



REPUBLIC OF MAURITIUS

Ministry of Civil Service
and Administrative Reforms
Port Louis

12 May 2017

Ministry of Civil Service and Administrative Reforms
Circular Note No.11 of 2017
E/18/75/01 TF2

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

To: Supervising Officers in Charge of Ministries/Departments

Ad hoc and Responsibility Allowances – Confidential Secretaries

The High Powered Committee has, at its meeting held on 13 April 2017, approved the following:-

- (i) Confidential Secretaries posted to the offices of Minister, Speaker, Leader of the Opposition, Chief Government Whip, Parliamentary Private Secretary and Deputy Speaker should be paid an *ad hoc* allowance of Rs 2150 monthly for regularly working over and above their normal working hours;
- (ii) Confidential Secretaries posted with Supervising Officers at the level of Permanent Secretary and above and who are also Accounting and Responsible Officers of Ministries/Departments and at the Cabinet Office should continue to be paid an *ad hoc* allowance of Rs 1800 monthly;
- (iii) Confidential Secretaries posted with officers of the level of Permanent Secretary and above and who are not Accounting and Responsible Officers may be allowed to claim overtime, subject to a **maximum** of Rs 1800 monthly;
- (iv) high officials should be advised not to unnecessarily retain their Confidential Secretaries in office for long hours after their normal hours of work, except where their presence in office is absolutely essential and may, if required, be justified; and
- (v) Confidential Secretaries posted to the following officers should also be eligible to the responsibility allowance recommended at paragraph 37.66 of the 2016 PRB Report:-
 - (a) Speaker;
 - (b) Leader of the Opposition;
 - (c) Chief Government Whip; and
 - (d) Deputy Speaker.

2. Moreover, in the wake of the 2016 PRB Report, the responsibility allowance payable to Confidential Secretaries should be equivalent to three increments at the point reached in their salary scale (i.e. equal to three times the last increment reached). However, should the quantum of the allowance be lower than what they were drawing on 31 December 2015, they should continue to draw Rs 3300 as responsibility allowance on a **personal** basis.

3. It is to be noted that an allowance is an additional remuneration/compensation paid over and above the basic salary attached to a post. While some entitlements flow from the post that an officer holds, some other entitlements (termed sometimes benefits and privileges) flow from the actual performance of duty in the post occupied by an officer. Ad hoc and responsibility allowances should not be perceived as of right, independent of whether the criteria set are being satisfied.

4. According to the provisions contained in the 2016 PRB Report at paragraphs 37.64 and 37.66, the ad hoc allowance should be approved by this Ministry and the responsibility allowance by the High Powered Committee.

5. Requests submitted to this Ministry for the payment of ad hoc and responsibility allowances to Confidential Secretaries following the publication of the 2016 PRB Report have been examined in line with the rational set therein. Where all the appropriate criteria for the payment of ad hoc and responsibility allowances to Confidential Secretaries have not been satisfied, the requests have not been acceded to.

6. With a view to ensuring fair, equitable and consistent consideration of all requests for allowances to Confidential Secretaries, this Ministry devised an appropriate implementation mechanism which was communicated to all officers in charge of the Human Resource Sections of Ministries/Departments for compliance. As the mechanism has proved to be effective, it is incorporated in this Circular Note.

7. In order to ensure consistency in the consideration of ad hoc and responsibility allowances to Confidential Secretaries, request for the grant of ad hoc allowance and responsibility allowance should continue to be submitted in the Forms at Annex I and Annex II respectively.

8. In the case of ad hoc allowance, Supervising Officers of Ministries/Departments should **personally**:-

- (i) ensure that the Confidential Secretary is posted with **Supervising Officer of the level of Permanent Secretary and above who is the Accounting and Responsible Officer**; and
- (ii) be fully satisfied that the Confidential Secretary is regularly working over and above her normal working hours.

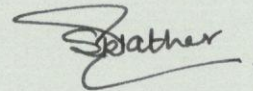
9. In the case of responsibility allowance, Supervising Officers of Ministries/Departments should **personally** be fully satisfied that the Confidential Secretary is also required, in addition to her normal duties, to perform general administrative work, manage the office and work in strenuous and stressful conditions,



10. You may wish to note that the ad hoc allowance recommended at paragraph 37.64 and the responsibility allowance recommended at paragraph 37.66 of the 2016 PRB Report are specific to Confidential Secretaries of the Civil Service as it appears in Volume 2 Part I of the 2016 PRB Report under the relevant chapter for the Ministry of Civil Service and Administrative Reforms.

11. As regards Parastatal and other Statutory Bodies, it rests upon the Board to look into the advisability of the payment of the ad hoc allowance and responsibility allowance while being guided by the provisions made in the 2016 PRB Report.

12. Supervising Officers of Ministries/Departments are invited to personally pay attention to compliance with the above and ascertain that the contents of this Circular are brought to the attention of all officers of their respective Ministry/Department as well as to Parastatal Bodies falling under their aegis.



(S.K. Pather)
Senior Chief Executive

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

Request for Payment of Responsibility Allowance in accordance with paragraph 37.66 of the 2016 PRB Report

To be filled in by the Officer in Charge of the Human Resource Section

Confirmation by officer authorised by the Supervising Officer

1. I certify that:-

- (i) Mrs/Miss, Confidential Secretary is posted w.e.f to the office of Minister/Parliamentary Private Secretary/Senior Chief Executive* of Ministry/Department; and
- (ii) the Supervising Officer is **personally** fully satisfied that the officer , in addition to her normal duties, is performing general administrative work, managing the office and working in strenuous and stressful conditions.

2. It is understood that the payment of the allowance should cease in case the above conditions are not satisfied.

Date

Signature.....

Name.....

*delete as appropriate

Designation.....

Decision of the Ministry of Civil Service and Administrative Reforms

Grant of responsibility allowance amounting to Rs approved/not approved* w.e.f

Date

Signature.....

Name.....

*delete as appropriate

Designation.....

Request for Payment of Ad hoc Allowance in accordance with paragraph 37.64 of the 2016 PRB Report

To be filled in by the Officer in Charge of the Human Resource Section

Confirmation by officer authorised by the Supervising Officer

1. I certify that:-

- (i) Mrs/Miss, Confidential Secretary is posted w.e.fwith the Minister, Parliamentary Private Secretary, Supervising Officer of the level of Permanent Secretary and above who is the Accounting and Responsible Officer* of Ministry/Department; and
- (ii) the Supervising Officer is **personally** fully satisfied that the officer is regularly working over and above her normal working hours.

2. It is understood that the payment of the allowance should cease in case the above conditions are not satisfied.

Date

Signature.....

Name.....

*delete as appropriate

Designation.....

Decision of the Ministry of Civil Service and Administrative Reforms

Grant of ad hoc allowance amounting to Rs approved/not approved* w.e.f

Date

Signature.....

Name.....

*delete as appropriate

Designation.....