



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

28 February 2018

Ministry of Civil Service and Administrative Reforms

Circular Note No 7 of 2018

E/264/17/02 V2

From: Secretary for Public Service

To : Supervising Officers in charge of Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly

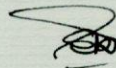
Implementation of PRB/Addendum Report 2016

Higher Qualification Incentive (HQI) / Incremental Credit for Experience Acquired Prior to Joining the Service

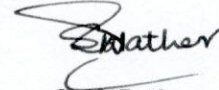
Please refer to this Ministry's Circular Note No.1 of 2017 dated 03 February 2017 on the above subject.

2. Paragraph 18.9.16 (iii) of the 2016 PRB Report, *inter alia*, provides that:-
"only officers holding a substantive appointment would be considered for the grant of HQI for additional qualifications."
3. Clarification has been sought by Ministries/Departments as to whether applications for the award of HQI from officers who hold a substantive appointment but **who are not yet confirmed** in the service should be entertained or should they be requested to await their confirmation to apply for the award.
4. The Standing Committee set up to determine the Award of HQI and Incremental Credit for Experience Acquired Prior to Joining the Service has, at its meeting held on 07 February 2018, examined paragraph 18.9.16 (iii) of the 2016 PRB Report.
5. The Committee noted that the 2016 PRB Report provides for the payment of a non-pensionable lump sum rate of HQI for higher qualifications to those who qualify for same, on application. The lump sum is a fixed quantum as laid down in the 2016 PRB Report and is a one-off payment not affecting the basic salary of the officer. Hence, officers holding a **substantive appointment** though not confirmed in the service, may apply for HQI as provided under paragraph 18.9.16 (iii) of the 2016 PRB Report. However, in case an officer who holds a substantive appointment and concurrently holds a temporary appointment applies for HQI, his/her request would be considered on the basis of his/her substantive position.

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6. 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 and, in particular, to the Officer-in-Charge of the Human Resource Section of their respective Ministry/Department.



S. K. Pather
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of Civil Service