

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS, 1967

Ministry: Finance (Accountant-General's Division)

Post: Officer-in-Charge (Passages)

Salary: Rs 9,000 x 300 - 9,600 x 400 - 10,400 (ACC 12)

Effective Date: 19 May, 1994

Qualifications: By selection of officers in the General Services Class and Finance Cadre drawing a minimum salary of Rs 7,250 a month and having

- (a) ~~knowledge~~ and experience in passage matters;
- (b) good organisational and administrative abilities; and
- (c) good communication and supervisory skills.

Duties:

1. To be responsible to the Accountant-General for the smooth running of the Passage Section.
2. To supervise and co-ordinate the work of the staff working under his control and to provide on-the-job training.
3. To ensure the correctness of computations and payment of passage benefits earned by eligible employees.
4. To confirm bookings made in respect of government sponsored passages.
5. To guide and help officers of Ministries/Departments in the computation of passage benefits and on all matters relating to overseas travel.
6. To tender advice to para-statal bodies and local authorities in the implementation of schemes for the grant of passage benefits.
7. To ensure the correct application of regulations relating to the implementation of passage benefits schemes.
8. To perform such cognate duties as may be assigned.



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CERTIFIED CORRECT

*M. L.*  
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 for Secretary for Public Service Affairs

Date..... 19 MAY 1994