4.16** Officers of the Prisons Officer Cadre appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are equally eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to

qualify for full pension after completing 34½ years of service. Specific provision also exists for officers of the Prison Officer Cadre, in post as at 30 June 2008, to benefit from the early retirement scheme applicable as at that date. **We are maintaining the existing recommendations.**

#### **Special Provision for officers of the Disciplined Forces working on shift**

5.4.17 To ensure the operational efficiency of the Rodrigues Prison Service, a few category of Prisons Officers forego their Casual Leave. Hence, the Bureau, in its last Report, introduced the refund of untaken Casual Leave to compensate those officers who do not get the opportunity to avail of their leave entitlement. As this provision is fit for purpose, we are replicating same.

#### **Recommendation 8**

5.4.18 **We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who effectively work on shift should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**

5.4.19 **We additionally recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.**

#### **Once-in-a-Career Performance Bonus**

#### **Recommendation 9**

5.4.20 **We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a ‘Once-in-a-Career Performance Bonus’ equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:**

- (i) **served for a period of at least 10 years in the Rodrigues Prison Service;**
- (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (iii) **not been adversely reported upon on ground of conduct.**

**Prisons Welfare Officer**

- 5.4.21 In line with what has been recommended for the grade of Prisons Welfare Officer in the MPS, we are amending the qualifications requirement of the said grade.

**Recommendation 10**

- 5.4.22 We recommend that henceforth, the grade of Prisons Welfare Officer should be filled by selection from among officers of the Rodrigues Prison Service who are members of the Disciplined Force and who reckon at least five years' service in a substantive capacity in the Rodrigues Prison Service as well as possess a Diploma in Social Work or an equivalent qualification. In the absence of qualified serving officers, the post should be filled by selection from among candidates possessing a Diploma in Social Work or an equivalent qualification and reckoning at least seven years' experience in Social and Welfare Work.

**Prisons Health Service Unit****Prisons Health Service Officer (Male) (New Grade)****Prisons Health Service Officer (Female) (New Grade)**

- 5.4.23 Both Management and Union requested for the creation of a grade of Prisons Health Service Officer to provide primary medical treatment to detainees at the prison itself, thus, reducing their exposure in Public Health Institutions. The Bureau is recommending accordingly.

**Recommendation 11**

- 5.4.24 We recommend the creation of the grades of Prisons Health Service Officer (Male) and Prisons Health Service Officer (Female) respectively. Appointment thereto should be made by selection from among candidates who are fully registered as a Nurse in accordance with Section 22 of the Nursing Council Act and who are computer literate.
- 5.4.25 Incumbent in both grades would be called upon, among others, to: attend to sick detainees admitted to the Prisons Hospital; accompany detainees requiring medical treatment at a public hospital; provide care relating to the personal hygiene of sick detainees; administer/dispense medicines and drugs and to do dressings and injections including intravenous injections as directed by the Prisons Medical Officer; participate in the rehabilitation programme for substance abusers and detainees living with HIV/AIDS; and ensure that all forms of prescribed treatment are carried out.

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	<b>PRISONS AND REFORMS INSTITUTIONS</b>
<b>17 071 089</b>	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500</b> Superintendent of Prisons
<b>17 065 083</b>	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Assistant Superintendent of Prisons Prisons Welfare Officer
<b>17 056 077</b>	<b>Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500</b> Principal Prisons Officer Principal Woman Prisons Officer
<b>17 039 074</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Prisons Officer/Senior Prisons Officer Woman Prisons Officer/Senior Woman Prisons Officer
<b>17 050 081</b>	<b>Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Prisons Health Service Officer (Female) (New Grade) Prisons Health Service Officer (Male) (New Grade)

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## **5.5 Probation and Social Rehabilitation Unit**

- 5.5.1 The objectives of the Probation and Social Rehabilitation Unit are, *inter alia*, to supervise, advise and help offenders to re-integrate the society and to carry out independent social enquiry service for the Courts, the Director of Public Prosecutions and other institutions.
- 5.5.2 A Head, Probation Service is responsible for the management as well as administration of the Probation and Social Rehabilitation Unit in the RRA and is supported by officers in the Probation Officer Cadre.
- 5.5.3 Requests were received from the staff side mainly for the creation of specific grades and a review of salary scales along with upgrading of qualifications requirement for the grade of Probation Officer. Management, on the other hand, had no proposals.
- 5.5.4 The existing structure is being maintained while specific provisions are being made in line with what obtain in the Civil Service.

### **Additional duties in connection with the Children's Act**

#### **Recommendation 1**

- 5.5.5 **We recommend that officers in the grades of Probation Officer and Senior Probation Officer in post as at 31 December 2025 should be granted two additional increments on conversion, subject to top salary of the grades, for performing additional duties in connection with the Children's Act.**
- 5.5.6 **We also recommend that payment of the monthly allowance equivalent to two increments at salary point reached to Probation Officers and Senior Probation Officers should lapse.**
- 5.5.7 **We further recommend that the schemes of service of grades in the Probation Officer Cadre should be amended to include duties pertaining to the Children's Act. This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

### **On-Call and In-Attendance Allowances**

#### **Recommendation 2**

- 5.5.8 **We recommend that incumbents in the grades of Probation Officer and Senior Probation Officer should be paid On-call and In-attendance Allowances as follows:**

Period	"On-call" Allowance	"In-attendance" Allowance during On-call
<b>Weekdays</b> 1600 hours to 0900 hours the following day	<b>Rs 195 daily</b>	<b>Rs 95 per hour of attendance up to a maximum of Rs 570 per day/night period</b>
<b>Saturdays, Sundays and Public Holidays</b> 0900 hours to 0900 hours the following day	<b>Rs 290 daily</b>	<b>Rs 95 per hour of attendance up to a maximum of Rs 760 per day/night period</b>

### Probation Officer

#### Recommendation 3

**5.5.9 We recommend that incumbents in the grade of Probation Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to a salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

5.5.10 Officers in the grade of Probation Officer who possess a Diploma in Social Work or an equivalent qualification are allowed to move beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This provision is still valid and should continue.**

#### Black Jacket Allowance to Probation Officer

5.5.11 An annual Black Jacket Allowance is paid to officers of the Probation Officer Cadre who are required, by nature of their duties, to appear in court in a black jacket and tie. The quantum of the allowance is being revised.

#### Recommendation 4

**5.5.12 We recommend that the Black Jacket Allowance payable to officers of the Probation Officer Cadre, who are required by nature of their duties to appear in Court in a black jacket and tie, be revised to Rs 3340 annually.**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>PROBATION AND SOCIAL REHABILITATION UNIT</b>
<b>23 063 085</b>	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Head, Probation Service
<b>23 057 083</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Senior Probation Officer
<b>23 041 081</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950 x 1450 - 58850 x 1750 - 60600</b> Probation Officer
<b>17 036 071</b>	<b>Rs 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Officer, Rehabilitation Youth Centre

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## **6. COMMISSION FOR WOMEN'S AFFAIRS, FAMILY WELFARE, CHILD DEVELOPMENT, CONSUMER PROTECTION, PRICE FIXING UNIT AND HANDICRAFT**

### **6.1 Women's Affairs, Family Welfare and Child Development Division**

- 6.1.1 The Division comprises the Women's Affairs Unit, the Family Welfare Unit and the Child Development Unit. The main function of the Women's Affairs Unit is to empower women for their advancement. Its Family Welfare and Protection Unit promotes family welfare through a better understanding of the role, rights and duties of each component of the family. The implementation of policies and programmes for the welfare and protection of children, among others, devolve on the Child Development Unit.
- 6.1.2 A Head, Gender, Family Welfare and Child Development is responsible to the Departmental Head for the overall management of the Gender, Family Welfare and Child Development Units, among others. The Division is staffed by officers in the grades of Family Counselling Officer and Family Welfare and Protection Officer. As the grade of Psychologist on the establishment is currently vacant, a Psychologist/Senior Psychologist from the Ministry of Gender Equality and Family Welfare is posted on a tour of service to Rodrigues to service the Commission. We have been apprised that incumbent is equally called upon to service the Commission for Health, as and when required.
- 6.1.3 Both Management and the staff have requested for the creation of additional levels in view of the increasing number of cases related to child protection and family welfare; restyling of the grade of Psychologist; and payment of On-Call and In-Attendance Allowances as well as an allowance for providing clinical services. We have examined the proposals and are making appropriate recommendations for those which have been retained.

#### **Coordinator (New Grade)**

#### **Senior Family Welfare and Protection Officer (New Grade)**

- 6.1.4 According to Management, in view of the surge in the number of cases related to child protection and domestic violence, requests were made to reinforce the existing structure to enable the Division to deliver on its mandate. Considering the essence of the functions of this Division, we are making provision for polyvalent grades for a smooth delivery of services.

#### **Recommendation 1**

- 6.1.5 **We recommend the creation of a grade of Coordinator. Appointment thereto should be made by selection from among serving officers on the establishment of the Commission, who hold a substantive appointment and possess a Degree in Psychology or Sociology or Social Work or Social Studies or an equivalent qualification and reckon at least three years'**

**experience in a relevant field. In the absence of qualified serving officers on the establishment of the Commission, appointment should be made by selection from among candidates possessing the above qualifications and reckoning at least three years' experience in a relevant field.**

- 6.1.6 Incumbent would be required to, *inter alia*, assist the Head, Gender, Family Welfare and Child Development; plan and organise programmes and projects for the benefit of women, families and for protection against domestic violence; liaise with Governmental Organisations and Non-Governmental Organisations for the elaboration of schemes/programmes/projects and preparation of reports in respect of social welfare, women's affairs, children issues and family welfare; and assist in the implementation, monitoring and evaluation of Government projects/programmes relating to the protection as well as development of children, women and the community at large.

## **Recommendation 2**

- 6.1.7 We recommend the creation of a grade of Senior Family Welfare and Protection Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Family Welfare and Protection Officer reckoning at least four years' service in a substantive capacity in the grade.**

- 6.1.8 Incumbent would be required to, among others, plan, supervise, coordinate and monitor the work of Family Welfare and Protection Officers of the Unit; assist in the implementation, monitoring and supervision of Government projects/programmes on child development and protection, women empowerment as well as family welfare; assist in the organisation of conferences, seminars, exhibitions, competitions and other activities; and investigate into cases of violence in the family and abuse against children.

## **Scheme of Service – Head, Gender, Family Welfare and Child Development**

- 6.1.9 Request was made by both Management and the staff side to open appointment to the grade of Head, Gender, Family Welfare and Child Development to officers in the grade of Family Counselling Officer. Additionally, with the creation of the grades of Coordinator and Senior Family Welfare and Protection Officer, there is indeed need to bring consequential amendments to the scheme of service of the grade of Head, Gender, Family Welfare and Child Development. We are making appropriate provisions.

## **Recommendation 3**

- 6.1.10 We recommend that the scheme of service of the grade of Head, Gender, Family Welfare and Child Development be amended such that, henceforth, the post be filled by selection from officers in the grade of Coordinator who reckon at least five years' service in a substantive capacity in the grade and from serving officers who possess a Degree in Social Work/Sociology/Social Studies and reckon at least five years' service in a substantive**

capacity. In the absence of qualified serving officers, appointment should be made by selection from among candidates who possess a Degree in Social Work/Sociology/Social Studies and reckon at least five years' post-qualification experience in social work.

- 6.1.11 We also recommend that pending the filling of the post of Coordinator and for incumbent to be qualified for the post of Head, Gender, Family Welfare and Child Development, appointment thereto should be made by selection from among serving officers who possess a Degree in Social Work/ Sociology/ Social Studies and reckon at least five years' service in a substantive capacity. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the above qualifications and reckoning at least five years' post-qualification experience in social work.

#### **Child Care Worker (New Grade)**

- 6.1.12 Both Management and the staff side requested for the creation of a level to give assistance to the Family Welfare and Protection Officer in the handling of children during investigation for cases of child abuse. We have examined the proposal and are, therefore, recommending accordingly.

#### **Recommendation 4**

- 6.1.13 We recommend the creation of a grade of Child Care Worker. Appointment thereto should be made by selection from among candidates who possess a Cambridge School Certificate and reckon at least three years' experience in social work with children or child care or early childhood development.
- 6.1.14 Incumbent would be required to, *inter alia*, take care, under the general supervision of the Family Welfare and Protection Officer, of children victims of ill-treatment and abuse and to accompany them to police stations, courts, shelters, among others; look after, groom and feed children victims of abuse and neglect; and assist in the handling of children during an investigation.

#### **Commuted Allowance**

- 6.1.15 The Head, Gender, Family Welfare and Child Development is called upon to be "on-call" after normal working hours on Weekdays, during Weekends and Public Holidays to monitor and supervise the duties of the team. We are making provision for the payment of a commuted allowance.

#### **Recommendation 5**

- 6.1.16 We recommend that the Head, Gender, Family Welfare and Child Development be paid a monthly commuted allowance of Rs 1000 for monitoring and attending to cases related to child abuse/violence and domestic violence after normal working hours on Weekdays, during Weekends and Public Holidays.

## Family Welfare and Protection Officer

### Recommendation 6

**6.1.17** We recommend that officers in the grade of Family Welfare and Protection Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

### “On-Call” and “In-Attendance” Allowances

#### Recommendation 7

**6.1.18** We recommend that the “On-call” Allowance and “In-attendance” Allowance being paid to officers in the grade of Family Welfare and Protection Officer at the RRA who are “on-call” and required to attend to emergencies during “on-call” be revised as follows: -

Grade	Period	“On-call” Allowance	“In-attendance” Allowance
Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 195 daily	Rs 95 per hour of attendance up to a maximum of Rs 570 per day/night period
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 290 daily	Rs 95 per hour of attendance up to a maximum of Rs 760 per day/night period

### Risk Allowance

**6.1.19** The provision regarding the payment of a monthly Risk Allowance to Family Welfare and Protection Officers equivalent to one and a half increments at the initial of the salary scale is being retained.

#### Recommendation 8

**6.1.20** We recommend that Family Welfare and Protection Officers posted to the Women's Affairs, Family Welfare and Child Development Unit should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of the salary scale.

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>WOMEN'S AFFAIRS, FAMILY WELFARE AND CHILD DEVELOPMENT</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>23 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Head, Gender, Family Welfare and Child Development
<b>19 065 090</b>	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Psychologist
<b>23 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Coordinator (New Grade) Family Counselling Officer
<b>23 057 081</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Family Welfare and Protection Officer (New Grade)
<b>23 043 079</b>	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Family Welfare and Protection Officer
<b>23 035 070</b>	<b>Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900</b> Matron
<b>23 028 067</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990</b> Child Care Worker (New Grade)

Salary Code	Salary Scale and Grade
24 023 052	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Shelter Care Attendant (on shift)
25 021 051	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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## **6.2 Consumer Protection Division**

- 6.2.1 The role of the Consumer Protection Division is to protect consumers by ensuring compliance with consumer laws; educate consumers about their rights and responsibilities; and process complaints to the satisfaction of complainants or, otherwise, seek redress through legal means, among others.
- 6.2.2 The Officer-in-Charge, Consumer Affairs heads the Division and is responsible for its effective and efficient operation as well as administration. The latter is supported by officers in the Consumer Affairs Officer Cadre along with incumbents in General Services grades.
- 6.2.3 Management requested for the creation of a grade of Principal Consumer Affairs Officer. We have examined the request and are making provision for another level which is more appropriate for the Consumer Protection Division.

### **Assistant Officer-in-Charge, Consumer Affairs (New Grade)**

#### **Recommendation 1**

- 6.2.4 **We recommend the creation of a grade of Assistant Officer-in-Charge, Consumer Affairs. Appointment thereto should be made by promotion, on the basis of experience and merit, from Senior Consumer Affairs Officer who reckon at least two years' service in a substantive capacity in the grade.**
- 6.2.5 Incumbent would be required to, among others, assist the Officer-in-Charge, Consumer Affairs in the efficient and effective operation and administration of the Division; compile and analyse statistical data; examine reports and returns submitted by subordinate staff; ensure follow-up of prosecution work; supervise the preparation of case files for prosecution and attend court, when necessary; and represent the Commission on appropriate Boards and Committees.
- 6.2.6 **We further recommend that with the creation of the grade of Assistant Officer-in-Charge, Consumer Affairs, consequential amendments should be brought to the scheme of service of the grade of Officer-in-Charge, Consumer Affairs.**

### **Allowance to officers of the Consumer Affairs Officer Cadre**

- 6.2.7 An allowance is presently paid to officers of the Consumer Affairs Officer Cadre who possess specific communication skills and who are called upon to conduct and coordinate consumer education programmes/campaigns as well as to deliver talks through the media. We are maintaining this arrangement while revising the quantum of the allowance.

#### **Recommendation 2**

- 6.2.8 **We recommend that the allowance paid to officers of the Consumer Affairs Officer Cadre possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes/**

campaigns as well as delivering talks through the media, be revised to Rs 305 per session.

### Hours of Work

- 6.2.9 In accordance with the existing schemes of service, officers in the Consumer Affairs Officer Cadre may, in the performance of their duties, be called upon to work outside normal working hours, including Sundays and Public Holidays. **This element has been taken into consideration in determining the salary of these grades.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>CONSUMER PROTECTION DIVISION</b>
<b>18 071 089</b>	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500</b> Officer-in-Charge, Consumer Affairs
<b>18 067 087</b>	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Assistant Officer-in-Charge, Consumer Affairs (New Grade)
<b>18 062 085</b>	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Senior Consumer Affairs Officer
<b>18 055 082</b>	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Consumer Affairs Officer





### 6.3 Price Fixing Unit

- 6.3.1 The Price Fixing Unit (PFU) is responsible, among others, to: process refund of freight subsidies and wholesale profits; prepare costing forms for the fixing of maximum wholesale and retail prices of controlled commodities; keep records of all approved prices; and process and verify second schedules from importers of controlled commodities to be submitted to the Ministry of Commerce and Consumer Protection.
- 6.3.2 A vacant grade of Analyst (Trade) exists on the establishment of the Price Fixing Unit. For this review exercise, we have not received any representation from the staff side. Management on its part has requested to restyle the grade of Analyst (Trade) to Analyst (Commerce) and to grant 70% duty exemption on the purchase of a car to incumbents.
- 6.3.3 While examining the request for restyling, we observed that same is not appropriate, as the duties performed by an Analyst (Trade) and Analyst (Commerce) differ in terms of nature. We also noted that a grade of Analyst (Trade) equally exists at the Trade, Commerce and Licensing Unit. Considering the functions of the Price Fixing Unit, we hold that it is more meaningful to create a grade of Analyst (Commerce) which would be filled against the vacant post of Analyst (Trade). We are recommending along these lines.

#### Analyst (Commerce) (New Grade)

##### Recommendation 1

- 6.3.4 **We recommend the creation of a grade of Analyst (Commerce). Appointment thereto should be made by selection from among candidates possessing a Degree in Economics or Finance or Accounting or Management or Statistics or an equivalent qualification.**
- 6.3.5 Incumbent would be required, *inter alia*, to collect and analyse economic, market, social, environmental, financial, fiscal and other relevant information and/or data required for the attainment of objectives of the Unit; process and approve costing returns in relation to pricing of goods; carry out market research and surveys in order to meet the requirements and objectives of the Unit; and develop new mechanism and efficient method for monitoring and evaluating pricing policies and market analytics in line with best practices.

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 060 090	<p style="text-align: center;"><b>PRICE FIXING UNIT</b></p> <p><b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b></p> <p>Analyst (Commerce) (New Grade)</p>

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## 6.4 Handicraft Unit

- 6.4.1 The Handicraft Unit is responsible, among others, to provide long-term support to enable handicraft development as a means of income generation and livelihood; provide sustainable marketing platforms for Rodriguan artisans and craft groups; promote education and awareness of crafts through interactive programmes; strengthen the craft sector; and design and organise local, regional and international fairs to promote locally made handicraft products.
- 6.4.2 For this review exercise, the staff side did not make any representation. Management, on its part, requested for the creation of the grades of Enterprise Support Officer and Enterprise Development Officer to support entrepreneurs through the provision of various services, including business guidance, counselling, documentation and monitoring.
- 6.4.3 In view of functional requirement and importance of the handicraft sector for Rodrigues, we are recommending for the creation of the requested grades.

### Enterprise Development Officer (New Grade)

#### Recommendation 1

- 6.4.4 **We recommend the creation of a grade of Enterprise Development Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Economics or Entrepreneurial Management or Business Management or an equivalent qualification.**
- 6.4.5 Incumbent would be responsible for the implementation of policies and strategies and overall management of the Handicraft Unit; and would, *inter alia*, be required to: assist entrepreneurs through business guidance, counselling, documentations and mentoring services; promote skills and entrepreneurship development, quality improvement of product and services; provide technical assistance in developing marketing plans; and supervise the management of market fairs, craft markets and other sales points.

### Enterprise Support Officer (New Grade)

#### Recommendation 2

- 6.4.6 **We recommend the creation of a grade of Enterprise Support Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Marketing or Marketing Management or Management or Accounting or Business or an equivalent qualification.**
- 6.4.7 Incumbent would be required, among others, to: assist entrepreneurs in the promotion and sales of their products; record and provide feedback on sales made by entrepreneurs; assist in organising fairs and exhibitions; disseminate and communicate information to the public on matters relating to local handicraft products; and produce statistics and reports, as and when required.

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>HANDICRAFT UNIT</b>
<b>02 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Enterprise Development Officer (New Grade)
<b>10 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Enterprise Support Officer (New Grade)
<b>18 043 078</b>	<b>Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Marketing Assistant (Handicraft) (Rodrigues) (Ex-SMEDA) (Personal)
<b>21 028 065</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b> Sales Person (Ex-SMEDA) (Personal)

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## **7. COMMISSION FOR TOURISM, EMPLOYMENT, LABOUR AND INDUSTRIAL RELATIONS AND INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS AND FIRE SERVICES**

- 7.0.1 The Commission has under its portfolio five Departments, that is, Tourism Development, Employment Division, Labour and Industrial Relations, Information and Communication Technology and Fire and Rescue Services.
- 7.0.2 It is responsible for the formulation and implementation of policy decisions regarding the areas of responsibility under its purview. The Commission aims to: consolidate the tourism sector as one of the main economic pillars of Rodrigues; position the island as a culturally distinct destination under the concept 'Ile Creole Ecologique'; provide assistance and guidance to jobseekers and facilitate their employment; protect workers' fundamental rights and promote good industrial relations practices; and promote as well as boost the development of the Information Technology and Telecommunications Sector.

### **7.1 Tourism Department**

- 7.1.1 The Tourism Department, among others, formulates policies related to tourism and regulates the tourism industry which contributes significantly to the economy of Rodrigues. Its activities are carried out through three units viz. Policy and Planning; Tourism Enterprise Licensing and Rodrigues Tourism Office.
- 7.1.2 The Head, Tourism leads the Department and is supported in the discharge of his duties by officers in the grades of Tourism Promotion Officer, Tourism Planner and Leisure Officer from the Policy and Planning Unit; Tourism Enforcement Officer from the Tourism Enterprise Licensing Unit; and Tourism Information Officer from the Rodrigues Tourism Office.
- 7.1.3 For this review exercise, the Unions and Management have requested for the Tourism Enterprise Licensing Unit to be reinforced with the creation of a level of Senior Tourism Enforcement Officer; restyling of the grades of the Policy and Planning Unit; and the provision of enhanced Conditions of Service to officers of the Department.
- 7.1.4 After examination and on the basis of the justifications submitted, we are providing for a grade of Senior Tourism Enforcement Officer and restyling the grades of Tourism Planner and Tourism Promotion Officer to more suitable appellations.

#### **Senior Tourism Enforcement Officer (New Grade)**

- 7.1.5 Request was made for the creation of a grade of Senior Tourism Enforcement Officer due to the continuous increase in the number of visitors in Rodrigues as well as activities related to tourism.

