



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

7 April 2016

Ministry of Civil Service and Administrative Reforms
Circular Note No. 6 of 2016
E/260/72/04/15

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

**To: Supervising Officers in Charge of Ministries/Departments
Heads of Parastatal and other Statutory Bodies and Local Authorities
Island Chief Executive, Rodrigues Regional Assembly**

**Review of Pay and Grading Structures and Conditions of Service in the Public Sector:
Implementation of the 2016 Pay Research Bureau Report**

Government approval has been obtained for the implementation of the recommendations contained in the 2016 Pay Research Bureau Report on the Review of Pay and Grading Structures and Conditions of Service in the Civil Service, Parastatal and other Statutory Bodies, Local Authorities, the Private Secondary Schools and the Rodrigues Regional Assembly (RRA), subject to appropriate legislation being enacted, where necessary.

2. Public Sector Management Reforms

- 2.1 The Ministry of Civil Service and Administrative Reforms will continue to drive reforms initiatives. A Public Sector Reforms Strategy incorporating the Human Resource and Capacity Building Strategies will be formulated in line with the Government Vision 2030, leading towards the transformation of the Public Sector for enhanced service delivery to meet the needs of citizens and stakeholders concerned.
- 2.2 The on-going reform programmes will further consolidate the modernization of the public service with focus on the delivery of quality and timely public services. The Performance Management System will be enhanced with the full implementation of the Executive Performance Management Review for Supervising Officers as from July 2016 for ensuring increased accountability and better performance. This Ministry will also ensure that the Computerised Registry System, the Electronic Attendance System and the Human Resource Management Information System are mandatorily implemented in every Ministry/Department.
- 2.3 A Monitoring and Evaluation Mechanism will be put in place to gauge the effectiveness/impact of the reform initiatives on public service delivery.

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3. General Recommendations

The salient features regarding the General Recommendations and Conditions of Service (other than salary) contained in the Report are listed in **Appendix A**. This list is not exhaustive. Officers should therefore be advised to consult the relevant parts of the Report before exercising their options as referred to at paragraph 4 below. The full Report is available on the following websites:

- Pay Research Bureau : <http://prb.pmo.govmu.org>.
- Ministry of Civil Service and Administrative Reforms : <http://civilservicegovmu.org>.

4. Options

4.1 Every officer is required to sign an Option Form in two originals as at **Appendix B** for those in the Civil Service, as at **Appendix C** for those in the Parastatal and other Statutory Bodies and Local Authorities and as at **Appendix D** for those in the Rodrigues Regional Assembly. Options shall be exercised, as early as possible, and submitted to the respective Supervising Officers not later than:-

- (a) **Friday 29 April 2016** for serving officers in Mauritius, Rodrigues and the Outer Islands and those posted in our Missions overseas;
- (b) **seven days** after resumption of duty for officers on official mission abroad; and
- (c) **Tuesday 31 May 2016** for officers:-
 - (i) on approved leave; and
 - (ii) under interdiction.

4.2 In special circumstances, such as prolonged illness or hospitalization, officers may be allowed to exercise their option at a later date. However, each case will have to be submitted to the Ministry of Civil Service and Administrative Reforms for consideration and approval.

4.3 Supervising Officers i/c Ministries/Departments and Heads of Parastatal and other Statutory Bodies and Local Authorities and the Island Chief Executive are requested to ensure that the contents of this Circular Note as well as relevant extracts of specific recommendations pertaining to their organisations are communicated, as soon as possible, to **all** members of their staff, including staff on approved leave/mission as well as those under interdiction together with the information necessary to enable them to exercise their option.

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- 4.4 (i) Officers may:-
- (a) **either opt** to accept the revised emoluments and terms and conditions of service; **or**
 - (b) **opt not** to accept the revised emoluments and terms and conditions of service.
- (ii) Officers who did not opt for the pension scheme effective as from 01 July 2008, but opted for the revised emoluments at the discounted rate of 92% may opt, in conformity with this Circular Note, to accept the revised terms and conditions of service as set out in the Report. These officers would continue to be eligible for the revised emoluments at the discounted rate of 92%.

4.5 Officers who do not opt for the revised salaries and conditions of service contained in 2016 PRB Report should be paid the compensation as set out in the Additional Remuneration [2016] Act 2015 effective from 01 January 2016.

4.6 Acceptance of the revised emoluments and terms and conditions of service implies that any related emoluments or allowance cannot be the subject of a labour dispute, in conformity with the Employment Relations Act 2008, as subsequently amended.

5. **Conversion of Salaries**

5.1 Conversion of salaries should be effected in accordance with paragraph 21.8 of the 2016 PRB Report Volume 1. A copy of the Master Salary Conversion Table is at **Appendix E**.

6. **Advisers/Employees serving on contract**

Request for revision of salaries paid to Advisers/Officers employed on contract should be submitted to the Pay Research Bureau, through this Ministry by Monday 17 April 2016 at latest, for appropriate salary adjustment.

7. **Schemes of Service**

A list of all new Schemes of Service as well as those which are to be revised in the context of the implementation of the 2016 PRB Report should be submitted to the Ministry of Civil Service and Administrative Reforms by **Monday 16 May 2016**.

8. **Payment of Allowances**

With the implementation of the 2016 PRB Report, any previous authority for the payment of allowances would lapse, except for those allowances specifically mentioned in the Report. The approval of the Ministry of Civil Service and Administrative Reforms should be sought for the payment of any allowances not covered in the Report but which may still be justified.

9. **Effective Date**

The Report will be implemented as from **01 January 2016**.

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10. **Implementation/Interpretation**

- 10.1 Heads of Ministries/Departments are requested to set up a Departmental Implementation and Monitoring Committee to ensure the effective implementation of the Report.
- 10.2 Any difficulty in relation to conversion of salary should be referred to the Ministry of Civil Service and Administrative Reforms immediately.
- 10.3 Any difficulty in relation to implementation/interpretation of the Report, other than salary, should be referred to the Central Implementation and Monitoring Committee of the Ministry of Civil Service and Administrative Reforms.


11. **Errors and Omissions**

- 11.1 All cases considered to be genuine errors or omissions or alleged cases of anomalies should be channelled to the Pay Research Bureau through the Ministry of Civil Service and Administrative Reforms within a timeframe of three months as from date of approval of Report . The Pay Research Bureau will publish an Addendum Report to the 2016 PRB Report before **Friday 30 September 2016**.
- 11.2 Any issue which, according to the PRB Report 2016, should be dealt with by the High Powered Committee (HPC), should be submitted to the HPC through the Ministry of Civil Service and Administrative Reforms.
- 11.3 Wherever practicable, genuine errors/omissions/clarifications, will be dealt with, on an adhoc basis, as and when they are reported upon by the Ministry of Civil Service and Administrative Reforms for immediate action and recommended upon by the Bureau, prior to the subsequent publication of the Addendum Report.

12. **PRB Reports and Option Forms**

Additional copies of PRB Reports and Option Forms can be collected from the Government Printing Department, La Tour Koenig, Pointe Aux Sables on production of the appropriate Store Form as from Monday 11 April 2016.

13. This Circular Note is also available on the Ministry's Website as specified at paragraph 2 above.


(P. Jhugroo)
Senior Chief Executive

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

SALIENT FEATURES
(relating to General Recommendations and Conditions of Service
contained in the PRB Report 2016 Volume 1)

The salient features of the 2016 PRB Report Volume 1 have been reproduced hereunder –

1. Public Sector Management Reforms – Knowledge Management

Paragraph 5.50 The management of knowledge is of increasing importance for Government in dealing with the challenges created by the knowledge economy coupled by ever fast development of Information, Communication and Technology.

2. Training and Development

Paragraph 5.97 Every Ministry/Department will have to carry out periodic training needs assessments in respect of all the functions of the organisation. In cases where the necessary expertise is not available in a specific department, the services of Human Resource Managers should be sought.

3. Review of Schemes of Service and Qualifications

Paragraph 10.9 Organisations, while keeping in view the guidelines for the drafting of schemes of service, should take advantage of the HRMIS and use on-line facilities for the prescription of schemes of service with a view to reducing further the processing time.

4. Recruitment and Promotion - Human Resource Planning (HRP)

Paragraph 11.14 All organisations should mandatorily carry out a HRP exercise so that they can have the right number of qualified and competent people to deliver successfully on their mandate.

Paragraph 11.15 It should be made mandatory for all HR cadre in all public sector organisations to carry out HRP for the rightsizing of their respective staff for better accountability, effectiveness and efficiency.

5. Effective Date of Promotion

Paragraph 11.26 The effective date of grade-to-grade promotion should be the date of assumption of duty.

Paragraph 11.27 The effective date of promotion in respect of cases mentioned below should be the date of vacancy or the date on which officers in their respective batches have been promoted for seniority

purposes and for pay purposes it should be the date of assumption of duty:

- (i) officers under interdiction and subsequently reinstated on being cleared of charges against them;
- (ii) officers who are under report (involved in Police cases) and for whom vacancies have been reserved pending finalisation of their cases and cases against them have been dismissed;
- (iii) (a) officers on scholarship abroad with the approval of the Commission; and
(b) officers selected for open scholarship and who are subsequently granted leave with full pay to follow the course; and
- (iv) officers on leave without pay subject to provisions of PSC Circular No 4 of 1977.

6. Talent Management

Paragraph 12.2 Talent Management is an essential element of any strategic human capital management program. For the public sector to sustain and remain an employer of choice, the adoption of a talent management strategy is mandatory. In this context, different components which relate to talent management strategy have been dealt with in this Report. These components comprise Schemes of Service, Recruitment, Promotion, Retention, Performance Management System, Training, Alternative Modes of Employment, Reward Strategies, Flexible Working, and Recognition and Appreciation of Talents, among others.

7. Retirement and Retirement Benefits – Pension Scheme for the Public Sector

Paragraph 15.25 The provision regarding discounted salaries at the rate of 92% of the recommended salary for officers who did not opt for pension reforms on 01 July 2008 is maintained.

8. Motor Vehicle, Autocycle/Motor Cycle and Bicycle Loans

Paragraph 18.2.41 As from 01 January 2016 all loans advanced for purchase of motor vehicles, autocycle/motor cycle and bicycle will be at interest rate of 4% per annum.

9. Passage Benefit Scheme

Paragraph 18.3.14 (a) Officers on permanent and pensionable establishment drawing a minimum monthly salary of Rs 25525 or reckoning at least five years' service should earn passage benefits at the rate of 5% of the gross salaries annually.

Paragraph 18.3.16 (d) Officers should be allowed to make use of their accumulated passage benefit to meet the fees in connection with SC,

HSC examinations and vocational training for their wards as well as for the payment of university fees for themselves and for their wards, either locally or abroad even if the balance standing to their credit may be less than Rs 10000;

Paragraph 18.3.16 (e) Officers should be allowed to cash their accumulated passage benefit at a discounted rate of 90% for any purpose other than travel provided the balance standing to their credit is not less than Rs 10000. The remaining 10% of the accumulated passage benefit should, however, not be forfeited but remain in the balance standing to their credit.

10. Maternity Leave

Paragraph 18.4.63 (i) A female officer should be eligible for 14 weeks' maternity leave in the event of a confinement. If the officer holds a substantive appointment or has completed one year's continuous service, the leave should be on full pay.

11. Provision for birth of twin or more

Paragraph 18.4.68 A Female Officer who gives birth to twin or more in one confinement should be granted six weeks' special leave in addition to her normal maternity leave entitlement.

12. Leave without pay

Paragraph 18.4.88(i) An officer who has been granted leave without pay for one purpose(e.g. to accompany spouse) should neither be granted extension of leave without pay for the same purpose nor for another purpose, such as for study, unless and until he/she resumes duty at the expiry of his/her leave.

13. Leave to undertake Pupillage and Pre-Registration Training

Paragraph 18.4.90 A public officer who undertakes pupillage should be granted the following:

- (i) leave with pay provided it is undertaken at the Attorney General's Office; and
- (ii) leave without pay if it is conducted in the private sector.

Paragraph 18.4.91 A public officer who undergoes pre-registration training should be granted leave without pay.

Paragraph 18.4.92 The period of leave with pay or without pay to undertake pupillage or pre-registration training should be for the whole duration of the training, subject to a maximum of two years.

14. Family Responsibility Leave (New)

Paragraph 18.4.104 Officers would be granted a maximum of three days to cater for absences where the officer has to look after the family such as sick child or elder parents. Officers should produce medical evidence of the same, especially for the second and third day of absence. The three days should be reckoned against the casual leave entitlement of the officer. In case an officer has already taken all his casual leave, the three days' leave may be reckoned against the five days from his accumulated vacation leave or as leave without pay.

15. Flexitime

Paragraph 18.5.32 The Bureau considers that the development and innovation of flexible working arrangements must no longer be regarded as a peripheral issue and should be given serious consideration.

Paragraph 18.5.33 Where demand exists and resources permit, Ministries/Departments/ Organisations should expedite the introduction of flexitime after consultation with the staff side and subject to the approval of the MCSAR.

Paragraph 18.5.34 As far as possible, Ministries/Departments/Organisations operating counter services and introducing flexitime should, in the design of the *modus operandi*, ensure that a continuous uninterrupted service is provided over an extended period.

16. Overtime

Paragraph 18.5.85 Officers who are called upon to put in beyond 33 ¾ hours and less than 40 hours weekly on a regular basis and who cannot be granted time-off for the extra hours put-in, be paid at the normal hourly rate provided that the officer puts in a minimum of five hours in excess of 33¾ hours weekly.

17. Incremental Credit – Higher Qualification Incentive

Paragraph 18.9.16 The payment of lump sum rates of Higher Qualification Incentives (HQI) as per table at (v) for qualifications which are directly relevant to the performance of the duties of the grade and are higher than the qualifications specified in the scheme of service for the grade and subject to the following conditions:

- (i) the additional qualifications are obtained following an examination and are duly recognised by the Mauritius Qualifications Authority or the Tertiary Education Commission;
- (ii) where different qualifications are laid down in a particular scheme of service, the highest one would be taken as the basic qualification for the purpose of determining eligibility for payment of HQI;
- (iii) only officers holding a substantive appointment would be considered for the grant of HQI for additional qualifications;

- (iv) officers who have already benefited from the payment of HQI for additional qualifications in one capacity would not be granted HQI anew for the same qualifications in another capacity;
- (v) the payment of a lump sum rate of HQI for additional qualifications should be as follows:

Qualification	Amount (Rs)
Doctorate and above including specialist qualifications for medical profession	30000
Master's Degree	20000
Bachelor Degree	16000

- (vi) an officer should not be eligible more than twice in his or her career.

Paragraph 18.9.17 No HQI should be granted for higher qualifications in the event that same is a requirement for promotion/selection in the hierarchy/cadre.

Officers in the Workmen's Class

Paragraph 18.9.19 Notwithstanding the provision at paragraph 18.9.16 above, the Standing Committee may consider granting a HQI of Rs 8000 to employees of the Workmen's Group for a course or training course leading to an additional relevant craft certificate.

18. Uniforms

Paragraph 18.13.10 The quantum of the revised uniform allowances for each category of beneficiaries which would be payable with effect from 01 January 2016 should be as per the table below.

Uniforms Allowances – effective from 01 January 2016		
Category	Allowance excluding cardigan	Additional Allowances (Rodrigues)
I	4280	1375
II	4010	1305
III	3890	1265

19. Government Medical Insurance Scheme(GMIS)

Paragraph 18.15.39 The GMIS would consist of a Basic Plan and a Catastrophe Plan and Government has given its consent for the scheme to be on a cost sharing basis, that is, 50% Government contribution to be

matched by 50% employee contribution and would be, subject to the following terms and conditions:-

- (i) the scheme would be optional, that is, public officers who so wish may join the scheme;
- (ii) the 50% Government contribution would be limited to the basic plan only. However, subscribers may in addition to the basic plan contribute to a catastrophe plan at their own cost;
- (iii) those who would not opt to join the scheme would have no claim to the 50% Government contribution; and
- (iv) an officer would not be allowed to take advantage of two or more policies concurrently. Where an officer already holds a medical insurance policy, he would be allowed to join the GMIS on termination/end of the policy and he would be entitled to the 50% Government contribution only upon joining the GMIS.

