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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

13 April 2009

Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 12 of 2009  
E/363/9/03

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

To: Supervising Officers i/c Ministries and Departments

Implementation of Pay Research Bureau Report 2008

Following the recommendations made in paragraph 15.14 of the Pay Research Bureau (PRB) Report 2008 about the creation of a new structure in the General Services falling under this Ministry, officers in the following grades in the existing structure have to be given the option to join the appropriate grades in the new structure as set out hereunder –

Existing Structure	New Structure
Special Clerical Officer	] ] ]
Clerical Officer/Higher Clerical Officer	
Senior Word Processing Operator and Word Processing Operator possessing qualifications prescribed for the new grade of Officer	
Executive Officer	Officer
Office Superintendent	Senior Officer
	Office Management Executive

2. Forestalling the practical problems that would have arisen in the implementation of the recommendations made at paragraphs 15.14 (a) and (b) of the PRB Report and which would have disturbed the seniority placing of officers in the existing structure, the High Powered Committee has approved that all officers in the grades of Special Clerical Officer and Clerical Officer/Higher Clerical Officer be given the option to join the grade of Officer on the same date.

3. The PRB recommended that Word Processing Operators and Senior Word Processing Operators possessing the qualifications prescribed for the new grade of Officer shall be given the option to join that grade as from 1 December 2008.

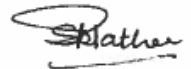
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4. It has, therefore, been decided that the options to join the grades of Officer, Senior Officer and Office Management Executive would be effective as from 27 November 2008 (date on which the respective schemes of service have been prescribed).

5. The option shall be irrevocable.

6. As recommended by the PRB, officers who opt to join the new grades of Officer, Senior Officer and Office Management Executive, as appropriate, would be granted one increment on joining the new grades.

7. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of officers concerned in the General Services posted to their Ministries/Departments, including those on approved leave with or without pay, and to make necessary arrangements for the officers to fill in the appropriate enclosed Option Forms. The duly filled in Forms should be forwarded to this Ministry by **26 April 2009** for officers in Mauritius and by **12 May 2009** for officers on approved leave abroad.



**(S. K. Pather)**  
**Supervising Officer**

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

**OPTION**

Option to be exercised by officers in the grades of Special Clerical Officer and Clerical Officer/Higher Clerical Officer in post to join the new grade of OFFICER which has been recommended by the PRB Report 2008

I .....  
(BLOCK LETTERS)

holding the post of .....

in the Ministry/Department of .....

.....

have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter ..... of 2009.

2.\* (a) I hereby inform you that I accept to join the new grade of Officer as from the **27 November 2008**, being the effective date of the prescribed scheme of service for the post of Officer.

(b) I hereby inform you that I do **not** accept to join the new grade of Officer.

3. The option is irrevocable.

Date:.....

.....

Signature

*Delete 2 (a) or 2(b) as appropriate*

**OPTION**

Option to be exercised by officers in the grades of Senior Word Processing Operator and Word Processing Operator in post to join the new grade of OFFICER which has been recommended by the PRB Report 2008

I .....  
(BLOCK LETTERS)

holding the post of .....

in the Ministry/Department of .....

.....

have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter ..... of 2009.

- 2.\* (a) I hereby inform you that I accept to join the new grade of Officer on 01 December 2008.
- (b) I hereby inform you that I do not accept to join the new grade of Officer.
- 3. The option is irrevocable.

Date:.....

.....  
Signature

*Delete 2 (a) or 2(b) as appropriate*

**OPTION**

Option to be exercised by officers in the grade of Office Superintendent in post to join the new grade of OFFICE MANAGEMENT EXECUTIVE which has been recommended by the PRB Report 2008

I .....  
(BLOCK LETTERS)

holding the post of .....

in the Ministry/Department of .....

.....

have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter ..... of 2009.

2\* (a) I hereby inform you that I accept to join the new grade of Office Management Executive as from the 27 November 2008, being the effective date of the prescribed scheme of service for the post of Office Management Executive.

(b) I hereby inform you that I do not accept to join the new grade of Office Management Executive.

3. The option is irrevocable.

Date:.....

.....  
Signature

*Delete 2 (a) or 2(b) as appropriate*

**OPTION**

Option to be exercised by officers in the grade of Executive Officer in post to join the new grade of SENIOR OFFICER which has been recommended by the PRB Report 008

.....  
(BLOCK LETTERS)

holding the post of .....

in the Ministry/Department of .....

.....  
have taken cognizance of the contents of the Ministry of Civil Service and Administrative Reforms Circular Letter ..... of 2009.

- 2.\* (a) I hereby inform you that I accept to join the new grade of Senior Officer as from the 27 November 2008, being the effective date of the prescribed scheme of service for the post of Senior Officer.
- (b) I hereby inform you that I do not accept to join the new grade of Senior Officer.
3. The option is irrevocable.

Date:.....

.....  
Signature

*Delete 2 (a) or 2(b) as appropriate*