- 7.1.6 The Bureau has studied the request and in view of the justifications put forward, we are recommending accordingly.

### **Recommendation 1**

- 7.1.7 **We recommend the creation of a grade of Senior Tourism Enforcement Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Tourism Enforcement Officer who reckon at least four years' service in a substantive capacity in the grade.**

- 7.1.8 Incumbent would be responsible to the Head Tourism and be required to, among others: assist in the setting up of standards for operations in the tourism sector; examine applications for request and renewal of licenses for tourism businesses and enterprises and pleasure crafts; and inspect, follow up and report on the inspection and investigation into complaints in respect of tourism and tourism-related activities in order to ensure strict compliance with laws, norms and standards.

### **Senior Tourism Planning Executive formerly Tourism Promotion Officer**

### **Tourism Planning Executive formerly Tourism Planner**

- 7.1.9 As mentioned above, requests have been made for the restyling of the grades of Tourism Planner and Tourism Promotion Officer to more appropriate appellations on the ground that the current job titles do not accurately reflect the nature of duties performed, which are aligned with those of the officers of the Tourism Planning Executive Cadre on the Mauritian establishment.
- 7.1.10 We have, for this purpose, examined the Job Descriptions and responsibilities assigned to incumbents in both grades and are, as a result thereof, restyling the grades to job appellations that are more commensurate with the duties being carried out. We are also, reviewing the mode of appointment of the grade of Senior Tourism Planning Executive *formerly Tourism Promotion Officer* to cater for serving officers with relevant experience and aptitude as well as providing them an avenue of promotion.

### **Recommendation 2**

- 7.1.11 **We recommend that:**

- (i) **the grades of Tourism Planner and Tourism Promotion Officer be restyled Tourism Planning Executive and Senior Tourism Planning Executive respectively;**
- (ii) **the scheme of service of the grade of Senior Tourism Planning Executive *formerly Tourism Promotion Officer* be amended to reflect the duties being performed; and**

- (iii) henceforth, the grade of Senior Tourism Planning Executive *formerly Tourism Promotion Officer* should be filled by promotion, on the basis of experience and merit, of officers in the grade of Tourism Planning Executive *formerly Tourism Planner* reckoning at least five years' service in a substantive capacity in the grade.

#### Leisure Officer

#### Recommendation 3

7.1.12 We recommend that, henceforth, appointment to the grade of Leisure Officer should be made by selection from among candidates who possess a Diploma in the field of Leisure or a Diploma in Management with specialisation in Leisure or an equivalent qualification and who reckon at least two years' experience in the organisation of recreational and leisure activities.

7.1.13 The above element has been taken into consideration in arriving at the recommended salary scale of the grade.

#### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>TOURISM DEVELOPMENT</b>
10 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Head, Tourism
10 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Senior Tourism Planning Executive <i>formerly Tourism Promotion Officer</i>
10 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Tourism Planning Executive <i>formerly Tourism Planner</i>
18 067 085	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Tourism Enforcement Officer (New Grade)

Salary Code	Salary Scale and Grade
18 049 080	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Tourism Enforcement Officer
23 041 079	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Leisure Officer
10 033 072	<b>Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Tourism Information Officer

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## 7.2 Employment Division

- 7.2.1 The functions of the Employment Division comprise, among others, the registration and placement of jobseekers, including the redeployment of laid-off workers; training and placement of jobseekers under the different programmes and through workshops; facilitation of overseas employment opportunity including circular migration programme; and supply of database on unemployment for statistical purposes.
- 7.2.2 Overall management of the Division and its day-to-day administration currently rest upon the Head, Employment Service. He is assisted by officers in the Employment Officer Cadre.
- 7.2.3 Submissions were received from both the Management and staff side for the alignment of job appellations and salary of grades in the Employment Officer Cadre with what obtains in Mauritius.
- 7.2.4 The Bureau has examined the request and is recommending accordingly.

### Employment Counselling Officer Cadre

- 7.2.5 Following the enactment of the National Employment Act 2017, the structure of the Employment Officer Cadre in Mauritius was reviewed to Employment Counselling Officer Cadre. The Bureau has been apprised that officers of the Employment Service in the RRA are also implementing the National Employment Act 2017 and are performing same duties as their counterparts in Mauritius. We are, therefore, reviewing the structure at the RRA to be in line, to the extent possible, with that of Mauritius.

### Employment Counselling Officer (New Grade)

#### Recommendation 1

- 7.2.6 **We recommend the creation of a grade of Employment Counselling Officer. Appointment thereto should be made by selection from among candidates who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification.**
- 7.2.7 Incumbents would be required, *inter alia*, to perform the following duties based on the specific posting as outlined hereunder:
- (i) **Operational Unit:** provide vocational guidance and one-to-one counselling so as to assist jobseekers to develop skills through appropriate training in the achievement of their employment goals; and interview jobseekers to diagnose and assess their specific needs;
  - (ii) **Communication and Marketing Unit:** participate in sensitisation of jobseekers and employers on employment matters; and assist in the

preparation and design of pamphlets, flyers, brochures, posters and other publication materials;

- (iii) **Research and Development Unit:** contact employers to seek their participations in surveys; and compile list of vacancies for dissemination in the media; and
- (iv) **Training Programme Unit:** register jobseekers on the database for training programmes; and follow-up with employers regarding status of placement of trainees.

**7.2.8 We also recommend that the officers in the grade of Employment Officer holding a substantive appointment and who have satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Employment Counselling Officer.**

**7.2.9 We further recommend that officers in the grade of Employment Counselling Officer who possess the Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grade.**

**7.2.10 We additionally recommend that the grade of Employment Officer be made evanescent.**

#### **Senior Employment Counselling Officer (New Grade)**

##### **Recommendation 2**

**7.2.11 We recommend the creation of a grade of Senior Employment Counselling Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, from among officers in the grade of Employment Counselling Officer who reckon at least five years' service in a substantive capacity or an aggregate of five years' service in a substantive capacity in the grade of Employment Counselling Officer and the former grade of Employment Officer and who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification.**

**7.2.12 Incumbents would be required to perform the following duties, among others, based on the specific posting as outlined hereunder:**

- (i) **Operational Unit:** conduct assessment of the employability dimensions of jobseekers so as to determine the suitability for services; and provide and monitor one-to-one counselling to jobseekers until their employability and placement;

- (ii) **Communication and Marketing Unit:** organise outreach activities for sensitisation of jobseekers and employers on employment matters, including organisation of job fairs; and contact employers for dissemination of vacancies on the media;
- (iii) **Research and Development Unit:** perform job analysis exercise and prepare job description in connection with National Classification of Occupation; and maintain a database of employers, jobseekers and other stakeholders for surveys; and
- (iv) **Training Programme Unit:** liaise with employers and jobseekers to ensure the proper functioning of the training programmes; and verify applications received from employers for participation in training programmes.

**7.2.13 We also recommend that Senior Employment Officers holding a substantive appointment and who have satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Senior Employment Counselling Officer.**

**7.2.14 We further recommend that Senior Employment Counselling Officers who possess a Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to progress beyond the Qualification Bar (QB) provided in the salary scale for the grade.**

#### **Head, National Employment Department (New Grade)**

##### **Recommendation 3**

**7.2.15 We recommend the creation of a grade of Head, National Employment Department. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Employment Counselling Officer who reckon at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in a substantive capacity in the grade of Senior Employment Counselling Officer and the former grade of Senior Employment Officer who possess a Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualification and reckoning at least nine years' experience in any one of the fields listed above.**

**7.2.16 Incumbent would be required to, *inter alia*: control, supervise and co-ordinate the activities of the Division; disseminate labour market information on the demand and supply of skills to local employers, jobseekers and training institutions; ensure that employers and jobseekers comply with the provisions of the National**

Employment Act; and assist in the development of policies and ensure that they are properly implemented.

**7.2.17 We also recommend that the officer in the grade of Head, Employment Service holding a substantive appointment and who has satisfactorily followed the theoretical and on-the-job training course, dispensed by the "Pole Emploi" be given the option to join the grade of Head, National Employment Department.**

**7.2.18 We further recommend that the officer in the grade of Head, National Employment Department who possesses the Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing or an equivalent qualification should be allowed to proceed incrementally beyond the Qualification Bar (QB) in the recommended salary scale of the grade.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>EMPLOYMENT DIVISION</b>
<b>18 068 089</b>	<b>Rs 44960 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 75500</b> Head, National Employment Department (New Grade)
<b>18 064 082</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Head, Employment Service
<b>18 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 QB 60600 x 1750 - 62350</b> Senior Employment Counselling Officer (New Grade)
<b>18 049 080</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Senior Employment Officer
<b>18 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 QB 51200 x 1100 - 54500 x 1450 - 57400</b> Employment Counselling Officer (New Grade)

Salary Code	Salary Scale and Grade
18 035 073	<b>Rs 26645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Employment Officer (Personal to officers in post as at 31.12.25)

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### **7.3 Labour and Industrial Relations Division**

- 7.3.1 The functions of the Labour and Industrial Relations Division are, among others, to enforce all labour legislations regulating payment of remuneration and conditions of employment; inspect workplaces to ensure compliance with statutory regulations; provide information and advice on labour laws, industrial relations system to stakeholders to improve their labour relationship; and register associations, trade unions and their respective rules to enable these organisations to have a legal status.
- 7.3.2 It is currently headed by an Officer-in-Charge, Labour and Industrial Relations who is assisted by officers in the grades of Labour and Industrial Relations Officer and Inspector of Associations, as well as officers from the Occupational Safety and Health Officer Cadre.
- 7.3.3 Proposals from Management pertained mainly to the creation and restyling of grades; provision of duty exemption for the purchase of a vehicle; grant of Risk Allowance; and payment of Black Jacket Allowance to officers.
- 7.3.4 We are reinforcing the organisation structure of the Labour and Industrial Relations Division with additional levels and restyling the grade of Officer-in-Charge, Occupational Safety and Health.

#### **Principal Occupational Safety and Health Officer formerly Officer-in-Charge, Occupational Safety and Health**

##### **Recommendation 1**

- 7.3.5 **We recommend that the grade of Officer-in-Charge, Occupational Safety and Health be restyled Principal Occupational Safety and Health Officer. This element has been taken into consideration in arriving at the recommended salary of the grade.**

#### **Head, Occupational Safety and Health (New Grade)**

##### **Recommendation 2**

- 7.3.6 **We recommend the creation of a grade of Head, Occupational Safety and Health. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Principal Occupational Safety and Health Officer *formerly Officer-in-Charge, Occupational Safety and Health* who reckon at least four years' service in a substantive capacity in the grade and who possess a Degree in Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification.**
- 7.3.7 Incumbent would be required to, *inter alia*, be responsible for: the enforcement of the provisions of legislation relating to the safety, health and welfare of workers; inspecting major factories, investigating accidents and serious complaints as well

as advising employers on safety and health protective systems; guiding and supervising the work of subordinate staff; planning, organising and implementing training programmes on Occupational Safety and Health matters for workers/ employers; and dealing with applications of Job Contractor's Permits.

### **Senior Labour and Industrial Relations Officer (New Grade)**

- 7.3.8 Management requested for the creation of a grade of Senior Labour and Industrial Relations Officer. In view of the evolution of the duties of grades in the Unit, we are providing for this level.

### **Recommendation 3**

- 7.3.9 We recommend the creation of a grade of Senior Labour and Industrial Relations Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Labour and Industrial Relations Officer who reckon at least five years' service in a substantive capacity in the grade.**

- 7.3.10 Incumbent would be required to, among others: assist in the training of the Labour and Industrial Relations Officers; supervise and coordinate the work of officers under his responsibility; inspect places of employment so as to ensure compliance with statutory orders and provision of labour legislations; carry out investigations into labour complaints and conditions of employment as well as assist in the settlement of grievances; deal with and promote settlement of labour disputes through conciliation and mediation; and perform prosecution duties.

- 7.3.11 We also recommend that consequential amendments should be brought to the scheme of service of the grade of Officer-in-Charge, Labour and Industrial Relations following creation of the grade of Senior Labour and Industrial Relations Officer.**

### **Allowance to Officer-in-Charge, Labour and Industrial Relations**

- 7.3.12 The Officer-in-Charge, Labour and Industrial Relations is responsible for the management of the different units of the Division which includes ensuring enforcement of relevant legislations pertaining to labour and industrial relations, occupational safety and health, and registration of associations as per the scheme of service and Job Description Questionnaire. In view thereof, there is need to compensate the Officer-in-Charge, Labour and Industrial Relations for the additional responsibilities pending the filling of the post of Head, Occupational Safety and Health. We are recommending accordingly.

### **Recommendation 4**

- 7.3.13 We recommend that the Officer-in-Charge, Labour and Industrial Relations should be paid a monthly allowance equivalent to two increments at salary point reached to supervise and monitor the work of the officers of the**

**Occupational Safety and Health Officer Cadre pending filling of the post of Head, Occupational Safety and Health.**

**7.3.14 We further recommend that the allowance should lapse with the filling of the post of Head, Occupational Safety and Health.**

#### **Qualification Bar**

7.3.15 Currently, incumbents in the grade of Principal, Occupational Safety and Health Officer *formerly Officer-in-Charge, Occupational Safety and Health* who possess a Degree in Occupational Safety and Health or in Civil or Mechanical or Electrical or Chemical Engineering or an equivalent qualification are allowed to progress incrementally beyond the Qualification Bar (QB) in the salary scale. **This arrangement should continue to prevail.**

7.3.16 At present, officers in the grade of Labour and Industrial Relations Officer who possess a Diploma in Human Resource Management or an equivalent qualification are allowed to proceed incrementally beyond the Qualification Bar (QB) in their respective salary scale. **This provision is still valid.**

7.3.17 Officers in the grade of Inspector of Associations who have successfully completed all the papers of Fundamentals (Skills) *formerly Part II of the ACCA Examinations* or an equivalent qualification are allowed to proceed incrementally beyond the Qualification Bar (QB) in their respective salary scale. **We are maintaining this provision.**

### **SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>LABOUR AND INDUSTRIAL RELATIONS</b>
<b>18 067 086</b>	<b>Rs 43990 x 970 – 46900 x 1050 – 49000 x 1100 – 54500 x 1450 – 58850 x 1750 – 62350 x 1850 – 67900 x 1900 - 69800</b> Officer-in-Charge, Labour and Industrial Relations
<b>18 062 085</b>	<b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Senior Labour and Industrial Relations Officer (New Grade)
<b>18 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400</b> Inspector of Associations Labour and Industrial Relations Officer



Salary Code	Salary Scale and Grade
	<p style="text-align: center;"><b>OCCUPATIONAL SAFETY AND HEALTH</b></p> <p><b>18 072 090</b>    <b>Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 73600 QB 75500 x 2250 - 77750</b></p> <p>Head, Occupational Safety and Health (New Grade)</p> <p><b>18 062 087</b>    <b>Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 71700</b></p> <p>Principal Occupational Safety and Health Officer  <i>formerly Officer-in-Charge, Occupational Safety and Health</i></p> <p><b>18 049 083</b>    <b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b></p> <p>Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer</p>

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## **7.4 Information and Communication Technology**

- 7.4.1 The Information and Communication Technology (ICT) Department, which is headed by an ICT Manager, is responsible for the running and maintenance of all ICT infrastructure; the development of new systems and software; and the overall promotion of the ICT sector in Rodrigues. The ICT Manager is assisted in his tasks by officers belonging to the grades of Assistant Systems Analyst/Senior Assistant Systems Analyst and IT Technician (Roster). The professional grades on the establishment of the Department namely Assistant ICT Manager, Programme Officer (ICT) and Systems Analyst are vacant.
- 7.4.2 In the context of this review, no proposal was made regarding the organisation structure in place. However, both Management and the staff side requested for a review and alignment of the salary of certain grades with what prevails in the Civil Service. They further requested for the grant of allowance for performing higher duties and provision of enhanced Conditions of Service to which they were informed that appropriate provision exists already.

### **Assistant Systems Analyst/Senior Assistant Systems Analyst**

- 7.4.3 By virtue of existing provision, Assistant Systems Analyst/Senior Assistant Systems Analysts possessing a Degree in Computer Science or an equivalent qualification are allowed to move beyond the top salary based on certain conditions. We are maintaining same.

### **Recommendation 1**

#### **7.4.4 We recommend that Assistant Systems Analyst/Senior Assistant Systems Analysts who:**

- (i) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and possessed a Degree in Computer Science or an equivalent qualification, should be allowed to move incrementally in the Master Salary Scale up to the salary point Rs 75500 on a personal basis; and**
- (ii) were in post as at the eve of the publication of the 2021 PRB Report, that is, 13 October 2021, and obtained the above mentioned qualification after that date AND those who joined the grade as from the date of publication of the 2021 PRB Report, that is, 14 October 2021, and possess the additional qualification, should be allowed to move incrementally in the Master Salary Scale by one increment;**

**provided that they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>INFORMATION AND COMMUNICATION TECHNOLOGY</b>
<b>04 079 098</b>	<b>Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> ICT Manager
<b>04 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Assistant ICT Manager
<b>04 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Programme Officer (ICT) Systems Analyst
<b>04 049 087</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700</b> Assistant Systems Analyst/Senior Assistant Systems Analyst
<b>04 050 082</b>	<b>Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> IT Technician (Roster)
<b>24 028 065</b>	<b>Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 42050</b> ICT Laboratory Auxiliary

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## 7.5 Rodrigues Fire and Rescue Service

- 7.5.1 Operating under the *aegis* of the Commission for Tourism & Others, the main aim of the Rodrigues Fire and Rescue Service (RFRS) is to protect life, property and environment against fire and provide support in rescue operations during natural calamities and major accidents. Presently, there are two Fire and Rescue Services Stations situated at Camp du Roi and Mont Plaisir. The RFRS is headed by an Officer-in-Charge who is supported by officers of the Firefighter Cadre.
- 7.5.2 For this review, representations were made for the alignment of salary; review of allowances; provision of training; grant of duty free facilities; and increase in establishment size. The Bureau provided appropriate explanations regarding requests which cannot be acceded to and those which do not fall under its purview. After examining the proposals, we are enhancing the existing structure and making provision for the payment of new allowances while reviewing the existing ones.

### Lead Firefighter (New Grade)

- 7.5.3 As per existing provision, Firefighters are departmentally known as “Lead Firefighter” on completing 15 years of service in the grade on account of being favourably reported on his performance, conduct and attendance. As Lead Firefighters, incumbents are assigned additional responsibilities against payment of a monthly allowance equivalent to two increments at the point reached in the salary scale. For this review, we are creating a grade of Lead Firefighter in line with what has been recommended in the Mauritius Fire and Rescue Service (MFRS).

### Recommendation 1

- 7.5.4 **We recommend the creation of a grade of Lead Firefighter. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Firefighter who reckon at least 15 years’ service in a substantive capacity in the grade.**
- 7.5.5 Depending on their posting, incumbents would be required, *inter alia*, to: assist the Sub Fire Officer in the performance of his duties; conduct fire investigation and advise accordingly; take charge of a crew of Firefighters during an emergency as well as for activities in connection with fire safety, community emergency preparedness and training in-house; act as Sector Officer/Command Post in major fire outbreak; perform administrative duties wherever posted; and attend as well as assist in the supervision of change of shift parade, familiarise with all relevant provisions of legislations, Fire Service Orders, Standard Operating Procedures, among others.
- 7.5.6 **We also recommend that pending the filling of the post of Lead Firefighter, the existing provision governing the grant of a monthly allowance**

equivalent to two increments at the salary point reached to the Firefighters should continue to prevail.

- 7.5.7** We further recommend that, with the creation of the grade of Lead Firefighter, consequential amendments need to be brought to the scheme of service of the grade of Sub Fire Officer.

#### **Risk Allowance**

#### **Recommendation 2**

- 7.5.8** We recommend that officers of the Firefighter Cadre, up to the Divisional Fire Officer performing operational duties, should be paid a monthly Risk Allowance equivalent to one and a half increments at the initial point of their respective salary scale, subject to a maximum of Rs 1045.

#### **Pregnant Officers of the Firefighter Cadre**

- 7.5.9** With a view to safeguarding the health of Pregnant Officers and ensuring that they are provided with safe and comfortable working conditions during pregnancy, the Bureau is making appropriate provision.

#### **Recommendation 3**

- 7.5.10** We recommend that:

- (i) Management considers the advisability, to the extent possible, of relieving pregnant officers of the Firefighter Cadre from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement; and
- (ii) Notwithstanding the above, where the health of the officers or that of their unborn child may be at risk, Management may, on a case-to-case basis, relieve the officers from such duties at any point in time during the pregnancy.

#### **Bank Scheme - Fire Officers**

#### **Recommendation 4**

- 7.5.11** We recommend that officers in the grades of Firefighter, Sub Fire Officer and Station Fire Officer who form part of the Bank Scheme - Fire Officers and who are recalled for duty whilst on leave or off duty to perform in emergencies or at private premises regarding fire prevention or to palliate any shortage of staff, should be paid a revised allowance as per the Table below for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in:

Grade	Amount (First 3 hours) Rs
Firefighter	745
Sub Fire Officer	805

Grade	Amount (First 3 hours) Rs
Station Fire Officer	870

### Attending duty during emergencies

#### Recommendation 5

- 7.5.12 We recommend that officers of the Firefighter Cadre who do not form part of the Bank Scheme - Fire Officers and are required to attend their site of work to cater for normal interventions whilst being on leave or off duty, should be granted equivalent time-off for the number of hours put in. In the event time-off cannot be granted within a period of four months, the officer should be paid an allowance based on his normal hourly rate for every hour put in.

### Night Duty Allowance

#### Recommendation 6

- 7.5.13 We recommend that officers of the Firefighter Cadre who effectively perform night shift and officers of the Firefighter Cadre up to Divisional Fire Officer who perform day duty but are called upon to work at night, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours.

### Maintenance and Repair Allowance

#### Recommendation 7

- 7.5.14 We recommend that the monthly allowance presently payable to officers of the Firefighter Cadre who maintain and repair radio telephone equipment and breathing apparatus be revised to Rs 445.

### Allowance for driving Heavy Specialised Vehicles

#### Recommendation 8

- 7.5.15 We recommend the payment of a monthly allowance equivalent to one increment at the initial point of their respective salary scale to officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialised vehicles.

### Rent Allowance

#### Recommendation 9

- 7.5.16 We recommend the continued payment of the ensuing monthly Rent Allowance to eligible officers:

Grade	Amount (Rs)
Firefighter	770

Grade	Amount (Rs)
Sub Fire Officer	830
Station Fire Officer	855
Senior Station Fire Officer	960
Divisional Fire Officer	1060
Officer-in-Charge, Fire and Rescue Service	1240

### Trainer's Allowance

7.5.17 In line with what obtains at the MFRS, the Bureau on an *ad hoc* basis, extended the payment of a monthly Trainer's Allowance to qualified officers of the RFRS who are designated to act as Trainers in the Training Unit to train newly recruited Firefighters. We are maintaining this provision while revising the quantum.

### Recommendation 10

**7.5.18 We recommend that qualified officers possessing the necessary skills, as approved by the Officer-in-Charge and who act as Trainer, should be paid a monthly allowance of Rs 1700.**

### Special Duty Allowance

7.5.19 The RFRS comprises two specialised units, viz, the Fire Safety Division and the Management Support Unit. A request was made by Management, on an *ad hoc* basis, to extend the Special Duty Allowance presently granted in the MFRS to officers in the Firefighter Cadre of the RRA for performing specific duties of a specialised nature when posted at the Specialised Units, to which the Bureau raised no objection. We are, therefore, replicating this provision.

### Recommendation 11

**7.5.20 We recommend that officers in the Firefighter Cadre who are posted at the Specialised Units should be paid a monthly Special Duty Allowance equivalent to two increments at the point reached in their respective salary scale, for performing specific duties of a specialised nature.**

### Medical Examination

### Recommendation 12

**7.5.21 We recommend that Management should make necessary arrangements for officers of the Firefighter Cadre to undergo a medical examination, at such frequency deemed necessary, to ensure their fitness for the job.**

### Early Retirement Scheme

7.5.22 Officers of the Firefighter Cadre who have been appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them

to qualify for full pension after completing 34½ years of service. However, officers in post as at 30 June 2008 benefit from the early retirement scheme applicable as at that date. **We are maintaining the existing recommendation.**

### **Special Provision for officers of the Disciplined Forces working on shift**

- 7.5.23 Very often officers in the grades of Firefighter up to Station Fire Officer who work on shift do not have the opportunity to avail of their Casual Leave entitlement due to exigencies of service. Consequently, with a view to compensating these officers for foregoing their Casual Leave to ensure service continuity, the Bureau in its 2021 Report, introduced the refund of their unutilised casual leaves up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year. This provision is being maintained.

### **Recommendation 13**

- 7.5.24 **We recommend that officers in the grades of Firefighter up to Station Fire Officer who effectively work on shift should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**
- 7.5.25 **We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.**

### **Once-in-a-Career Performance Bonus**

#### **Recommendation 14**

- 7.5.26 **We recommend that officers in the grades of Firefighter up to Senior Station Fire Officer, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once-in-a-Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:**
- (i) **served for a period of at least 10 years in the Rodrigues Fire and Rescue Service;**
  - (ii) **been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
  - (iii) **not been adversely reported upon on ground of conduct.**



**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>RODRIGUES FIRE AND RESCUE SERVICE</b>
<b>07 072 091</b>	<b>Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000</b> Officer-in-Charge, Fire and Rescue Service
<b>07 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Divisional Fire Officer
<b>07 060 080</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850</b> Senior Station Fire Officer
<b>07 053 077</b>	<b>Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500</b> Station Fire Officer
<b>07 051 074</b>	<b>Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Sub Fire Officer
<b>07 050 073</b>	<b>Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100</b> Lead Firefighter (New Grade)
<b>07 039 071</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 QB 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Firefighter





## **8. COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, MUSEUMS, ARCHIVES, HISTORICAL SITES AND BUILDINGS AND LIBRARY SERVICES**

- 8.0.1 This Commission has under its *aegis* the responsibility of four main areas, namely: Youth Services and Sports; Arts and Culture; Archives, Museum, Historical Sites and Buildings; and Library Services.
- 8.0.2 Its objects are, *inter alia*, to create an enabling environment that would permit the development of a world class youth for Rodrigues to shine in the Island and internationally; promote mass and elite sports at the local, regional, national and international level; promote the reading culture among the Rodriguan Population; promote the development of a creative and cultural economy; and foster the preservation of history and heritage.

### **8.1 Youth and Sports**

#### **Youth Services Division**

- 8.1.1 The Youth Services Division is responsible to: promote the active participation of the young people of Rodrigues in the social, economic and cultural development of Rodrigues and to be partners in decision making process; be a driver and facilitator for the development of effective and efficient youth oriented programmes along with activities through tailor-made courses, recreational activities, among others; and improve employment opportunities for youth through training, support services and improved policies.
- 8.1.2 It is managed by a Head, Youth Services who is supported by officers in the grades of Principal Youth Officer, Senior Youth Officer, Youth Officer and Organising Officer (Youth Counselling Centre).
- 8.1.3 Representations from the staff side were geared towards the creation of grades and grant of duty exemption facilities for the purchase of a car to specific grades. Management also made proposals for the creation of additional levels along with an upward review of the salary of the Youth Officer Cadre.
- 8.1.4 We have examined the proposals and we consider that the prevailing structure of the Youth Services Division is adequate to meet its objectives. We are, nonetheless, making provision for Youth Officers who possess a Degree to move incrementally in the Master Salary Scale.

#### **Recommendation 1**

- 8.1.5 We recommend that officers in the grade of Youth Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 58850 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

## Youth Officer

- 8.1.6 Incumbents in the grade of Youth Officer possessing a Diploma in Social Work or an equivalent qualification are allowed to proceed incrementally beyond the QB in the salary scale recommended for the grade. **This provision should continue to be applicable.**

## Sports Division

- 8.1.7 The Sports Division is responsible, *inter alia*, to create a safe, comfortable and enabling environment for the development of sports in Rodrigues; promote elite sport; promote the development of physical and moral qualities as backbone of sports; provide adequate and decent information for the practice of sports in Rodrigues; and act as a facilitator for sports organisations recognised by the Commission.
- 8.1.8 A Head, Sports oversees the efficient operation of the Sports Division's activities. The latter is supported by officers in the grades of Sports Officer, Senior Coach, Coach, Technician (Youth and Sports) along with officers from the General Services grades and employees of the Workmen's Group.
- 8.1.9 Currently, the Sports Officer Cadre consists of a two-level structure. Both Management and the staff side have represented that there is need to create one additional level. We have examined the request and are making appropriate recommendations.

## Senior Sports Officer (New Grade)

### Recommendation 2

- 8.1.10 **We recommend the creation of a grade of Senior Sports Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Sports Officer who reckon at least four years' service in a substantive capacity in the grade.**
- 8.1.11 Incumbent would be required, *inter alia*, to: co-ordinate and monitor the work of Sports Officers and officers in the Coach Cadre; advise on and assist in the promotion, planning and organisation of sports activities in general; monitor and co-ordinate sports activities at regional and national levels; and be responsible for the management of sports infrastructure.
- 8.1.12 **We also recommend that consequential amendments should be brought to the scheme of service of the grade of Head, Sports following the creation of the grade of Senior Sports Officer.**

**Coach Cadre****Recommendation 3**

- 8.1.13 We recommend that new recruits who join the grade of Coach and who would be required to conduct coaching session in swimming should draw salary point of Rs 28865.**

**Senior Technician (Youth and Sports) (New Grade)**

- 8.1.14 Both Management and Union have emphasised on the need for a level to exercise supervision on the Technicians (Youth and Sports) and ensure the smooth maintenance of electronic equipment and lighting systems of all infrastructures. Accordingly, they proposed for the creation of a grade of Senior Technician (Youth and Sports). After examination, we are recommending along these lines.

**Recommendation 4**

- 8.1.15 We recommend the creation of a grade of Senior Technician (Youth and Sports). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technician (Youth and Sports) who reckon at least four years' service in a substantive capacity in the grade.**
- 8.1.16 Incumbent would be required, among others, to: organise and supervise the work of Technician (Youth and Sports); supervise the commissioning and installation, repair and maintenance of electro-mechanical equipment; and advise and make recommendations on plant replacement, repair and maintenance policy.

**Inspectorate Cadre**

- 8.1.17 Broad provisions concerning the Inspectorate Cadre have been made under the Public Infrastructure Department of this Volume.**

**Time-off Facilities****Recommendation 5**

- 8.1.18 We recommend that arrangements should continue to be made for officers of the Sports Officer Cadre and Coach Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly.**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>YOUTH SERVICES DIVISION</b>
<b>02 000 109</b>	<b>Rs 138000</b> Departmental Head
<b>23 071 090</b>	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Head, Youth Services
<b>23 063 085</b>	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900</b> Principal Youth Officer
<b>23 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Youth Officer (Personal)
<b>23 057 081</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Senior Youth Officer
<b>23 042 079</b>	<b>Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 QB 55950 x 1450 - 57400</b> Youth Officer
<b>26 053 076</b>	<b>Rs 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Inspector of Works
<b>23 039 076</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Organising Officer (Youth Counselling Centre) (Personal)

Salary Code	Salary Scale and Grade
<b>23 032 072</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Organising Officer (Youth Counselling Centre)
<b>24 025 055</b>	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Youth Centre Attendant (on roster)
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant

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**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
	<b>SPORTS DIVISION</b>
<b>06 077 096</b>	<b>Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750</b> Head, Sports
<b>06 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Sports Officer (New Grade)
<b>06 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Sports Officer
<b>06 057 082</b>	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Coach
<b>06 041 076</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400</b> Coach
<b>22 045 078</b>	<b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Senior Technician (Youth and Sports) (New Grade)
<b>22 037 074</b>	<b>Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Technician (Youth and Sports)
<b>24 030 063</b>	<b>Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110</b> Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster) <i>formerly Swimming Pool Attendant (on roster)</i>



Salary Code	Salary Scale and Grade
24 025 055	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Centre Care Attendant (Sports Division) (on roster) (New Grade)

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## 8.2 Arts and Culture Department

- 8.2.1 The Arts and Culture Department is responsible to inculcate a culture of excellence in arts and culture. To this end, it formulates policies, programmes and projects; promote arts and culture through cultural exchanges; provide assistance to artists; and promote Rodrigues culture and heritage.
- 8.2.2 Currently, the Head, Arts and Culture oversees the activities of the Department. Incumbent is supported by officers in professional and technical grades as well as employees of the Workmen's Group.
- 8.2.3 For this Report, Union and Management have, *inter alia*, requested to review upward the salary of the grade of Head, Arts and Culture, while reinstating that of Senior Culture Officer; strengthen the Culture Officer and Arts Officer Cadres by creating additional levels; create a supervisory position of Senior Technician (Light and Sound); and review the mode of appointment of the grade of Culture Officer to be restricted to Arts Officers.
- 8.2.4 The submissions have been examined and discussed with parties concerned during the consultative meetings. For requests that have been acceded to, appropriate provisions are being made in the ensuing paragraphs.

### Head, Arts and Culture

#### Senior Culture Officer (New Grade)

- 8.2.5 The Culture Officer Cadre presently comprises the grades of Head, Arts and Culture and Culture Officer. Further to an evolution in activities at the Arts and Culture Department, we are consolidating the Culture Cadre with a supervisory level and upgrading the Head, Arts and Culture, along with an enrichment of his duties, as he also oversees the Museum, Archives, Historical Sites and Buildings Division.

### Recommendation 1

- 8.2.6 **We recommend the creation of a grade of Senior Culture Officer. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Culture Officer who reckon at least five years' service in a substantive capacity in the grade.**
- 8.2.7 Incumbent would be responsible to the Head, Arts and Culture and be required to, among others, plan and organise activities; implement and monitor programmes for the protection of the artistic, cultural and historical heritage of Rodrigues; supervise and co-ordinate the work of Culture Officers and other officers working under his supervision; and liaise with and provide assistance to Commissions/Departments/ Divisions, Socio Cultural Organisations and artists.

## Recommendation 2

- 8.2.8 We recommend that, henceforth, appointment to the grade of Head, Arts and Culture, should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Culture Officer who reckon at least two years' service in a substantive capacity in the grade.**
- 8.2.9** The Head, Arts and Culture would additionally be required to, *inter alia*, assist and advise the Departmental Head on the formulation of policies, programmes and projects; advise on framing of appropriate legislation in the fields of Arts and Culture, Museum, Archives, Historical Sites; and design and mount staff development programme for officers in the two Divisions. **This element has been considered in arriving at the recommended salary of the grade.**

### Senior Technician (Light and Sound) (Roster) (New Grade)

#### Technician (Light and Sound) (Roster) *formerly Technician (Light and Sound)*

- 8.2.10** Management has requested for a supervisory level to oversee the work of the Technicians (Light and Sound). In view of the functional need for such a position, we are providing for the grade of Senior Technician (Light and Sound) (Roster). Moreover, we noted that according to the scheme of service of the grade of Technician (Light and Sound), incumbents are required to work on a roster (day) pattern of work. In light of the foregoing, we are reviewing the job appellation to reflect the work pattern. This element has been taken into account in arriving at the salary of the grade.

## Recommendation 3

- 8.2.11 We recommend that the grade of Technician (Light and Sound) be restyled Technician (Light and Sound) (Roster).**
- 8.2.12 We further recommend the creation of a grade of Senior Technician (Light and Sound) (Roster). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technician (Light and Sound) (Roster), *formerly Technician (Light and Sound)*, who reckon at least eight years' service in a substantive capacity in the grade.**
- 8.2.13** Incumbent would be responsible for the execution of works assigned to staff under his responsibility and all equipment issued to his team and required, among others, to: supervise and advise on technical matters in connection with sound and stage lighting equipment for indoor and outdoor events; manage and coordinate the work of technical staff; and implement a proper maintenance schedule of equipment and power plant.

### Height Allowance

- 8.2.14** Technicians (Light and Sound) are currently required in the performance of their duties to climb scaffolds of a height ranging from 20 to 30 feet in respect of rigging

and focussing projectors. We are providing for the payment of a Height Allowance to the officers, in line with what obtains for their counterparts in the Civil Service.

#### Recommendation 4

**8.2.15 We recommend that employees in the grades of Technician (Light and Sound) (Roster), *formerly Technician (Light and Sound)* and Senior Technician (Light and Sound) (Roster), who during the course of their duties effectively climb scaffolds of a height ranging from 20 to 30 feet for rigging and focusing projectors, be paid a Height Allowance at the rate of 80% of the normal hourly rate for every hour put-in in carrying out this task.**

#### Time-Off Facilities

**8.2.16 Officers in the grades of Culture Officer and Arts Officer (Rodrigues) are presently being granted time-off facilities for working outside normal office hours. In the event time-off cannot be granted within a period of four consecutive months, the officers are compensated at normal hourly rate. We are reviewing this provision.**

#### Recommendation 5

**8.2.17 We recommend that officers in the grades of Culture Officer, Senior Culture Officer and Arts Officer (Rodrigues) should be granted equivalent time-off for extra hours put in on a regular basis. However, where it has not been possible for Management to grant, upon application, time-off within a period of four consecutive months, the officers should be compensated at the normal hourly rate per extra hour, subject to having put in a minimum of either five (5) hours weekly or 15 hours monthly.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>ARTS AND CULTURE DEPARTMENT</b>
<b>05 079 096</b>	<b>Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750</b> Head, Arts and Culture
<b>05 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Culture Officer (New Grade)
<b>05 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Culture Officer

Salary Code	Salary Scale and Grade
<b>05 041 079</b>	<b>Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Arts Officer (Rodrigues)
<b>24 025 058</b>	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840</b> Attendant/Senior Attendant (Arts and Culture) (on roster)
<b>25 021 051</b>	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Tradesman's Assistant
<b>CULTURAL AND LEISURE CENTRE</b>	
<b>05 039 079</b>	<b>Rs 27905 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Theatre Organiser, Cultural and Leisure Centre
<b>22 045 078</b>	<b>Rs 29915 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Senior Technician (Light and Sound) (Roster) (New Grade)
<b>22 037 074</b>	<b>Rs 27265 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Technician (Light and Sound) (Roster) <i>formerly Technician (Light and Sound)</i>

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### **8.3 Museum, Archives, Historical Sites and Buildings Division**

- 8.3.1 The objects of the Museum, Archives, Historical Sites and Buildings Division are, among others to: promote and ensure the preservation of the collective memory of the nation and Rodriguan heritage and history; ensure the safeguarding of built heritage and intangible cultural heritage; and promote Rodriguan history.
- 8.3.2 The Head, Arts and Culture oversees the overall activities of the Division, which comprises the grades of Curator/Conservator, Archivist, Archives Officer/Senior Archives Officer, Conservation Assistant, Museum Technician and Museum Attendant (on roster). However, presently only the position of Archives Officer/Senior Archives Officer is filled.
- 8.3.3 For this review exercise, Union has, among others, requested to: demerge the grade of Curator/Conservator and create that of Museum Educator and Manager, Archives. Additionally, both Management and Union have proposed for the creation of a Heritage Unit, comprising a three-level structure.
- 8.3.4 The proposals have been examined and we consider that, at this juncture, it would be more rational to provide a first level to enable the establishment of a Heritage Unit. As regards the proposal to demerge the grade of Curator/Conservator, we consider that such a move would not be appropriate at this stage on efficiency ground, given the prevailing scope of activities at the Museum.

#### **Heritage Protection Assistant (New Grade)**

##### **Recommendation 1**

- 8.3.5 **We recommend the creation of a grade of Heritage Protection Assistant. Appointment thereto should be made by selection from among candidates who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced Level' or an equivalent qualification.**
- 8.3.6 Incumbent would be responsible to the Head, Arts and Culture, and called upon, to mainly assist in carrying out research and surveys on tangible and intangible heritage, the publication and dissemination of research and heritage materials, the cataloguing and classification of heritage data; and in the organisation of conferences at national and international level, seminars, workshops and training activities.

#### **Conservation Assistant**

- 8.3.7 In the last Report, provision was made for Management to sponsor officers in the grade of Conservation Assistant to follow a Certificate course in Archival Science. The Bureau has been apprised that this provision has not yet been

implemented as the grade is vacant. In such circumstance, we are reiterating the recommendation.

## Recommendation 2

**8.3.8 We recommend that Management of the RRA should make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).**

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>MUSEUM, ARCHIVES, HISTORICAL SITES AND BUILDINGS</b>
<b>05 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Curator/Conservator
<b>05 060 090</b>	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Archivist
<b>05 032 071</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 47950</b> Archives Officer/Senior Archives Officer
<b>05 034 070</b>	<b>Rs 26345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900</b> Museum Technician
<b>05 033 070</b>	<b>Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900</b> Heritage Protection Assistant (New Grade)
<b>05 032 069</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Conservation Assistant

Salary Code	Salary Scale and Grade
24 025 055	<b>Rs 23645 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 34160</b> Museum Attendant (on roster)

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## 8.4 Library Services

- 8.4.1 The Library Services is responsible to provide accessible information resources to the public. Its objectives are to: ensure a comprehensive record of Rodriguana collection focusing on documents relating to Rodrigues; collect Mauritiana publications, including electronic information resources; ensure that the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) allows for efficient and effective access to its collection and cultural activities are organised at a regular basis with all the Centre de Lecture d'Animation Culturelle (CLAC) services.
- 8.4.2 The Head, Library Services oversees the activities thereat and is supported in the discharge of his duties by officers in the grades of Librarian, Library Clerk/Senior Library Clerk and Library Auxiliary/Senior Library Auxiliary.
- 8.4.3 For this review exercise, the Union has mainly proposed the creation of a grade of Senior Library Officer to ensure proper coordination of the CLACs. Management has, on its side, requested the posting of a Library Officer at each CLAC and to abrogate the present provision for payment of an allowance to the Library Clerk/ Senior Library Clerk for performing additional duties.
- 8.4.4 After examining the various requests, we consider that creation of a grade of Senior Library Officer would not be appropriate at this stage, while the present arrangement for compensating Library Clerk/Senior Library Clerks should continue. As regards the posting of a Library Officer in each CLAC, such arrangement should be addressed administratively. In parallel, we are making an appropriate provision for the grade of Library Officer to be on the establishment of the Library Services.

### Library Officer

- 8.4.5 Presently, all grades of the Library Clerk/Senior Library Clerk Cadre are on the establishment of the Library Services except for that of Library Officer, which is on the establishment of the Human Resource Development Centre under the Deputy Chief Commissioner's Office. We consider that for a more effective service delivery, it would be more appropriate for the grade of Library Officer also to be on the establishment of the Library Services and incumbents be posted in other Departments/Units where their services are required.

### Recommendation 1

- 8.4.6 We recommend that the grade of Library Officer should, henceforth, be on the establishment of the Library Services and incumbents may be posted to relevant Departments/Units where there is need.**

### Allowance to officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues)

- 8.4.7 Currently, a monthly allowance is paid to officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues) for additional duties performed during and

after normal working hours, subject to satisfying certain conditions. We are maintaining this provision.

## Recommendation 2

**8.4.8 We recommend that officers in the grade of Library Clerk/Senior Library Clerk (Rodrigues) should be paid a monthly allowance of Rs 395 for performing additional duties, subject to the approval of the Head, Library Services and its payment be limited to the month during which the activities are conducted.**

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>LIBRARY SERVICES</b>
<b>05 075 094</b>	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Head, Library Services
<b>05 061 090</b>	<b>Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Librarian (Rodrigues)
<b>05 049 081</b>	<b>Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 60600</b> Library Officer
<b>05 032 072</b>	<b>Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000</b> Library Clerk/Senior Library Clerk (Rodrigues)
<b>05 029 031</b>	<b>Rs 24845 x 300 - 25445</b> Trainee Library Clerk

Salary Code	Salary Scale and Grade
24 024 057	<b>Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280</b> Library Auxiliary/Senior Library Auxiliary

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## WORKMEN'S CLASS

### GENERAL RECOMMENDATIONS

#### Risk Assessment Exercise

1. In the last Report, the *modus operandi* for risk assessment, as a whole, was revisited favouring a more decentralised approach. For this review, staff side requested that a Risk Assessment Exercise be carried out to identify instances whereby employees of the Workmen's Group are exposed to higher than normal risks. We are, therefore, replicating the existing provision governing the conduct of Risk Assessment Exercise.

#### Recommendation 1

2. **We recommend that a Risk Assessment Exercise be carried out by the Departmental Safety and Health Committee of the relevant Commission in line with provisions made under Chapter Risk, Insurance and Compensation in Volume 1 of this Report.**

#### Chemical Sprayer Operator *formerly Insecticide Sprayer Operator*

3. Unions averred that the current appellation of Insecticide Sprayer Operator is a misnomer and, therefore, requested to restyle the grade to Chemical Sprayer Operator. We consider that the proposed appellation is broader and are recommending accordingly while maintaining the existing provisions.

#### Recommendation 2

4. **We recommend that:**
  - (i) **the grade of Insecticide Sprayer Operator be restyled Chemical Sprayer Operator;**
  - (ii) **employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* should continue to be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale for being regularly exposed to and handling noxious chemicals; and**
  - (iii) **Management should continue to make necessary arrangement with Health Authorities for Chemical Sprayer Operators *formerly Insecticide Sprayer Operators* and their immediate supervisors to undergo a Health Surveillance.**

#### Salary on Promotion

5. Normally, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, the serving employees applying for the grade, on appointment, join the initial salary scale or receive one increment if they were drawing the same salary point as the initial or

more. Following numerous qualms raised by the staff side on this issue, the Bureau has further studied the existing provision, including its technical implications. Subsequently, we are, in this Report, reviewing the number of increments to which serving employees in the said Class would be entitled to.

### **Recommendation 3**

6. **We recommend that, where recruitment to a grade in the Workmen's Class, by virtue of the scheme of service or arrangement in force, is through open competition, a serving employee applying for the grade, should on appointment, join the grade at the initial salary scale or be granted a maximum of three increments worth at the incremental point reached in the lower grade (to be read from the Master Salary Scale) whichever is higher, provided the total emoluments of the employee should not be more than the maximum salary of the higher grade.**

## **SPECIFIC RECOMMENDATIONS**

### **CHIEF COMMISSIONER'S OFFICE**

#### **Environment Division**

#### **Environmental Laboratory Auxiliary (New Grade)**

7. In order to conduct environmental tests for monitoring post PER/EIA parameters and pollution control exercises, the Commission is establishing an Environmental Laboratory within the Environment Division with the objective of adhering to the environmental standards and norms as stipulated in the Environment Act. In this respect, Management has requested for the creation of a grade of Environmental Laboratory Auxiliary which we are providing.

### **Recommendation 4**

8. **We recommend the creation of a grade of Environmental Laboratory Auxiliary. Appointment thereto should be made by selection from among employees on the permanent and pensionable establishment of the Rodrigues Regional Assembly and possessing a Cambridge School Certificate with at least a pass in Biology or Chemistry or Physics or an equivalent qualification.**
9. Incumbent would, *inter alia*, be required to: clean the laboratories, benches, glasswares and other equipment; assemble apparatus and prepare solutions for analytical work; perform simple analytical work; keep an updated register of chemicals, specimens, glasswares and other apparatus; accompany officers on site visits for sampling and field analysis purposes; monitor environmental conditions within the Laboratory by recording temperature and humidity level; and assist the Technical Officer (Environment) in the requisitioning of laboratory chemicals and equipment.

**DEPUTY CHIEF COMMISSIONER'S OFFICE****Education (Administration)****Allowance for cleaning Computer Rooms/Specialist IT Rooms**

10. It has been submitted that ICT is being taught as a non-core subject from Grade I to Grade VI and that all Primary Schools are equipped with a Computer Room under the supervision of the ICT Support Officer. In the absence of an ICT Laboratory Auxiliary in Government Primary Schools, employees in the School Caretaker Cadre are entrusted the task of cleaning the Computer Room. Both Management and staff side have requested that an allowance be granted to employees in the School Caretaker Cadre. As an incentive, we are making a provision in line with what obtains in the Ministry of Education and Human Resource.

**Recommendation 5**

11. **We recommend that employees of the School Caretaker Cadre who are assigned the task of cleaning Computer Rooms/Specialist IT Rooms be paid a monthly allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary.**

**COMMISSION FOR AGRICULTURE, FOOD PRODUCTION, PLANT AND ANIMAL QUARANTINE, COOPERATIVES, FORESTRY, FISHERIES AND MARINE PARKS****Laboratory Auxiliary**

12. One of the main representation from staff side was the creation of the grade of Laboratory Auxiliary. In the absence of a proposed scheme of service from Management, the Bureau is unable to further study the request.

**Livestock Attendant Cadre**

13. While examining the newly submitted Job Description Questionnaires of the grades in the Livestock Attendant Cadre, the Bureau has observed that there has been a change in the work complexity such that incumbents work in tedious conditions and challenging environment with a view to ensuring that animals are being well fed and kept in a tidy and clean manner. **All these elements have been taken into consideration in arriving at the recommended salary for the grades.**

**Allowance to Gardener/Nursery Attendant**

14. Management has informed that in the performance of their duties, incumbents in the grade of Gardener/Nursery Attendant are called upon to operate a power tiller as well as install, maintain and dismantle irrigation systems, as and when required. Consequently, Management requested for the grant of an appropriate allowance to

the concerned employees. After examining the request, we are recommending accordingly.

#### **Recommendation 6**

15. **We recommend that employees in the grade of Gardener/Nursery Attendant who are called upon to perform additional duties relating to operation of power tiller as well as installation, maintenance and dismantling of irrigation systems be paid a monthly allowance equivalent to one increment at the salary point reached in their salary scale.**

### **COMMISSION FOR HEALTH, HOUSING, SOCIAL SECURITY, PRISONS AND REFORM INSTITUTIONS, PROBATION AND SOCIAL REHABILITATION**

#### **Risk Allowance for Cook Cadre**

16. Employees in the Cook Cadre are eligible for a monthly Risk Allowance equivalent to one and a half increments at the initial point of the respective salary scale. Given its relevance, we are retaining the provision.

#### **Recommendation 7**

17. **We recommend that employees in the grades of Senior Cook and Cook (on roster) should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial salary point of their respective salary scale.**

#### **Chemical Sprayer Operator *formerly Insecticide Sprayer Operator***

18. Employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* are presently eligible for the payment of an allowance of Rs 85 per case for spraying insecticide on decaying corpses. As this provision is serving its purpose, we consider that same should continue to prevail.

#### **Recommendation 8**

19. **We recommend that employees in the grade of Chemical Sprayer Operator *formerly Insecticide Sprayer Operator* be paid a revised allowance of Rs 95 per case for spraying insecticide on decaying corpses.**

#### **Senior Attendant (Hospital Services) (on shift)**

20. The prevailing provision caters for Senior Attendants (Hospital Services) (on shift) who are posted in operation theatres for a whole month to be paid a monthly allowance of Rs 475. We are re-emphasising on this provision while revising the quantum of allowance.



**Recommendation 9**

21. **We recommend that Senior Attendants (Hospital Services) (on shift) posted in operation theatres for a whole month should be paid a revised monthly allowance of Rs 525.**

**Mortuary Attendant (on roster)**

22. Specific provision exists for Mortuary Attendants (on roster) of the Rodrigues Regional Assembly for the grant of a monthly commuted allowance, in lieu of the allowance recommended for counterparts in Mauritius. We are maintaining the payment of the existing allowance at an enhanced rate.

**Recommendation 10**

23. **We recommend that the monthly commuted allowance payable to the Mortuary Attendant (on roster) of the Rodrigues Regional Assembly, in lieu of the allowance recommended for counterparts in Mauritius, be revised to Rs 825.**

**Provision of Equipment**

24. Staff side requested that Laundry Attendants (on roster) be provided with industrial washing machines. Upon query, Management has informed that necessary is being done at their end for the provision of same.

**Housing Unit****Posting of Office Auxiliary/Senior Office Auxiliary**

25. Management has requested for the creation of a grade of Housing Attendant. Whilst examining the proposed scheme of service, it was observed that the duties listed therein are similar to those of an Office Auxiliary/Senior Office Auxiliary. As the Bureau does not favour creation of stand-alone grades, **we consider that it would be more appropriate for employees in the grade of Office Auxiliary/Senior Office Auxiliary from the Central Administration to be posted at the Housing Unit.**

**Prisons and Reforms Institutions  
Probation and Social Rehabilitation Unit****Posting of Cook (on roster)**

26. Unions requested for the creation of a grade of Cook (on roster) to serve the Prisons and Reforms Institutions and Rehabilitation Youth Centre. In examining the request, we have observed that this grade already exists on the establishment of the Commission for Health and Others. Hence, **we consider that Management should increase the establishment size of the grade of Cook (on roster) for onward posting in other Departments.**

## Specific Conditions of Service for Health Sector

### Recommendation 11

27. The recommendations made in the Ministry of Health and Wellness in respect of Specific Conditions of Service for Health Sector in Volume 2 Part I of this Report should equally apply to employees of the Health Sector at the RRA.

## COMMISSION FOR YOUTH AND SPORTS, ARTS AND CULTURE, MUSEUMS, ARCHIVES, HISTORICAL SITES AND BUILDINGS AND LIBRARY SERVICES

### Centre Care Attendant (Sports Division) (on roster) (New Grade)

28. A proposal was made for the creation of a grade of Centre Care Attendant (Sports Division) (on roster) to be posted at the Sports Division of the Commission with a view to curtailing overtime costs and ensuring the smooth operations of sports training sites. The Bureau is recommending accordingly.

### Recommendation 12

29. We recommend the creation of a grade of Centre Care Attendant (Sports Division) (on roster). Appointment thereto should be made by selection from among employees in the grade of General Worker on the permanent and pensionable establishment of the Rodrigues Regional Assembly who possess the Certificate of Primary Education or Primary School Achievement Certificate. In the absence of candidates possessing the prescribed qualifications requirement, consideration should be given to candidates who show proof of being literate.
30. Incumbent, would be required, *inter alia*, to: open and close sports infrastructures/complex and control access thereto; take reasonable precautions to ensure protection of the buildings and appurtenances on the site; clean the buildings and water closets and keep them in a reasonable hygienic conditions; keep premises, lavatories and furniture clean and tidy; allocate and control the work of General Workers, as and when required; and run official errands and answer telephone calls.
31. Incumbent would also be required to work on a roster basis according to a plan specifying the commencing times and finishing times of turns of duty which may include night duty. **This element has been taken into consideration in determining the salary of the grade.**

## Cultural and Leisure Centre

32. Employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres are, over and above the payment of overtime, also eligible for a monthly allowance for performing

additional duties, during and after normal office hours. We are maintaining the present arrangement while revising the quantum of allowance.

### Recommendation 13

33. We recommend that employees in the grades of Office Auxiliary/Senior Office Auxiliary, Carpenter and General Worker posted at the Cultural and Leisure Centres should, in addition to the payment of overtime for work performed beyond normal working hours, be paid a revised monthly allowance of Rs 825 for performing additional duties during and after normal office hours.

### Other Recommendations

34. The underlying existing provisions under Chapter 'Workmen's Group-General' of Volume 2 Part I of this Report are also applicable to counterparts in the Rodrigues Regional Assembly.

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Stations	42.28	10
Making and Serving Tea/Coffee	42.88	33
Washing of Towels/ Tablecloth/ Curtains/ Carpets/ doormats	42.90	34
Bulk Photocopy	42.92	35
Cleaning of Lavatories	42.94	36
Surveillant	42.96	37

### Shift/Roster

35. Normally, employees in the ensuing grades work either on shift or on a roster basis (including Sundays and Public Holidays), the element of which has been considered in salary determination of the respective grades.

Shift	Roster
Ambulance Care Attendant (on shift)	Attendant/Senior Attendant (Arts and Culture) (on roster)
Ambulance Driver (on shift)	Burial Ground Attendant (Rodrigues) (on roster)
Attendant (Hospital Services) (on shift)	Centre Care Attendant (Sports Division) (on roster) (New Grade)
Livestock Attendant (on shift)	Cook (on roster)
Senior Attendant (Hospital Services) (on shift)	Driver (on roster)
Senior Livestock Attendant (on shift)	Laundry Attendant (on roster)
Shelter Care Attendant (on shift)	Mortuary Attendant (on roster)
Surveillant	Museum Attendant (on roster)

Shift	Roster
	<p>Operator Pumping Station (Rodrigues) (on roster)</p> <p>Prisons Attendant (on roster)</p> <p>Swimming Pool Attendant/Senior Swimming Pool Attendant (on roster)  <i>formerly Swimming Pool Attendant (on roster)</i></p> <p>Water Supply Operator (on roster)</p> <p>Youth Centre Attendant (on roster)</p> <p>Waste Water Pipe Cleaner (on roster)</p>

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## SPECIFIC CONDITIONS

1. Besides the general Conditions of Service, a few specific conditions are applicable to eligible Rodriguan Public Officers. We have re-examined these provisions and in the light thereof, are enhancing those related to duty remission facilities.

### Duty Remission Facilities

2. Presently, the Clerk, Rodrigues Regional Assembly and the Departmental Heads are entitled to 100% duty remission for the purchase of a car, travelling allowances and car loan facilities. These officers are also allowed to purchase a 4x4 double cabin pick-up vehicle in lieu of a saloon car. Other officers benefit from duty remission and car loan facilities on account of being listed in the relevant Annexes of the Chapter on Travelling and Car Benefits. Those who are not listed in these Annexes may be granted loan facilities to purchase a car and/or motor cycle/autocycle upon recommendation of their respective Departmental Head and approval of the ICE.
3. In the context of this review, we have received many representations for certain grades to be granted duty remission facilities in line with what obtains for their counterparts in the Civil Service, also comprising inclusion in relevant Annexes, and loan facilities to some officers for the purchase of an autocycle/motorcycle.
4. As regard requests for inclusion in Annex II, same is subject to satisfying certain established criteria. We have examined all the proposals, taking into consideration the specific conditions prevailing in Rodrigues, including its topography. As a result, we are improving on the existing scheme by new provisions, to be applicable to Rodriguan officers.

### Duty Remission

#### Recommendation 1

5. **We recommend that the Clerk, Rodrigues Regional Assembly and the Departmental Heads should be eligible for car benefits as per provision of Volume 1 of this Report, at paragraph 16.2.17 (No. 1); benefit from travelling allowances as provided at paragraph 16.2.82 (No. 1) and loan facilities as per provisions at paragraphs 16.2.57, 16.2.58, 16.2.76 and 16.2.77 whichever is appropriate. These officers are also allowed to purchase a 4x4 double cabin pick-up vehicle in lieu of a saloon car.**
6. **We further recommend that registered professionals who are required to perform field duties may opt for the purchase of a duty-remitted 2 x 4 or 4 x 4 double cabin pick-up in lieu of a 100% duty-exempted, car as per provisions at paragraph 16.2.17 (No. 3) of the Chapter on Travelling and Car Benefits.**

## Loan facilities to purchase a car or motor-cycle

### Recommendation 2

7. We recommend that Departmental Heads should identify in their respective Department, officers particularly those in the Fire and Rescue Service, Agriculture and Health Sectors, who may be granted loan facilities for the purchase of car or motorcycle/autocycle as per relevant provision at paragraphs 16.2.57, 16.2.58, and 16.2.70 in Volume 1 of this Report. The recommendations from the Heads of Department should be approved by the Island Chief Executive and it should also be binding upon the officers availing of such facilities to use their vehicle to attend work.

## Police Officers domiciled in Rodrigues posted in Mauritius

### Recommendation 3

8. We recommend the payment of a Disturbance Allowance of 25% of the monthly salary to Rodriguan Police Officers posted on a tour of service in Mauritius.
9. We further recommend that an officer domiciled in Rodrigues and posted to Mauritius should be eligible for:
  - (i) one free passage, to and from Mauritius, for himself, his spouse and up to three dependent children below the age of 21; and two additional free tickets to Rodrigues to married officers in case the tour of service is extended for another 12 months; and
  - (ii) one additional free return ticket to Rodrigues to single officers in case the tour of service is extended for another 12 months.

## Special Leave

10. At present, officers who proceed officially to Mauritius to participate in international/special events are required to apply to the Island Chief Executive for the grant of special leave. **This arrangement should continue to prevail.**

## Walking Allowance

11. A monthly Walking Allowance of Rs 300 is paid to officers who are required to walk extensively in the performance of their duties because their places of work are not accessible by vehicles. The allowance is also paid to those officers who have to walk long distances for attending duty due to the fact that their residences are inaccessible by bus or car. This provision is being maintained.

### Recommendation 4

12. We recommend that the Walking Allowance payable to certain Rodriguan officers be revised to Rs 345 per month.

**Shift, Roster, Staggered Hours**

13. A number of officers are required to work on shift, roster or staggered pattern of work. **This element has been taken into account in arriving at the recommended salary of the corresponding grades.**

**Night Duty Allowance****Recommendation 5**

14. **We recommend that officers who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.**

**Miscellaneous****Recommendation 6**

15. **We recommend that:**
- (a) **officers domiciled in Rodrigues and coming to Mauritius on training should continue to be paid an allowance equivalent to 50% of monthly salary for the duration of the course together with rent-free quarters;**
  - (b) **those officers who cannot be provided with quarters should be paid an allowance of Rs 3185 monthly as an assistance towards payment of rent;**
  - (c) **where the salaries of identical/comparable grades in the Rodrigues Regional Assembly are aligned on those of the Civil Service, the scheme of service of those grades should, wherever relevant be amended on the same lines as those of their counterparts in the Civil Service. However, the RRA as well as the MPSAR should ensure that the specific duties devolving on grades concerned are reflected in their schemes of service during their alignment exercise;**
  - (d) **subject to the approval of the Ministry of Public Service and Administrative Reforms, revised conditions in respect of grades of the Island of Mauritius would, in principle, be applicable to similar grades of the Rodrigues Regional Assembly; and**
  - (e) **all Conditions of Service specified in Volume 1 of this Report should equally be applicable to the RRA.**

**Temporary Appointment/Traineeship**

16. **Officers on temporary appointment or trainees who have been appointed under the terms of the previous schemes of service should be considered for appointment in their respective grade on satisfactory completion of their temporary period or traineeship, even though they may not qualify under the revised scheme of service.**

## Training and Development

### Recommendation 7

#### 17. We recommend that:

- (i) appropriate training and development facilities through Open Distance Learning, including video conferencing, should be provided to officers in Rodrigues to enable them to acquire the qualifications required to progress beyond the Qualification Bar (QB), wherever appropriate, and to empower them to perform at higher levels;
- (ii) appropriate training programmes be mounted with the concurrence of relevant institutions; and
- (iii) Heads of Departments should provide training and development courses, both in-house and abroad, to their staff in collaboration with Ministry of Public Service and Administrative Reforms and other relevant authorities, subject to the concurrence of the Ministry of Finance.





**TRAVELLING AND CAR BENEFITS****ANNEX I****RODRIGUES REGIONAL ASSEMBLY****List of grades eligible for loan to purchase a 100% duty-exempted car**

Accountant (New Grade)

Agricultural Engineer (New Grade)

Architect/Senior Architect

Attorney (RRA)

Biomedical Engineer/Senior Biomedical Engineer (Health)

Community Physician

Dental Surgeon/Senior Dental Surgeon

Electrical Engineer/Senior Electrical Engineer

Engineer/Senior Engineer (Civil)

Emergency Physician (New Grade)

Head, Water Resources Unit

Head, Public Infrastructure

Assistant Head, Public Infrastructure (New Grade)

Legal Officer (RRA)

Mechanical Engineer/Senior Mechanical Engineer

General Practitioner

*formerly Medical and Health Officer/Senior Medical and Health Officer*

Pharmacist/Senior Pharmacist

Quantity Surveyor/Senior Quantity Surveyor

Town Planner

*formerly Town and Country Planning Officer*

Senior Town Planner (New Grade)

Veterinary Officer

## ANNEX II

## RODRIGUES REGIONAL ASSEMBLY

In principle, officers in the grades mentioned below should be eligible for 70% duty-free car for the performance of their duties as their counterparts in Mauritius. Given the specificity in Rodrigues, namely its size, topography and the nature of the work carried out by these officers, the Island Chief Executive should ensure that it would be more economical for officers in such grades to use their own cars instead of the organisation's cars.

DEPARTMENT	GRADE	DEPARTMENT	GRADE
Office of the Clerk	Deputy Clerk, Regional Assembly	Management of State Lands	Principal Land Surveyor <i>formerly Principal Surveyor</i>
Chief Commissioner's Office			Senior Land Surveyor <i>formerly Senior Surveyor</i>
Central Administration	Senior Administrative Officer (New Grade)		Land Surveyor <i>formerly Surveyor</i>
	Administrative Officer	Environment Division	Head, Environment Environment Officer
	Analyst/Senior Analyst, Rodrigues Regional Assembly		Environment Enforcement Officer
	Manager, Financial Operations		Senior Technical Officer (Environment) (New Grade)
	Head, Human Resource Management		Technical Officer (Environment)
	Assistant Manager, Financial Operations	Civil Status Division	Officer-in-Charge, Civil Status
	Assistant Manager, Financial Operations (Personal to officers in post as at 31.12.15)	Promotion of Community Development	Social Welfare Officer
	Assistant Manager, Human Resources	Deputy Chief Commissioner's Office	
	Assistant Manager, Human Resources (Personal to officers in post as at 31.12.15)	Education	Senior School Inspector
	Principal Safety and Health Officer (New Grade)		School Inspector
	Safety and Health Officer/Senior Safety and Health Officer	Industrial Development	Senior Industrial Analyst
			Industrial Analyst
Transport	Head, Transport	Human Resource Development Centre	Head, Human Resource Development Centre
			Co-ordinator, Human Resource Development Centre

## ANNEX II (Contd)

DEPARTMENT	GRADE	DEPARTMENT	GRADE
<b>Public Infrastructure Water Resources Unit Mechanical Workshop</b>	Chief Inspector of Works  Senior Inspector of Works  Technical Officer	<b>Fisheries Department (Contd)</b>	Deputy Controller, Fisheries Protection Service (Rodrigues)  Assistant Controller, Fisheries Protection Service (Rodrigues)  Principal Fisheries Protection Officer
<b>Land Transport Services</b>	Senior Road Transport Inspector (Roster)  Road Transport Inspector (Roster)	<b>Commission For Health, Housing, Social Security, Prisons and Reform Institutions, Probation and Social Rehabilitation</b>	
<b>Commission For Agriculture, Food Production, Plant and Animal Quarantine, Cooperatives, Forestry, Fisheries and Marine Parks</b>		<b>Health (Administration)</b>	Principal Nutritionist (New Grade)  Nutritionist/Senior Nutritionist  Head Catering Unit  Head, Health Inspectorate Unit (New Grade)  Principal Inspector (Health and Food Safety)  Senior Inspector (Health and Food Safety)  Nursing Administrator (Female)  Nursing Administrator (Male)  Nursing Supervisor (Female)  Nursing Supervisor (Male)
<b>Agricultural Research and Extension Services</b>	Assistant Manager, Agricultural Research and Extension Services  Scientific Officer/Senior Scientific Officer  Agricultural Superintendent  Senior Agricultural Support Officer  Agricultural Support Officer  Senior Technical Officer (Agriculture)  Technical Officer (Agriculture) (Personal)		
<b>Co-operatives Division</b>	Officer-in-Charge, Co-operatives  Assistant Officer-in- Charge, Co- operatives  Senior Co-operative Officer  Co-operative Officer	<b>Social Security Division</b>	Manager, Social Security  Principal Social Security Officer  Senior Social Security Officer
<b>Fisheries Department</b>	Scientific Officer (Fisheries)  Controller, Fisheries Protection Service (Rodrigues)	<b>Probation and Social Rehabilitation Unit</b>	Head, Probation Service  Senior Probation Officer  Probation Officer

## ANNEX II (Contd)

DEPARTMENT	GRADE	DEPARTMENT	GRADE
<b>Commission For Women’s Affairs, Family Welfare, Child Development, Consumer Protection, Price Fixing Unit and Handicraft</b>		<b>Labour and Industrial Relations Division</b>	Officer-in-Charge, Labour and Industrial Relations
<b>Women’s Affairs, Family Welfare and Child Development</b>	Head, Gender Family Welfare and Child Development Senior Family Welfare and Protection Officer (New Grade)		Senior Labour Industrial Relations Officer (New Grade)
	Family Welfare and Protection Officer		Labour and Industrial Relations Officer
<b>Consumer Protection Division</b>	Officer-in-Charge, Consumer Affairs		Inspector of Associations
	Assistant Officer-in-Charge, Consumer Affairs (New Grade)		Head, Occupational Safety and Health (New Grade)
	Senior Consumer Affairs Officer	Principal Occupational Safety and Health Officer formerly Officer-in-Charge, Occupational Safety and Health	
	Consumer Affairs Officer	Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer	
		<b>Information and Communication Technology Department</b>	Systems Analyst
<b>Commission For Tourism, Employment, Labour and Industrial Relations and Information Technology and Telecommunications and Fire Services</b>		<b>Commission for Youth and Sports, Arts and Culture, Museums, Archives, Historical Sites and Buildings and Library Services</b>	
<b>Tourism Development</b>	Head, Tourism	<b>Youth and Sports Division</b>	Head, Youth Services
	Senior Tourism Enforcement Officer (New Grade)		Principal Youth Officer
Tourism Enforcement Officer	Senior Youth Officer (Personal)		
	Senior Youth Officer		
	Youth Officer		
<b>Employment Division</b>	Head, National Employment Department (New Grade)	Head, Sports	Senior Sports Officer (New Grade)
	Senior Employment Counselling Officer (New Grade)		Sports Officer
	Head, Employment Service	<b>Arts and Culture</b>	Head, Arts and Culture
	Senior Employment Officer		Arts Officer (Rodrigues)
	Senior Culture Officer (New Grade)		
		Culture Officer	



## ANNEX III

**List of grades eligible for loan to purchase an  
autocycle/motorcycle/scooter for official travelling**

**RODRIGUES REGIONAL ASSEMBLY**

**GRADE**

Ambulance Care Attendant (on shift)

Apicultural Officer

Assistant Inspector of Works (Personal)

Chief Forest Conservation and Enforcement Officer

Chief Tradesman

Coach

Community Health Rehabilitation Officer

Cook (on roster)

Employment Counselling Officer (New Grade)

Employment Officer (Personal to officers in post as at 31.12.2025)

Field Assistant

Field Supervisor

Firefighter

Fisheries Protection Officer

Foreman

Forest Conservation and Enforcement Officer

Higher Social Security Officer

Hydrological Technician

Chemical Sprayer Operator  
*formerly Insecticide Sprayer Operator*

Inspector of Works

Mortuary Attendant (on roster)

Principal Forest Conservation and Enforcement Officer

Principal Prisons Officer

**GRADE****ANNEX III (Contd.)**

Prisons Officer/Senior Prisons Officer

Inspector (Health and Food Safety)

Senior Coach

Senior Field Supervisor

Senior Fisheries Protection Officer

Senior Forest Conservation and Enforcement Officer

Senior Statistical Officer

Station Fire Officer

Statistical Officer

Sub Fire Officer

Woman Prisons Officer/Senior Woman Prisons Officer