20. Foreign Service Allowance and Other Related Allowances – Payment of Air Ticket to Dependents of Unmarried Career Diplomats

Paragraph 18.18.59 Unmarried career diplomats should benefit from payment of a two-way air ticket, either to their father or mother or brother or sister whenever posted to overseas mission on a tour of service.

21. Implementation Process and Post Review Mechanism

Effective Date

Paragraph 21.7 The date of implementation of this Report would in principle be 01 January 2016 in line with the EOAC Report 2013 recommendation as approved by Government. Accordingly, recommendations relating to both pay and allowances, facilities, benefits and other conditions of service shall take effect simultaneously and prospectively unless specifically stated otherwise.

Conversion

- Paragraph 21.8 (i) The converted salaries effective from the date of implementation of this Report which is 01 January 2016 should be in accordance with the master salary conversion table at Annex of each volume of this Report and as explained in the ensuing paragraphs.
- (a) The first row of the conversion table indicates the numerical position of the salary point in the master salary scale of the 2016 PRB Report as shown at the foot of the table.
 - (b) The second row indicates the basic salary effective as from 01 January 2013.
 - (c) The gross salaries as at 31 December 2015 inclusive of the extra remuneration, is at the third row of the conversion table.

- (d) The fourth row indicates the basic salaries payable as from 01 January 2016.
- (ii) Conversion to the revised salaries should be effected after the grant of the normal annual increment due to officers on the 01 January 2016.
 - (iii) An officer whose salary point converts to a point in the master salary conversion table which is less than the initial salary recommended for his grade should draw the initial salary of his grade.
 - (iv) Where more than two salary points convert to the initial of a recommended salary scale, the conversion should be made in such a manner that only two salary points convert to one point in the recommended scale; for example, the first and second salary points shall convert to the first point, the third and fourth to the second point, and the fifth and sixth to the third point and so on and so forth. The corresponding converted salary shall be applicable as from 01 January 2016.
 - (v) Officers in Trainee grades, in post as at 31 December 2015, whose salary as at 01 January 2016 does not convert to a salary point in their salary scale should, on a personal basis, be granted the corresponding converted salary in the master salary scale.
 - (vi) Officers who, as at 31 December 2015, were already drawing more than the top of their salary scale as a result of the grant of long service increment(s) or movement in the master salary scale by virtue of a specific recommendation should convert in the normal manner either in their salary scale or in the master salary scale, on a personal basis.
 - (vii) Officers who have been granted flat salaries in this Report and whose conversion is not provided in the conversion table shall convert to the recommended flat salary for the grade.
 - (viii) Eligibility for the grant of any salary compensation in the years after implementation of this Report should be determined after the grant of the normal annual increment due to officers on 01 January of each year such that a basic salary point has only one gross salary inclusive of salary compensation.

22. Payment of Allowances

Paragraph 21.15 All previous authority for the payment of allowances, other than those specifically mentioned in the Chapter dealing with the different Ministries/Departments/Organisations, should lapse with the implementation of this Report. Allowances not covered in this Report but which may still be justified would be revised by the Bureau upon submission from the Ministry of Civil Service and Administrative Reforms through the proper channel (Ministries/ Departments/ Organisations, Parent Ministry wherever applicable and Ministry of Civil Service and Administrative Reforms).

23. Option

- Paragraph 21.16 Option is a post review activity related to implementation of the Report and falls under the responsibility of the Ministry of Civil Service and Administrative Reforms.
- Paragraph 21.17 It is understood that acceptance of the revised emoluments and the terms and conditions of service contained in this Report implies that any related emoluments or allowances cannot be the subject of an industrial dispute, in conformity with the Employment Relations Act.
- Paragraph 21.18 Employees, who, following the implementation of the 2008 PRB Report opted for the revised salaries and conditions of employment but did not opt for the new contributory pension scheme, should be eligible to a monthly pay equivalent to 92% of their revised basic salaries. For all such cases, the salary drawn after the grant of the normal annual increment due on 01 January 2016 should first be hypothetically recomputed to its 100% equivalent which will then convert to its corresponding salary point in the master salary conversion table. The employees would then be eligible to 92% of this salary point.
- Paragraph 21.19 Employees of the Public Sector who do not opt for the revised salaries and conditions of service contained in this Report should be paid the salary compensation as set out in the Additional Remuneration [2016] Act 2015 effective from 01 January 2016.

24. Application/ Interpretation of the Report

- Paragraph 21.24 All cases considered to be genuine omissions/errors should continue to be channelled to the Bureau for consideration through the MCSAR within a time frame of three months as from the date of approval of the Report for implementation.
- Paragraph 21.30 Ministries/Departments/Organisations are urged to complete the implementation process of all recommendations contained in this Report, to the extent possible, in a given time frame not exceeding 24 months to enable them to have the full staff complement and the required work environment, including employee motivation, to meet their mandates. In case of any difficulty arising during the implementation process, organisations may seek the advice of the MCSAR in writing with copy to the Bureau.
- Paragraph 21.35 All issues relating to implementation of the 2016 PRB Report should first be looked into by the Departmental Implementation and Monitoring Committee which all Ministries/Departments/Organisations should set up at their level. Unresolved issues at this level should then be forwarded to the Central Implementation and Monitoring Committee which has been set up at the MCSAR since the last Report.

25. Other Pertinent Issues and Recommendations - Alignment of Schemes of Service in the Public Sector

Paragraph 22.18 Where the salaries of identical/comparable grades in Parastatal Bodies and Local Authorities have been aligned on those of the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along similar lines as those of their counterparts in the Civil Service.

RODRIGUES REGIONAL ASSEMBLY

Option Form (To be completed in two originals)

REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE

Option to be exercised not later than 29 April 2016

I
(BLOCK LETTERS)

holding the post of

in
(Insert Name of Department)

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. 6 of 2016 and the 2016 Pay Research Bureau Report (hereunder referred to as the Report) on the Review of Pay and Grading Structures and Conditions of Service in the Public Sector (Vols 1 and 2).

2. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation as specified in the Report. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

3.** (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service as set out in the Report.

(ii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service as set out in the Report.

*Delete 3(i) or (ii) as appropriate

4. I understand that this option is irrevocable.

Date:

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Signature

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National Identity Card Number

**PARASTATAL AND OTHER STATUTORY BODIES
AND LOCAL AUTHORITIES**

Option Form (To be completed in two originals)

REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE

Option to be exercised not later than 29 April 2016

I
(BLOCK LETTERS)

holding the post of

in
(Insert Name of Organisation)

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. 6 of 2016 and the 2016 Pay Research Bureau Report (hereunder referred to as the Report) on the Review of Pay and Grading Structures and Conditions of Service in the Public Sector (Vols 1 and 2).

2. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation as specified in the Report. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

3.** (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service as set out in the Report.

(ii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service as set out in the Report.

*Delete 3(i) or (ii) as appropriate

4. I understand that this option is irrevocable.

Date:

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Signature

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National Identity Card Number

**PARASTATAL AND OTHER STATUTORY BODIES
AND LOCAL AUTHORITIES**

Option Form (To be completed in two originals)

REVIEW OF SALARIES AND OTHER CONDITIONS OF SERVICE

Option to be exercised not later than 29 April 2016

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(BLOCK LETTERS)

holding the post of

in
(Insert Name of Organisation)

have taken cognizance of the Ministry of Civil Service and Administrative Reforms Circular Note No. 6 of 2016 and the 2016 Pay Research Bureau Report (hereunder referred to as the Report) on the Review of Pay and Grading Structures and Conditions of Service in the Public Sector (Vols 1 and 2).

2. I understand that acceptance of the revised emoluments also constitutes acceptance of all the revised terms and conditions of service, organisational structures and the recommendations approved for implementation as specified in the Report. Any option not to accept the revised emoluments and terms and conditions of service or any acceptance made subject to a reservation/qualification, shall be treated as a rejection of the revised emoluments and terms and conditions, organisational structures and the recommendations approved for implementation.

