



REPUBLIC OF MAURITIUS

**Ministry of Public Service, Administrative and Institutional Reforms**

**Circular Letter No. 69 of 2023**

**E/235/18/01 V26**

**01 December 2023**

From: Secretary for Public Service

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

**Uniform Allowances for period January to December 2024**

The Standing Committee on Uniforms met on 29 November 2023 and approved that the cash allowance (excluding allowance for cardigan) payable to officers eligible for uniforms for period January to December 2024 should be as follows:

(i) **Category I**

A uniform allowance of **Rs 5,295** to be paid to eligible officers whose nature of duties warrants a means of identification/authority.

(ii) **Category II**

A uniform allowance of **Rs 4,955** to be paid to eligible officers whose nature of duties requires them to wear uniforms as and when the need arises.

(iii) **Category III**

A rapid wear and tear allowance of **Rs 4,800** to be paid to eligible officers whose nature of duties causes excessive wear and tear of their clothing.

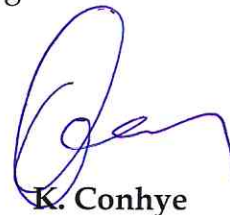
2. Supervising Officers are requested to take appropriate action accordingly and to ensure that all officers who are required to wear uniforms and protective clothing/equipment in the performance of their duties do so without fail.

.../...

3. Eligible officers under Category I and Category II should be requested to sign an undertaking to wear the uniforms while on duty / whenever required, in accordance with proforma at **Annex A**, prior to payment of the uniform allowance. An undertaking for the wearing of protective clothing/equipment should also be signed by the eligible officers as per proforma at **Annex B**.

4. The attention of officers should be drawn to the fact that failure on their part to wear uniforms/protective clothing/equipment on duty may lead to disciplinary action and the stoppage of the uniform allowance as specified at paragraphs 3.6.5(2) and 3.7.4 of the Human Resource Management Manual.

5. Supervising Officers are requested to bring the contents of this Circular Letter to the attention of the officers of their Ministries/ Departments and Heads of Parastatal and Statutory Bodies falling under the aegis of their respective Ministries/Departments for necessary action.



**K. Conhye**  
**Secretary for Public Service**

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



Annex A

Annex to Ministry of Public Service, Administrative and Institutional Reforms

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Undertaking to Wear Uniforms

Category I/Category II\*

I, .....

NIC No.: .....

holding the post of .....

in the Ministry/ Department .....

hereby request for the payment of an amount of **Rs 5,295/ Rs 4,955\*** as uniform allowance (excluding allowance for cardigan) for period January to December 2024 for the purchase of all items of uniforms and for tailoring fees for the making of my uniforms in accordance with the approved patterns, colour and materials.

2. I undertake to wear the uniforms while on duty/whenever required\* failing which I may render myself liable to disciplinary action as specified at paragraph 3.6.5(2) of the Human Resource Management Manual.

In the presence of:

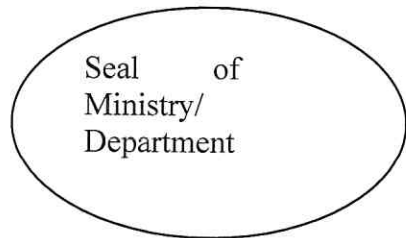
Name of Officer: .....

Grade: .....

Date: .....

.....

Signature of officer



Date: .....

\*Delete where appropriate



Annex B

Annex to Ministry of Public Service, Administrative and Institutional Reforms

Circular Letter No. 69 of 2023

Undertaking to Wear Protective Clothing/Equipment

I, .....  
NIC No.: .....  
holding the post of .....  
in the Ministry/Department .....

acknowledge receipt of the following items of protective clothing/equipment: -

<u>Items</u>	<u>Type</u>	<u>Scale of issue</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

2. I undertake to wear the above items of protective clothing/equipment while on duty, failing which I may render myself liable to disciplinary action as specified at paragraph 3.7.4 of the Human Resource Management Manual.

In the presence of:

Name of Officer: .....

Grade: .....

Date: .....

.....

Signature of officer



Date: .....