



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS**

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No 40 of 2017**  
**E/1/1/14**

**31 May 2017**

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

**To: Supervising Officers in-charge-of Ministries/Departments**

**Fees – Statutory Boards and Committees**

The 2016 Pay Research Bureau (PRB) Report, at paragraphs 19.12-19.21, provides for the payment of fees to part-time Chairpersons, Members and Secretaries of Statutory Boards and Committees reported upon by the PRB. Furthermore, several statutory bodies/organisations pay, in accordance with the provisions of their respective Acts, such fees and allowances as the Minister concerned may determine. Such fees are very often outside the ambit of the PRB Reports.

2. Following the circulation of a Paper to Government, it has been decided by the High Powered Committee that the Standing Committee on Fees and Allowances set up at the level of this Ministry should look into the issue of payment of fees to part-time Chairpersons, Members and Secretaries of Statutory Boards and Committees. Subsequently, the Standing Committee has decided, as a first step, to take stock of the present situation regarding the fees being paid to members of Statutory Boards and Committees.

3. In this context, Ministries/Departments are kindly requested to submit, as per pro forma at **Annex**, information in respect of Statutory Boards and Committees falling under their aegis, in hard copy and under a covering letter as well as in soft copy to [mcsarcosunit1@gmail.com](mailto:mcsarcosunit1@gmail.com).

4. A reply by **30 June 2017**, would be highly appreciated.

**S. K. Pather**  
**Senior Chief Executive**

**Copy to: Secretary to Cabinet and Head of the Civil Service**  
**Financial Secretary**  
**Director, Pay Research Bureau**

**BOARDS AND COMMITTEES –**  
**PAYMENT OF FEES TO CHAIRPERSON, MEMBERS AND SECRETARY**

*(An individual form to be filled for each Statutory Board and Committee)*

Ministry of .....

**1. Name of Statutory Boards and Committees:** .....

**2. Set up under which Act** *(please submit a copy of the relevant Act):* .....

**3. Name of Institution:** .....

**4. Budget of Institution:** .....

**5. Terms of Reference:** .....

**6. Frequency of Meetings:** .....

**7. Name of Committee:**

<b>Profile</b>	<b>Fees currently paid</b> <i>(please specify – monthly or per sitting basis)</i>	<b>Approved by</b>	<b>Any other allowance(s) being paid</b> <i>(please specify – monthly or per sitting basis)</i>	<b>Approved by</b>	<b>Remarks</b>
(i) Chairperson					
(ii) Members					
(iii) Secretary					

Signature: .....

Name: .....

Designation: .....

*(not below the level of Assistant Permanent Secretary/Assistant Manager, Human Resources)*

Date: .....