3.** (i) I hereby **opt**, in conformity with the Circular Note, to accept the revised emoluments and terms and conditions of service as set out in the Report.

(ii) I hereby **opt not** to accept the revised emoluments and terms and conditions of service as set out in the Report.

*Delete 3(i) or (ii) as appropriate

4. I understand that this option is irrevocable.

Date:
Signature

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National Identity Card Number

APPENDIX E

Annex

Master Salary Conversion Table

Row	Salary point	002	003	004	005	006	007	008	009	010	011	012	013	014	015	016	017	018	019	020	021	022	023	024	025	
1	Basic salary 2015	6400	6600	6800	7000	7200	7425	7650	7875	8100	8325	8550	8775	9000	9225	9450	9675	9925	10175	10425	10675	10925	11175	11425	11675	
2	Gross Salary Dec 2015	7000	7200	7400	7600	7800	8025	8250	8475	8700	8925	9150	9375	9600	9825	10050	10275	10525	10775	11025	11275	11525	11775	12025	12275	
3	Converted Basic salary Jan 2016	8000	8205	8410	8615	8820	9050	9280	9510	9740	9970	10200	10450	10700	10950	11200	11450	11710	11970	12230	12490	12750	13010	13270	13530	
Row	Salary point	026	027	028	029	030	031	032	033	034	035	036	037	038	039	040	041	042	043	044	045	046	047	048	049	
1	Basic salary 2015	11925	12175	12425	12675	12925	13175	13425	13675	13975	14275	14575	14875	15175	15475	15825	16175	16525	16875	17225	17675	18125	18575	19025	19475	
2	Gross Salary Dec 2015	12525	12775	13025	13275	13525	13775	14025	14275	14575	14875	15175	15475	15775	16075	16425	16775	17125	17475	17825	18275	18725	19175	19625	20075	
3	Converted Basic salary Jan 2016	13790	14050	14325	14600	14875	15150	15450	15750	16075	16400	16725	17050	17375	17700	18075	18450	18825	19200	19575	20050	20525	21000	21475	21950	
Row	Salary point	050	051	052	053	054	055	056	057	058	059	060	061	062	063	064	065	066	067	068	069	070	071	072	073	
1	Basic salary 2015	20075	20675	21425	22175	22925	23675	24425	25175	25925	26675	27425	28175	28925	29675	30575	31475	32375	33275	34175	35375	36575	37775	39275	40775	
2	Gross Salary Dec 2015	20675	21275	22025	22775	23525	24275	25025	25775	26525	27275	28025	28775	29525	30275	31175	32075	32975	33875	34775	35975	37175	38375	39875	41375	
3	Converted Basic salary Jan 2016	22575	23200	23975	24750	25525	26300	27075	27850	28625	29400	30175	30950	31725	32500	33425	34350	35275	36200	37125	38350	39575	40800	42325	43850	
Row	Salary point	074	075	076	077	078	079	080	081	082	083	084	085	086	087	088	089	090	091	092	093	094	095	096	097	
1	Basic salary 2015	42275	43775	45275	46775	48275	49775	51275	52775	54275	55775	57275	58775	60575	62375	64175	65975	67775	69575	72000	74500	77000	80000	83000	86000	
2	Gross Salary Dec 2015	42875	44375	45875	47375	48875	50375	51875	53375	54875	56375	57875	59375	61175	62975	64775	66575	68375	70175	72600	75100	77600	80600	83600	86600	
3	Converted Basic salary Jan 2016	45375	46900	48425	49950	51575	53200	54825	56450	58075	59700	61325	62950	64800	66650	68500	70450	72400	74350	77175	80000	83000	86000	89000	92000	
Row	Salary point	098																								
1	Basic salary 2015	89000																								
2	Gross Salary Dec 2015	89600																								
3	Converted Basic salary Jan 2016	95000																								
<p>Master Salary scale : Rs 8000 x 205 - 8820 x 230 - 10200 x 250 - 11450 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 32500 x 925 - 37125 x 1225 - 40800 x 1525 - 49950 x 1625 - 62950 x 1850 - 68500 x 1950 - 74350 x 2825 - 80000 x 3000 - 95000</p>																										