



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

26 May 2010

Ministry of Civil Service and Administrative Reforms
Circular Note No 21 of 2010
E/427/5/01 V6

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

To: Supervising Officers i/c Ministries/Departments

**Payment of End of Year Bonus to officers
who have been assigned higher duties**

It has been recommended at paragraph 18.1.8 (g) (A) of the Errors, Omissions and Clarifications of the 2008 PRB Report that the computation of the end-of-year bonus in respect of officers acting in a higher capacity for a continuous period of 12 months should be on the basis of aggregate earnings (i.e the salary of the substantive post plus any acting allowance drawn) provided the officer has been in actingship for the whole of the calendar year and is in employment on 31 December.

2. However, the payment of the end-of-year bonus to be computed on aggregate earnings is subject to the officer satisfying the three conditions provided at paragraph 18.1.8(g)(A) of Errors, Omissions and Clarifications Report 2009, i.e, he should have:-

- (i) acted in a higher grade for a continuous period of 12 months;
- (ii) been in actingship for the whole of the calendar year; and
- (iii) been in employment on 31 December.

3. Moreover, an officer, who has been granted leave with pay for more than seven days at a stretch in a calendar year and accordingly does not draw any acting/responsibility allowance during that period, is eligible for payment of end of year bonus on the basis of the salary of his substantive post only.

4. Supervising Officers are advised to ensure full compliance with the conditions at paragraphs 2 and 3 above.

.../2