



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

04 December 2017

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 87 of 2017
E/235/18/01 T V21

From: Secretary for Public Service
To: Supervising Officers i/c of Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly

Uniform Allowances for period January to December 2018

The Standing Committee on Uniforms met on 16 November 2017 and decided that the cash allowance (excluding allowance for Cardigan) be paid to officers eligible for uniforms for period January to December 2018 should be as follows:

(i) **Category I**

A uniform allowance of **Rs 4640** to be paid to eligible officers whose nature of duties warrants a means of identification/authority.

(ii) **Category II**

A uniform allowance of **Rs 4350** to be paid to eligible officers whose nature of duties requires them to wear uniform as and when the need arises.

(iii) **Category III**

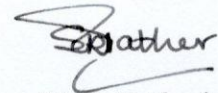
A rapid wear and tear allowance of **Rs 4215** to be paid to eligible officers whose nature of duties causes excessive wear and tear of clothing.

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.

2/...

3. Undertakings, as appropriate, in accordance with the proforma at Annexes A and B, 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 be drawn to the fact that failure on their part 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 invited to bring the contents of this Circular Letter to the attention of the officers of their Ministries/ Departments and all Heads of Parastatal and Statutory Bodies falling under the aegis of their respective Ministries/Departments, for necessary action.



(S. K. Pather)

Secretary for Public Service

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

Circular Letter No. 87 of 2017

Category I/Category II*

I,

holding the post of

in the Ministry/ Department

hereby request for the payment of an amount of Rs 4640/ Rs 4350* as uniform allowance (excluding allowance for cardigan) for period January to December 2018 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



Ministry of Civil Service and Administrative Reforms

Annex B

Annex to Ministry of Civil Service and Administrative Reforms

Circular Letter No. 87 of 2017

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: