



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS AND ADMINISTRATIVE REFORMS
MAURITIUS

17 November, 2010

Circular Letter No. 48 of 2010

E/235/10/01 V11

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

To: Supervising Officers i/c of Ministries/Departments

Uniform Allowances for period 1 July 2010 to 31 December 2011

In view of the change of the financial year to match with the calendar year, the Standing Committee on Uniforms has decided to align the payment of uniform allowances with the new financial year such that payment is effected at the beginning of each year.

2. It has, therefore, been decided that exceptionally an 18 months payment, including the amount for item of cardigan, covering period 1 July 2010 to 31 December 2011, be effected to all employees entitled to a uniform allowance. Thereafter, payment would be effected on a calendar year. The amount approved for payment for the 18 months period is as follows:

Category	Uniform Allowance (including cardigan) (01.07.10 to 31.12.11)	Enhanced entitlement of Uniforms for Rodrigues (01.07.10 to 31.12.11)
I	5485	1583
II	5170	1485
III	5020	1440

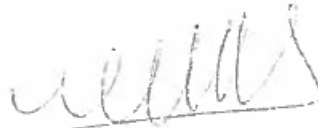
3. As regards employees retiring from the service or proceeding on pre-retirement leave during period 1 July 2010 to 31 December 2010 and who have been in active employment at least once during that period, it has been decided that an 18 months payment, as appropriate, be equally effected to them. It is further to be noted that, as cardigan is due every two years, the next payment for this item will therefore be effected in 2013.

4. It is to be highlighted that, the amount for payment as allowance already voted under the item uniforms of each Ministry/Department is for period 1 July 2010 to 30 June 2011. The Ministry of Finance and Economic Development has decided that all payments should be effected in the current financial year on the basis of the amount as stated at paragraph 2 above.

/...2

5. It would be appreciated if you would take appropriate action accordingly and ensure that all eligible employees who have to wear uniforms do so while on duty. You should also ascertain that employees who are provided with protective clothing/equipment make use of same for the performance of their duties. In this respect, undertakings as per proforma at Annex A and Annex B should be signed by eligible employees prior to payment to them of the cash allowance/ issue of protective items.

6. In the case of non compliance with the undertakings by officers concerned during the performance of their duties, procedures as laid down at paragraph 18.13.22 of the 2008 PRB Report should be followed.



(S. Seebaluck)
Senior Chief Executive

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

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 48 of 2010

Category I/Category II*

I,
holding the post of
in the Ministry/Department
hereby request for the payment of an amount of Rs 5,485/ Rs 5,170* as uniforms allowance
for period July 2010 to December 2011 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 as specified at paragraph 18.13.22 of the PRB
Report 2008.

.....
Signature of officer

Date:

*Delete where appropriate

Annex to Ministry of Civil Service and Administrative Reforms

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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>
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.....
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.....

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 as specified at paragraph 18.13.22 of the PRB Report 2008.

.....
Signature of officer

Date: