

02 July 2008

Ministry of Civil Service and Administrative Reforms
Circular Note No. 6 of 2008
E/ 260/72/02

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

To: **Supervising Officers i/c Ministries/Departments**

Clarifications PRB Report 2008

Attention is invited to this Ministry's Circular Note No. 3 of 2008, regarding the implementation of the recommendations contained in the PRB Report 2008 on the Review of Pay and Grading Structures and Conditions of Service in the Civil Service, Parastatal and other Statutory Bodies and Private Secondary Schools and the Local Authorities.

2. To facilitate the implementation of the recommendations, the following guidelines are provided in respect of certain specific issues: -

3. **Leave:**

(a) **Vacation Leave taken on and off**

Over and above the normal five days leave taken as casual leave on and off or at a stretch in any calendar year against his vacation leave entitlement, an officer shall be allowed to take up to **three additional** days leave in case of demise of a near relative. Such leave should **not** be combined with the five days taken on and off.

"Near relative" for this purpose means "spouse, father, mother, brother, sister, child, stepchild legally adopted, father in law and mother in law."

(b) **Sick Leave**

An officer is normally entitled to twenty one (21) working days sick leave in a calendar year. For the year 2008 refund of unutilized sick leave shall be effected after a maximum of 95 days is reached in the bank sick leave at the end of year. An officer having 90 days sick leave in bank as at December 2008, will have 5 days unutilized sick leave from this year's entitlement credited to the bank balance so that it reaches 95. Any unutilized leave out of the remaining 16 days would be refunded as follows:

- (i) a maximum of 11 days at the rate of 1/22 of monthly salary for each day, and
- (ii) the remaining number of days at the rate of 1/44 of monthly salary per day.

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The **same** pattern shall be followed up to year **2011**. When the bank maximum has reached 110 days, any unutilized sick leave at the end of the year up to a maximum of 16 days shall be refunded at the rate of 1/22 of monthly salary per day.

(c) *Leave without pay following confinement*

Where a female officer holding a substantive appointment or having completed one year's service has already proceeded on maternity leave, she may subject to exigencies of the service, be granted, in addition to any vacation leave to which she is entitled, up to a maximum of nine months leave without pay or six months leave without pay followed by six months part time employment. The modalities as regards part-time employment are still being worked out.

(d) *Leave without pay for emigration purpose*

An officer holding a substantive appointment may, subject to the exigencies of the service, be granted leave without pay for an aggregate period of **one year** over a period of 10 years, subject to the recommendations made at paragraph 18.4.89 (v), to explore the possibility of emigration, except in scarcity areas or where replacement is not easily available and retention is difficult or where Government has sponsored the officer for training. He shall produce documentary evidence such as residence permit from the country he proposes to proceed to emigrate.

(e) *Leave without pay to set up a business*

Under present provisions, the whole time of an officer shall be at the disposal of the Government and he is not allowed to undertake private work. However, subject to the exigencies of the service an officer may be granted leave without pay up to a maximum of **one year** in a period of 10 years to run a business provided the proposed business activity is not in direct conflict with his official position. Guidelines for the implementation of this recommendation are being worked out.

4. **Duty Remission**

- (i) Where an officer qualifies for duty remission for the first time he may **either** opt for a monthly car allowance **or** a duty free car. Where he opts for the car allowance, he would be allowed to purchase a duty remitted car only after a period of six months as from the date he exercises the option for the allowance; and
- (ii) Where an officer is already eligible for and has taken advantage of a duty remitted car, he may on renewal either opt for a car allowance or for a deferred renewal with either increased duty remission or duty remission on a higher engine capacity. Where the officer has opted for a car allowance he would not be entitled for duty remission of higher engine capacity and where he has opted for deferred renewal he would not be entitled to the car allowance.

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5. **Contract Gratuity**

The end-of-contract gratuity in lieu of pension payable to contract officers , in respect of new contracts and renewed contracts, should be at the rate of two months' salary on completion of 12 months' satisfactory service.

6. **Leave prior to retirement**

Where an officer has already proceeded on leave prior to retirement on ground of age and has opted for the new pension provisions his retirement date shall be extended by the corresponding date and month of retirement as specified in Table I of the PRB Report 2008.

Where the officer chooses to resume duty to serve the extended period, he may, in consultation with the Supervising Officer of his Ministry/Department:

- (i) either resume duty at the expiry of the leave taken and then work up to the new retirement date; or
- (ii) resume duty forthwith and defer the remaining leave to be taken later according to the new retirement date.

7. **Pension contribution for officers acting/assigned duties in a higher capacity**

The pension contribution of public officers who have been appointed to act or have been assigned the duties of a higher office by the appropriate service commission or under delegated power of appointment and whose retirement benefits shall be computed on the prevailing pensionable emoluments of the higher office, shall be made on the basis of the salary of their substantive posts together with the acting/responsibility allowance as from the date they qualify for such retirement benefits. As regards officers who have already qualified for such benefits, their pension contributions should be as from **01 July 2008**.

8. **Leave without pay to be reckoned for pension purposes**

Officers who have been granted leave without pay and who opt to preserve their pension rights shall be allowed to contribute 18% of their salary to Government, instead of 25%, as from 01 July 2008 for such period of leave to be reckoned for pension purpose.

9. **Increments**

As from 01 July 2008 all letters of offer of appointment in a substantive capacity (on a salary scale) shall explicitly mention that the guaranteed salary shall be the initial of the scale and the annual incremental increase shall be a variable component which shall be based on overall performance and has to be earned. The attention of Chief Executives of Parastatal and other Statutory Bodies and Local Authorities should be drawn thereon for appropriate actions to be taken at their end.

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10. **Funeral Grant**

A funeral grant of Rs 3000. should be paid to an officer's heirs or nearest relative who have borne the funeral expenses of a public officer, holding a substantive appointment or having completed one year's service, who passes away, subject to the production of an affidavit, in original.

P. Jhugroo
Supervising Officer

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