



MAURITIUS

Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 12 of 2022

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02 March 2022

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Pay Research Bureau Report 2021 - Review of Schemes of Service

The Pay Research Bureau (PRB) has, in its 2021 Report (Vol 1), made a series of general recommendations relating to schemes of service. These have been compiled and are enclosed at **Annex** for your guidance.

2. At paragraphs 9.14 and 9.15 of the Report, the Bureau has recommended that Responsible Officers should –

- (i) identify all such functions where for business continuity, the delivery of service may be made from a remote location, and the grades concerned; and
- (ii) initiate action to review the scheme of service of the grades thus identified.

3. Accordingly, the schemes of service of all these grades should be reviewed to include a 'Note' as follows –

“In case of a force majeure/public emergency, incumbents are required to be available to provide their services to ensure business continuity either through work from home, remote working, working online or work performed through any other IT system.”

4. Moreover, the PRB has, in Volume 2 of its 2021 Report, made an aggregate of 226 recommendations pertaining to the formulation of new schemes of service and the amendment of existing ones for various posts in Ministries/Departments and the Rodrigues Regional Assembly.

5. In order to avoid unnecessary delays in the prescription of schemes of service, Supervising Officers are advised to initiate immediate action for the –

- (i) drafting of schemes of service in respect of new posts recommended in the PRB Report, pending creation of such posts in the next Estimate;
- (ii) amendment of the relevant schemes of service where specific recommendations have been made for changes in qualification and/or duties; and
- (iii) review of outdated schemes of service to reflect the actual requirements of the posts.

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6. While devising or reviewing the scheme of service of a post, the schemes of service for the other posts in the same cadre/structure should also be reviewed simultaneously, if so required. Furthermore, the provisions of this Ministry's Circular Letter No. 24 dated 04 June 2021 on Streamlining of Schemes of Service should be adhered to, so that vague and ambiguous terms are not included.

7. As regards Parastatal and Other Statutory Bodies, the approval of schemes of service rests with their respective Board. Such organisations are requested to follow the established procedures for the framing of schemes of service, as set out at Section 6 of the Handbook for the Drafting of Schemes of Service in the Public Sector.

8. Supervising Officers are requested to bring the content of this Circular Letter to the attention of all officers concerned and to all Parastatal Bodies, Local Authorities and State-Owned Enterprises under their purview.



B. Boyramboli
Secretary for Public Service

Extracts

Pay Research Bureau Report 2021

List of General Recommendations relating to Schemes of Service

Equivalent Qualification

Recommendation 1

- 9.5 We recommend that the practice of accepting qualifications in schemes of service that are equivalent to the prescribed one, should be maintained.

Additional Provisions

Recommendation 2

- 9.9 We recommend that the MPSAIR continues to scrupulously examine all proposed schemes of service for new grades as well as amendments to existing ones prior to submitting requests to the Bureau, together with its views and comments. It is also understood that the processing time for the prescription of schemes of service should be further reduced.

Review of Qualifications for Grades at Entry Level

- 9.10 Only the highest qualifications required are specified in the schemes of service of entry grades in the Public Sector. However, exception may be made where qualification at lower level requires that a given subject be specified in view of the very nature of the duties to be performed. Hence, present provisions should be maintained on the basis of justifications submitted by Ministries/Departments.

Qualifications Requirements for Grade-to-Grade Promotion

Recommendation 3

- 9.12 We recommend that the provision “where two or more qualifications are required for promotion; and an officer in a grade just below the promotional grade possesses the whole of the higher/highest qualification but lacks only part of the lower qualification should also be considered for promotion provided he satisfies all other requirements of the promotional grade” be maintained.

Recommendation 4

- 9.14 We recommend that Responsible Officers should identify all such functions where for business continuity, the delivery of service may be made from a remote location, and the grades concerned.

- 9.15 We further recommend that thereafter, the Responsible Officers should initiate action to review the scheme of service of the grades thus identified.

Experience

Recommendation 6

- 9.22 We recommend that, as far as possible, the terms Management, Middle Management, Senior Management and Top Management should not be used in drafting schemes of service or in issuing advertisements.

Recognition/Accreditation of Prior Experience

Recommendation 7

- 9.25 We recommend that Management identifies alternative modes of training/qualifications which should be submitted for consideration by the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) for the purpose of amending the scheme of service of grades requiring scarce technical qualifications.

Grades Requiring Incumbents to be Registered with Recognised Bodies

Recommendation 8

- 9.29 We recommend that an officer, who, by virtue of the scheme of service of his grade, is required to be registered with a recognised Professional Institute/Body, should be refunded the full amount of annual subscription fees payable to one of the relevant professional bodies.
- 9.30 We also recommend that an officer drawing salary in a scale, the maximum of which is not less than Rs 62,700 who, though not required to be registered with professionally recognised Institutes/Bodies according to the relevant prescribed scheme of service but has opted to register himself to keep abreast of latest development in his specific field of activities may be granted, subject to the approval of the Responsible Officer, an assistance of 75% of the annual subscription fee subject to a maximum of Rs 3,575, provided that the knowledge/knowhow derived from being a member of the Institutes/Bodies is of relevance to the duties of the officer.

Continuous Professional Development (CPD)

Recommendation 9

- 9.33 We recommend that for grades requiring membership to recognised Institutes/Bodies as per the scheme of service, where the achievement of a minimum number of CPD units is essential for continued membership, the incumbents therein should be provided a financial assistance of 75% of the total expenses in relation thereto, subject to a maximum of Rs 14,450 annually.

Qualification Requirements

Recommendation 12

- 9.52 We recommend that the competent authorities consider gradually raising the minimum qualifications requirement for entry to grades requiring a degree with salary in a scale the maximum of which is not less than Rs 62,700, to a postgraduate Degree or equivalent qualification, except in scarcity areas.
- 9.53 The above recommendations regarding graduates and professionals should also apply to Parastatal Bodies, Local Authorities and the Rodrigues Regional Assembly.

Amendment to Scheme of Service

- 9.54 Subsequent to Recommendation made in this Report concerning scheme of service, appropriate changes need to be brought in an expedient manner to reflect same. Hence, it is considered that necessary action should be initiated, as far as possible, within a period of four months.

Alignment of Scheme of Service

Recommendation 13

- 9.56 We recommend that where the salaries of identical/comparable grades in Parastatal Bodies, Local Authorities and Rodrigues Regional Assembly are aligned on those of the Civil Service, the scheme of service of these grades should, wherever relevant, be amended along similar lines as those of their Civil Service counterparts.

Qualifications Requirement - Dual Stream

- 9.57 Generally, the mode of appointment to a grade is either by promotion or selection. There are however, very few instances where the scheme of service specifies that the grade be filled by promotion of serving officers from the main cadre and also by selection from serving officers outside the main cadre. Subject to practicability, the Bureau considers that the Ministry/Department/Organisation concerned, after assessing its human resource requirements, should, in consultation with the relevant Commission/Authority, examine the possibility of filling vacancies from both streams.

Trainee Grades in the Public Sector

- 9.58 We recommend that the MPSAIR should, after consultation with Ministries/Departments/Organisations, identify areas where Trainees are required and set up schemes for their enlistment and the terms and conditions governing them. Through this scheme, the Trainees would have to undergo training dispensed by any approved institution and acquire the right skills and competencies for appointment to the relevant grades.