

8 October 2008

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 28 of 2008
E/235/10/01 V12

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

Uniform Allowances for Financial Year 2008/2009

The Pay Research Bureau has recommended at paragraph 18.13.10 of its 2008 Report that, for financial year 2008/2009, the following allowances (inclusive of allowance for cardigan) be paid to the three categories of officers who are eligible for uniforms:

Category I

A Uniform Allowance of **Rs 3,440** for the purchase of all items of uniform and for payment of tailoring fees to eligible officers whose nature of duties warrants a means of identification/authority.

Category II

A Uniform Allowance of **Rs 3,230** to eligible officers whose nature of duties requires them to wear uniform as and when the need arises. The allowance includes the element of rapid wear and tear; and

Category III

A Rapid Wear and Tear Allowance of **Rs 3,130** to eligible officers whose nature of duties causes excessive wear and tear of clothing.

2. Temporary/casual staff are normally paid uniform allowance and provided with protective clothing/items as their colleagues on the permanent and pensionable establishment after having served for an initial period of six months. However, the PRB has also recommended at paragraph 18. 13. 19 of its Report 2008 that, where temporary / casual staff are exposed to occupational risks which are likely to cause body injury, necessary arrangements should be made to issue/ grant the appropriate protective clothing/items **promptly**.

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3. Supervising Officers are kindly requested to take appropriate action accordingly and ensure that all officers who have to wear uniforms and protective clothing/items in the performance of their duties do so. In this respect, undertakings as per **pro-formas at Annex A and Annex B**, respectively, should be signed by eligible officers prior to payment of the uniform allowances/issue protective clothing/items to them. The attention of officers concerned should also be drawn to the fact that failure to wear uniforms/ protective clothing/items on duty may lead to disciplinary action and the stoppage of the uniform allowance as specified at paragraph 3.6.5 (2) of the Personnel Management Manual.

(P. Jhugroo)
Supervising Officer

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

Annex to Ministry of Civil Service and Administrative Reforms

Circular Letter No. 28 of 2008

Uniform Allowance

Category I/Category II*

I,

holding the post of

in the Ministry/Department

acknowledge receipt of the amount of Rs 3,440/ Rs 3,230* representing uniforms allowance for financial year 2008/2009 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 and stoppage of uniform allowance.

.....

Signature of officer

Date:

*Delete where appropriate

Annex to Ministry of Civil Service Affairs and Administrative Reforms

Circular Letter No. 28 of 2009

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.

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Signature of officer

Date: