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Ministry of Civil Service and Administrative Reforms

26 November 2015

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 43 of 2015
E/235/18/01 V 19

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

To: Supervising Officers i/c of Ministries/Departments

Island Chief Executive, Rodrigues

Uniform Allowances for period January to December 2016

The Standing Committee on Uniforms has decided that, pending the publication of the PRB Report, the cash allowance (excluding cardigan) to be paid to officers eligible for uniforms for period January to December 2016 should be as follows:

(i) **Category I**

A uniform allowance of **Rs 4000** to be paid to eligible officers whose nature of duties warrants a means of identification/authority.

(ii) **Category II**

A uniform allowance of **Rs 3750** to be paid to eligible officers whose nature of duties requires them to wear uniform as and when the need arises.

(iii) **Category III**

A rapid wear and tear allowance of **Rs 3635** to be paid to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. The quantum will, subsequently, be adjusted, as applicable, following the publication of the PRB Report.

3. Supervising Officers are kindly requested to take appropriate action accordingly and to ensure that all officers who have to wear uniforms and protective clothing/equipment in the performance of their duties do so. In this respect, undertakings as per **proformas at Annexes A and B**, respectively, should be signed by eligible officers prior to payment of the uniform allowances/issue of protective clothing/equipment to them. The attention of officers should also be drawn to the fact that failure 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.

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



(A.K. Hoolass)

Acting Senior Chief Executive

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

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 43 of 2015

Category I/Category II*

I,.....

holding the post of.....

in the Ministry/Department.....

hereby request for the payment of an amount of Rs 4000/ Rs 3750 * as uniform allowance (excluding cardigan) for period January to December 2016 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.

.....
Signature of officer

Date:.....

*Delete where appropriate

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 43 of 2015

I,.....
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.

.....
Signature of officer

Date:.....

MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

Website Updates Request Form to be endorsed by Head of Division
(or by the next in command in case of absence of the former)

Division: Employment Relations Unit

Contact Person : Phone No.....

Type of Request (Tick as appropriate)

Upload/Update Request Item/s to be deleted

	Description of Request/s	Effective Date
(a)	<u>To upload CL No. 43 of 2015</u>	<u>30/11/2015</u>
(b)
(c)

Date: 30/11/2015 Signature:

APPROVAL BY CIO (CHIEF INFORMATION OFFICER)

Date Received: Signature:

Analysis of Request (To be filled by webmaster)

Remarks:

Date Received: Signature:
Date Completed: