



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

03 July 2003

Circular Letter No. 25 of 2003
E/62/28/05

From: Secretary for Public Service Affairs
To: Supervising Officers in charge of Ministries/Departments

Civil Service Reforms – Meeting with Desk Officers

The thirteenth meeting with Desk Officers will be held on Wednesday, 09 July 2003 at 10.00 a.m. in the Conference Room of this Ministry, Level 7, New Government Centre, Port Louis, with the following agenda:

- (a) Approval of the notes of the twelfth meeting held on 30 April 2003 (copy enclosed);
 - (b) Matters arising;
 - (c) Presentation on Records Management by the Archives Department (Part II);
 - (d) PRB Report 2003 – Focus on Reforms in the Civil Service;
 - (e) A.O.B.
2. It would be appreciated if the Desk Officers of your Ministry/Department could be so informed and released to attend the meeting.
3. This circular letter has also been dispatched by e-mail to all Ministries/Departments.

(D.P. Ruhee)
Secretary for Public Service Affairs

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

Administrative Reforms Unit, 7th Floor, New Government Centre, Port Louis. Tel. (230) 201 1434, (230) 201 3485 – Fax (230) 212 9528 E-mail:

- (c) an internal audit system be set up to ensure that eligible officers who are required to wear uniforms do so on duty;
- (iii) a list of the categorised grades be subsequently submitted to this Ministry; and
- (iv) the whole process of consultations, payment of the allowances and the wearing of uniforms, are completed not later than end of December this year.

As regards the grades in the Office Attendant Cadre, an agreement has been reached with the Government Office Attendant Union that:

- (i) the grades in the Office Attendant Cadre be classified in Category I;
- (ii) the patterns, colour and quality of materials of all items of uniforms be maintained as per this Ministry Circular letter No 40 of 1999. The patterns are given in Annex C and the colour and quality of materials are as follows:

<u>Item</u>	<u>Colour</u>	<u>Material</u>
Shirts	White	Tergal Cotton
Trousers	Greyish Blue	Polyviscose
Ties	Blue	Polyester
Shoes	Black	Semi-Leather
Cardigan	Dark Blue	Cotton

- (iii) since there are few female officers in the Office Attendant Cadre, each Ministry/Department should reach an agreement with the officers concerned regarding the patterns, colour and materials of uniforms.

Please note that cardigan is issued every two years and payment for same was included in the uniforms allowance for financial year 2002/2003.

As regards protective clothing/equipment to eligible officers, all necessary arrangements should be made to provide same on the due dates.



D. P. Ruhee
Secretary for Public Service Affairs

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

Enclosure/uniforms/1

EXTRACT FROM PRB REPORT 2003

Recommendation

15.12.16 The Bureau therefore recommends that:

- (i) Responsible Officers should, from the list of grades presently entitled to uniforms in their organisation, determine, in consultation with parties, which of the grades should fall under one of the following categories:

Category I

The grades in respect of eligible officers whose nature of duties warrants a means of identification/authority should be classified under Category I. Officers in this category should wear uniforms on duty and would be eligible for a uniforms allowance of Rs 2500 for financial year 2003-2004. This allowance is meant for the purchase of all items of uniforms and for the payment of tailoring fees.

Category II

The grades in respect of eligible officers whose nature of duties requires them to wear uniforms as and when the need arises, should be classified in Category II. The Responsible Officer should, in consultation with the stakeholders, decide under which circumstances and when officers in this category should wear uniforms. Officers in this category should wear uniforms as and when required and would be eligible for a uniforms allowance of Rs 2300 for financial year 2003-2004. The element of rapid wear and tear which might occur has been taken into account in determining the uniforms allowance of this category.

Category III

The grades in respect of eligible officers whose nature of duties causes excessive wear and tear of clothing should be classified under Category III. Officers in this category would normally not be required to wear uniforms on duty and would be eligible for a Rapid Wear and Tear Allowance of Rs 2200 for financial year 2003-2004.

The quantum of uniforms allowance and Wear and Tear allowance includes the increase in the cost of items of uniforms for the period July 2002-June 2003.

- (ii) For subsequent financial years as from 2004-2005 the quantum of allowance should be adjusted on the basis of the changes in the prices of the relevant items of uniforms as determined by the Central Statistics Office for the preceding financial year and also considering whether cardigans are due in the year or not.
- (iii) Where it is considered that officers in a new grade or in a grade other than those listed at paragraph 15.12.13 above should wear uniforms for exercising authority or on grounds of tradition and/or international etiquette, the Responsible Officer should obtain the approval of the Standing Committee on Uniforms. Thereafter, in consultation with the appropriate stakeholders, the Responsible Officer should arrange for the supply of all items of uniforms to such eligible officers in a cost-effective manner.
- (iv) The grades in Rodrigues eligible for an enhanced entitlement of items of uniforms should continue to benefit from same.
- (v) The additional allowance for the grades in Rodrigues eligible for an enhanced entitlement of items of uniforms in respect of Category I, should be Rs 810; Category II should be Rs 745 and Category III should be Rs 715 respectively for financial year 2003-2004.
- (vi) An internal audit system be set up in every organisation to ensure that eligible officers who have to wear uniforms do so on duty. Disciplinary action should be initiated in case of default and the allowance stopped.
- (vii) The Standing Committee on Uniforms comprising representatives of the Ministry of Civil Service Affairs and Administrative Reforms, the Ministry of Finance and the Pay Research Bureau should continue to:
- (a) determine the eligibility for the grant of uniforms to new grades;
 - (b) decide on the provision of boots and new items of protective clothing and equipment; and
 - (c) devise such regulations or principles as may be necessary to deal with the issue.

ANNEX B

Annex to Ministry of Civil Service Affairs and Administrative Reforms Circular Letter No. 27 of 2003

Category I/Category II*

.....
I am holding the post of

.....
Ministry/Department

I hereby request for the payment of an amount of Rs 2500/Rs 2300* as uniforms allowance for financial year 2003/2004 for the purchase of all items of uniforms and for tailoring fees for the replacement of my uniforms in accordance with the approved patterns, colour and materials.

I undertake to wear the uniforms while on duty/whenever required* failing which I may render myself liable to disciplinary action.

Signature of officer

Signature of Witness:

.....

.....
Date where appropriate

ANNEX B

Annex to Ministry of Civil Service Affairs and Administrative Reforms Circular Letter No. 27 of 2003

Category I/Category II*

.....

holding the post of

in the Ministry/Department

I hereby request for the payment of an amount of Rs 2500/Rs 2300* as uniforms allowance for financial year 2003/2004 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.

I undertake to wear the uniforms while on duty/whenever required* failing which I may render myself liable to disciplinary action.

Signature of officer

Signature of Witness:

.....

delete where appropriate

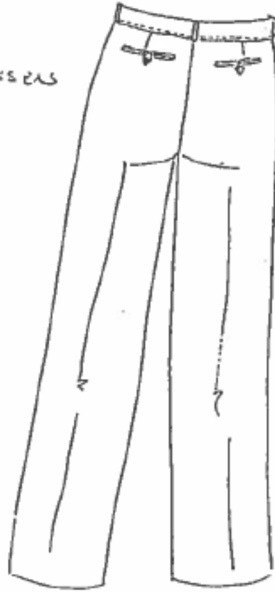
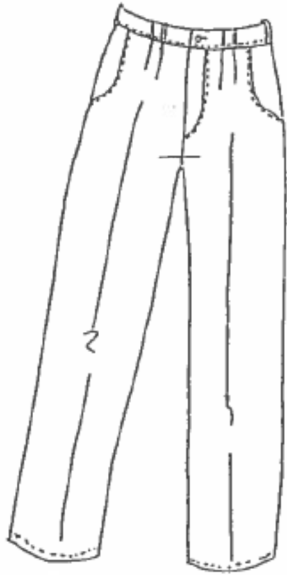
Shirts -



MINNET L



Trousers



cardigan

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05/Nov/1999