



REPUBLIC OF MAURITIUS

**Ministry of Civil Service and Administrative Reforms**  
**Circular Note No 27 of 2018**  
**E/320/60/01 V1**

09 October 2018

**From:** Secretary for Public Service

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

**Long Service Increment and Increment on Appointment by Selection to a Higher Grade for Officers of the Workmen's Class**

Clarifications have been sought by several Ministries/Departments on:

- (i) the application of the recommendation at paragraph 18.8.10 (iv) of the 2016 PRB Report and also on the number of increments by which the salary of an officer, who has obtained long service increment(s), should be adjusted on his promotion; and
- (ii) the number of increments an officer of the Workmen's Class qualifies for on his appointment by selection to a grade in the same Class carrying a higher salary scale. No specific provision exists in the 2016 PRB Report regarding the salary to be paid/the number of increments to be granted to a serving officer of the Workmen's Class on his appointment by selection to a higher post within the same Class.

2. The Standing Committee on Remuneration has looked into the matter and made appropriate recommendations to the High Powered Committee (HPC). Subsequently, the HPC has, at its meeting held on 14 August 2018, decided that:

**(a) Long Service Increment (LSI)**

- (i) On application of recommendation 18.8.10(iv) of the 2016 PRB Report and corresponding recommendations in the previous PRB Reports, only the increments granted to an officer by virtue of LSI beyond the top salary of his salary scale prior to his promotion should be inclusive of the number of increments granted on promotion; and

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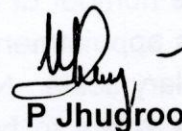
- (ii) the same principle should apply for the grant of increment on promotion under recommendation at paragraph 18.8.13 of the 2016 PRB Report to an officer who has been allowed to move by either one, two or three increments in the master salary scale after having been consistently efficient and effective in his performance.

**For the sake of convenience and to facilitate the implementation of the decision of the HPC, two examples have been worked out as at ANNEX.**

**(b) Increment on appointment by selection for officers of the Workmen's Class**

Where recruitment to a grade is done by selection from serving officers of the Workmen's class in the same exercise, the selected officer should draw the initial salary of the promotional grade or receive one increment if he was drawing the same salary point as the initial or more than the initial.

3. Supervising Officers are hereby requested to take action accordingly and ensure that the contents of this Circular are brought to the attention of all officers concerned as well as Heads of Parastatal Bodies and Local Authorities falling under the aegis of their respective Ministries/Departments.



**P Jhugroo**  
**Secretary for Public Service**

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

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**ANNEX TO CIRCULAR NOTE NO 27 OF 2018**

**1. EXAMPLE A- RECOMMENDATION AT PARAGRAPH 18.8.10 (IV) OF THE 2016 PRB REPORT**

- Officer A was granted two LSI under the 2008 PRB Report
- his salary converted to top revised salary of his post in the 2013 EOAC Report
- he was granted one LSI anew under the 2013 PRB Report
- salary converted to **one point** beyond the top salary of the revised salary scale of the post provided in the 2016 PRB Report on 01 January 2016
- promoted on March 2017

**Number of increments to be granted to officer A on his promotion: maximum of 2, subject to the top salary of the new post**

**2. EXAMPLE B- RECOMMENDATION AT PARAGRAPH 18.8.13 OF THE 2016 PRB REPORT**

- Officer B moved beyond the top salary of his scale by one point under paragraph 10.46 of the 2008 PRB Report
- his salary converted to top revised salary of his scale in the 2013 EOAC Report
- granted 2 increments beyond top salary anew by virtue of performance and salary bracket on 2014 and 2015
- salary converted to **two points** beyond the top salary of the revised salary scale his post provided in the 2016 PRB Report on 01 January 2016
- promoted on February 2018

**Number of increments to be granted to officer B on promotion: maximum of 1, subject to the top salary of the new post**