



Ministry of Civil Service and Administrative Reforms

5 November, 2012

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 59 of 2012

E/235/10/01 V12

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

To: Supervising Officers i/c of Ministries/Departments

Uniform Allowances for period January to December 2013

The Pay Research Bureau (PRB) has recommended at paragraph 18.13.6 of its 2013 Report that, for period January to December 2013, the following allowances, including the allowance for cardigan, be paid to the three categories of officers who are eligible for uniforms:

- (i) **Category I**
A uniform allowance of Rs 4,310 to be paid to eligible officers whose nature of duties warrants a means of identification/authority.
- (ii) **Category II**
A uniform allowance of Rs 4,085 to eligible officers whose nature of duties requires them to wear uniform as and when the need arises; and
- (iii) **Category III**
A Rapid Wear and Tear allowance of Rs 3,980 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/equipment 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 18.13.10 (iv) of its 2013 Report that, where the nature of work of temporary/casual employees warrants the wearing of protective clothing/equipment to protect them from body injury, Supervising Officers should issue/grant the appropriate protective clothing/equipment promptly.

3. Supervising Officers are kindly requested to take appropriate action accordingly and to ensure that all officers who have to wear uniforms and protective clothing/equipment 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/equipment to them. The attention of officers concerned should also be drawn to the fact that failure to wear uniforms/protective clothing/equipment on duty may lead to disciplinary action and the stoppage of the uniform allowance as specified at paragraph 3.6.5(2) of the Human Resource Management Manual.

(S. Seebaluck)
Senior Chief Executive

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

Annex to Ministry of Civil Service and Administrative Reforms
Circular Letter No. 59 of 2012

Category I/Category II*

I.....
holding the post of.....
in the Ministry/Department.....
hereby request for the payment of an amount of Rs 4,310/ Rs 4,085* as uniform allowance
for period January to December 2013 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 3.6.5(2) of the
Human Resource Management Manual.

.....
Signature of officer

Date:

Delete if not appropriate

Annex B

Annex to Ministry of Civil Service and Administrative Reforms

Circular Letter No. 59 of 2012

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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| | | |
| | | |

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 3.6.5(2) of the Human Resource Management Manual.

.....
Signature of officer

Date: