



Ministry of Civil Service and Administrative Reforms

05 December 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 60 of 2016
E/235/18/01 V20

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

To: Supervising Officers i/c of Ministries/Departments

Island Chief Executive, Rodrigues Regional Assembly

Uniform Allowances for period January to December 2017

The Standing Committee on Uniforms has decided that the cash allowance (including Cardigan) to be paid to officers eligible for uniforms for period January to December 2017 should be as follows:

(i) **Category I**

A uniform allowance of **Rs 5350** to be paid to eligible officers whose nature of duties warrants a means of identification/authority.

(ii) **Category II**

A uniform allowance of **Rs 5070** 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 4940** to be paid to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. Supervising Officers are 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.

3. Supervising Officers are invited 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.



(S. K. Pather)
Senior Chief Executive

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



Ministry of Civil Service and Administrative Reforms

Annex A

Annex to Ministry of Civil Service and Administrative Reforms

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Category I/Category II*

I,

holding the post of

in the Ministry/ Department

hereby request for the payment of an amount of Rs 5350/ Rs 5070* as uniform allowance (including cardigan) for period January to December 2017 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



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Annex B

Annex to Ministry of Civil Service and Administrative Reforms

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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: