



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service and Administrative Reforms

03 February 2017

Circular Note No. 1 of 2017

E/264/17/02

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
To: Supervising Officers in-charge-of Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly

Implementation of PRB/Addendum Report 2016
Higher Qualification Incentive (HQI)/Incremental Credit for past experience

Paragraphs 18.9.16 and 18.9.17 of the 2016 PRB Report provide for the payment of lump sum rates of HQI to officers for holding higher qualifications which are directly relevant to the duties of the grade, subject to conditions specified in these recommendations. Further, paragraphs 18.9.5 and 18.9.5A of the 2016 PRB Report/Addendum Report recommend the grant of Incremental Credit for experience acquired before entry in the service. Relevant extracts of the recommendations are reproduced at **Annexes A and B** respectively, for ease of reference. However, the Chapter on Increment and Incremental Credit should be read in its integrality for the purpose of determining eligibility for HQI/Incremental Credit.

2. The Standing Committee set up to determine the Award of HQI and Incremental Credit for Experience Acquired Prior to Entry in the Service has, following the publication of the 2016 PRB Report and the Addendum Report to the 2016 PRB Report, taken the following decisions with regards to Incremental Credit for experience acquired prior to entry in the service and award of HQI for Additional Qualifications:-

(a) HQI for Additional Qualifications

- (i) since the effective date of implementation of 2016 PRB Report and its Addendum Report, which is an integral part of the PRB 2016 Report, is 01 January 2016, the implementation of HQI scheme is effective as from 01 January 2016. Hence, all applications made **on and after 01 January 2016** would be governed by the recommendations of the 2016 PRB Report and **payment would be due as from date of application;**
- (ii) while determining eligibility, besides the qualifications prescribed in the schemes of service of a Cadre, the recommendations of the 2016 PRB Report should also be taken into account, in particular, where recommendations have been made for upgrading of qualifications at a certain level in a cadre;

2/...

- (iii) the **two** HQI recommended in the Report would be **inclusive** of incremental credits/ lump sums already granted under the previous Reports;
- (iv) where a **QB** has been inserted in the salary scale of a grade in the cadre, no HQI would be payable;
- (v) with regards to ACCA qualification, HQI will be granted, subject to eligibility, on obtention of the ACCA Professional Level only and not for Membership or Fellowship as the Tertiary Education Commission has informed that these are not considered as additional qualifications to the ACCA Professional Level; and
- (vi) applications should be made on the basis of Final Certificate Awarded and not on the basis of provisional certificates and result slips.

(b) Incremental Credit for Experience Acquired Prior to Entry in the Service

- (i) as regards Incremental Credit for Past Experience, date of confirmation in the service should be considered solely for eligibility purpose as stated at paragraph 18.9.5(i) and the date of application for payment purpose as per paragraph 18.9.5A i.e increment for past experience would no longer be approved as from date of confirmation as was the case under the previous PRB Reports;
- (ii) applications should invariably be supported by relevant documentary evidence duly certified under seal of the organisations where the relevant experiences were acquired. The onus should rest on the officer to provide authenticated documents with seal; and
- (iii) applications for Incremental credit for past experience acquired in a similar capacity should be made on the basis of the post to which an officer joined the service, subject to relevant conditions being satisfied. In the event an officer applies for incremental credit for past experience after having upgraded or been promoted to a higher position than the one in which he joined the service, he would not be entitled to the incremental credit for past experience.

3. Where an application for HQI or incremental credit for past experience does not meet the criteria for eligibility and is not recommended by the Ministry/Department concerned, the application should be turned down at the respective Ministries'/Departments' level and a reply made to the officer in writing with full justifications as to his non-eligibility. However, for complex cases where Ministries/Departments face difficulty in determining the relevance of qualifications, same should continue to be referred to the Ministry of Civil Service and Administrative Reforms.

4. **Application Forms**

In line with the recommendations of the 2016 PRB Report, new pro-forma application forms for lump sum rate for HQI for Additional Qualifications and for Incremental Credit for Experience Acquired prior to entry in the Service are enclosed at **Annexes C and D**, respectively. Ministries/Departments should ensure that:

- (i) applications are made on the appropriate forms;
- (ii) the particulars are duly **certified** by an officer of the Human Resource Section, not below the level of Human Resource Executive. The onus to submit correct and accurate information on the application form would rest solely on the Ministry/Department concerned;



- (iii) applications are accompanied by all relevant documentary evidence duly certified by the Ministry/Department; and
- (iv) the applications are submitted to this Ministry under a comprehensive covering letter.

5. Supervising Officers of Ministries/Departments are requested to ensure that the contents of this Circular Note are brought to the attention of all public officers, for their guidance.



S.K. Pather
Senior Chief Executive

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

2016 PRB Report (Main) - Higher Qualification Incentives (HQI)

18.9.16

We recommend the payment of lump sum rates of Higher Qualification Incentives (HQI) as per table at (v) for qualifications which are directly relevant to the performance of the duties of the grade and are higher than the qualifications specified in the scheme of service for the grade and subject to the following conditions:

- (i) the additional qualifications are obtained following an examination and are duly recognised by the Mauritius Qualifications Authority or the Tertiary Education Commission;
- (ii) where different qualifications are laid down in a particular scheme of service, the highest one would be taken as the basic qualification for the purpose of determining eligibility for payment of HQI;
- (iii) only officers holding a substantive appointment would be considered for the grant of HQI for additional qualifications;
- (iv) officers who have already benefited from the payment of HQI for additional qualifications in one capacity would not be granted HQI anew for the same qualifications in another capacity;
- (v) the payment of a lump sum rate of HQI for additional qualifications should be as follows:

(a)	Doctorate and above including specialist qualifications for medical profession:	Rs 30000
(b)	Master's Degree:	Rs 20000
(c)	Bachelor Degree:	Rs 16000

18.9.17

We also recommend that no HQI should be granted for higher qualifications in the event that same is a requirement for promotion/selection in the cadre.

Addendum Report to the PRB Report 2016

Paragraph 18.9.17

3rd Line

To delete : "hierarchy/"

To insert after paragraph 18.9.18

18.9.18A We additionally recommend that the Standing Committee should devise such regulations or principles as may be necessary to deal with the award of HQI as well as the smooth transition from the grant of Incremental Credit for Additional Qualifications to HQI.

2016 PRB Report (Main) - Incremental Credit for Experience Acquired Prior to Entry in the Service

18.9.5 We recommend that:

- (i) incremental credit for experience up to a maximum of three increments should continue to be granted to eligible officers, on confirmation. These officers should provide evidence of their experience, acquired locally or internationally, under licensed private practice or in a legally recognised institution or firm as per paragraph 18.9.3 (a) to (d);
- (ii) incremental credit for experience beyond three increments may, subject to the approval of the Ministry of Civil Service and Administrative Reforms (MCSAR), be granted in cases where an organisation encounters difficulty in the recruitment and retention of staff;
- (iii) the Standing Committee under the Chairmanship of the MCSAR comprising representatives of the Ministry of Finance and Economic Development, the Mauritius Qualifications Authority, the Tertiary Education Commission, the Pay Research Bureau and, where necessary, the Ministry/Department/Organisation concerned, should continue to examine applications for incremental credit for experience acquired prior to joining the service and make awards as appropriate; and
- (iv) officers employed in either the Civil Service or Private Secondary Schools or Local Authorities or Parastatal and other Statutory Bodies, reported upon by the PRB, who move from one institution to another where both are covered by the PRB should be eligible to the grant of one incremental credit, up to a maximum of three, for each year of experience acquired in a similar capacity.

Addendum Report to the PRB Report 2016

To add after paragraph 18.9.5

18.9.5A We further recommend that incremental credit for experience under paragraph 18.9.5 should be payable as from the date of application.

HIGHER QUALIFICATION INCENTIVE (HQI) FOR DIRECTLY RELEVANT QUALIFICATIONS
[To be submitted in 2 Originals]

PART A

To be filled by Applicant

1. Name:

2. Post Held: Ministry/Department:

3. Date of appointment in a substantive capacity in the grade:
.....

4. Date of confirmation in the service:

5. Qualifications specified in the scheme of service (Please, attach a copy of the Scheme of Service):
.....

6. Qualifications held:

Certificate(s) obtained	Date of certificate

7. (a) Additional Higher qualification(s) obtained:
.....
.....

(b) Official duration of course (state whether full-time(FT), part-time(PT)
or distance Education(DE) - (please attach documentary evidence):

From:.....to..... Mode: PT/FT/DE.....

Please, attach duly certified photocopies of Certificate(s), award(s), Recognition and Equivalence from the TEC or MQA etc. (where applicable)

(c) No. of Incremental Credit/ HQI already granted.

Qualification and Date of certificate	Sponsored or self financed course	No. of Increments/ HQI already granted	Date of Approval

8. I certify that the particulars stated above are correct.

.....
Date

.....
Signature of Applicant

.....
PART B - To be filled by Human Resource Section

1. The particulars given at Part A have been verified and found to be correct, except for (*where applicable*)
.....

2. (i) The additional qualification is **directly relevant** to the performance of the duties of the grade and is **higher** than the qualifications specified in the scheme of service for the grade.

Justifications:
.....

(ii) The additional qualification is **not a requirement for promotion/selection in the cadre.**

.....
Date

.....
Name/Designation
(not below level of HRE)

.....
Signature

.....
PART C

The application is in order and is recommended in accordance with paragraph 18.9.16 and 18.9.17 of the 2016 PRB Report.

Date:

.....
Supervising Officer

.....
PART D

Decision of the Ministry of Civil Service and Administrative Reforms

Approved

Lump Sum rate of HQI:
.....

Not approved

Reasons if any:
.....

Date:

.....
Senior Chief Executive
Ministry of Civil Service and AR

[To be submitted in 3 copies]
Award of Incremental Credit on first appointment for
Experience acquired Outside the Service

PART A: To be filled by Applicant

1. Name:
2. Post appointed upon joining Service:
3. Date of Appointment:
4. Salary, Salary Scale and Salary Code on first appointment:
.....
5. Date of Confirmation:
6. Present Salary, Salary Scale and Salary Code:
.....
7. Qualifications held when joining service and date:
.....
8. Experience claimed and date (*Please, attach duly certified photocopies of documentary evidence under Seal of the organization such as testimonials, registrations, etc.*):
.....
.....
9. I certify that the particulars stated above are correct.
.....
Date Signature of Applicant

PART B - To be filled by Human Resource Section

1. The particulars given above have been verified and found to be correct.
2. Number of incremental credit(s) recommended:.....(....) for(....)
complete year(s) of experience acquired in a similar capacity outside the Service.
.....
Date Name/Designation Signature
(not below level of HRE)

PART C

The application of Mr/Mrs/Miss..... is recommended/
not recommended for the following reasons:

.....
.....

Date:

.....

Supervising Officer

PART D- Decision of the Ministry of Civil Service and Administrative Reforms

Approved

..... incremental credit(s) for complete year(s) of past
experience in a similar capacity as

.....
.....

with effect from

Not approved

For the following reasons:.....

.....

Date:

.....

Senior Chief Executive

Ministry of Civil Service and AR

A separate form is to be used in respect of each officer.