



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

02 February 2017

Ministry of Civil Service and Administrative Reforms  
Circular Note No. 4 of 2017  
E/135/30/02 V2

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

To : **Supervising Officers in-charge of Ministries/Departments**  
**Island Chief Executive, Rodrigues Regional Assembly**

Guidelines on Fees payable to Chairperson, Members and Secretary of  
Committees/Technical Committees

Usually and for the sake of expediency in attending to certain complex issues, Committees/Technical Committees are set up to look in depth into those issues within a set time frame. The Chairperson, Members and Secretary of such Committees are paid fees/allowances, as approved, after completion of the assignment.

2. The High Powered Committee has decided that, except for Commissions of Inquiry set up under the Commissions of Inquiry Act, the issue of payment of fees in respect of Fact Finding Committees and other Technical and ad hoc Committees, should continue to be looked into by the Standing Committee at the Ministry of Civil Service and Administrative Reforms.

3. Ministries/Departments should, henceforth, be guided by the following when appointing Chairpersons, Members and Secretaries of Committees set up by Government and Technical Committees which they set up with the approval of Government:

- (i) Ministries/Departments would have to pre-determine, albeit indicatively, the time required for the assignment/the number of meetings which are envisaged for completion of the assignment;
- (ii) Ministries/Departments should strictly apply the rates which have been approved by Government as spelt out in this circular letter;
- (iii) the Chairperson, Members and Secretary should be informed, **prior** to the start of the assignment, of the fees that would be payable to them according to the Government Guidelines, upon completion of the exercise; and

2/..

- (iv) the Chairperson, Members and Secretary should be required to signify, in writing, their acceptance or otherwise, to serve on such Committees/Technical Committees against payment of the relevant fees, **prior** to the start of the exercise.

4. With a view to harmonising the payment of fees and allowances to Chairpersons, Members and Secretaries of Committees/Technical Committees, Government has approved the following new rates of fees, which are deemed to be **effective as from 01 February 2017:-**

**A. Committees set up by Government such as Technical Committees, Courts of Investigation, Fact Finding Committees:**

|       |   |   |                     |
|-------|---|---|---------------------|
| (i)   | <b>Chairperson:</b>                                   |   |                     |
|       | First 25 sittings                                     | - | Rs 4650 per sitting |
|       | Next 20 sittings                                      | - | Rs 3500 per sitting |
|       | All other sittings                                    | - | Rs 2375 per sitting |
|       | <b>Subject to the limit of</b>                        | - | <b>Rs 350 000</b>   |
| (ii)  | <b>Member (50% of fees payable to Chairperson)</b>    |   |                     |
| (iii) | <b>Secretary (30% of fees payable to Chairperson)</b> |   |                     |

**B. Technical Committees set up by Ministries with the approval of Government:**

|       |   |   |                     |
|-------|---|---|---------------------|
| (i)   | <b>Chairperson</b>                                    |   |                     |
|       | First 20 sittings                                     | - | Rs 2910 per sitting |
|       | Next 20 sittings                                      | - | Rs 1750 per sitting |
|       | All other sittings                                    | - | Rs 1190 per sitting |
|       | <b>Subject to the limit of</b>                        | - | <b>Rs 200 000</b>   |
| (ii)  | <b>Members (50% of fees payable to Chairperson)</b>   |   |                     |
| (iii) | <b>Secretary (30% of fees payable to Chairperson)</b> |   |                     |

5. I am sure you will understand that subscribing to the principles of good governance in terms of proper application of the guidelines will ensure consistency and parity of esteem in the payment of fees to Chairpersons, Members and Secretaries of Committees set up by Government and Technical Committees set up by Ministries with the approval of Government.

Yours faithfully,



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

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