



Ministry of Civil Service Affairs and Administrative Reforms

Training Unit
12

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Ministry of Civil Service Affairs and Administrative Reforms

Circular Note No. 1 of 2004

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

To: Supervising Officers i/c Ministries/Departments
Island Chief Executive, Rodrigues
Heads of Parastatal and other Statutory Bodies and Local Authorities

Payment of Allowance in lieu of the services of a Driver

As you are aware, with the implementation of the 2003 Pay Research Bureau Report, the following categories of officers are now eligible for the payment of an all-inclusive monthly allowance of Rs 5000, in lieu of the services of a driver:

- (i) senior officers who were entitled to a chauffeur-driven car prior to 1 July 2003 and who have opted for the payment of a driver's allowance under paragraph 15.2.13(i) of the 2003 Pay Research Bureau Report; and
- (ii) senior officers drawing Rs 47500 and above with effect from 1 July 2003.

2. It has now been decided that, in such cases, the senior officers who are effectively employing a driver, may be allowed to claim overtime allowance, up to a maximum of Rs 1500 monthly, for travelling performed in connection with official functions after working hours, subject to such claims being duly certified by them.

(K. Ponnusamy)
Senior Chief Executive

Copy to:-

Secretary to Cabinet and Head of the Civil Service
Financial Secretary

The list should indicate *inter-alia*, the names, addresses and the dates from which the officers could be released. Please note that the ICT training is due to start as from the month of October, 2002. When preparing the list, it should be borne in mind that the ICT training programme will be implemented over a period of two years.

4. To help you compile the relevant list, a sample questionnaire and copies of the standard and customised modules designed for the training Programme are also enclosed.



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