



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

11 October 2012

Ministry of Civil Service and Administrative Reforms
Circular Note No. 18 of 2012
E/264/1/2/2

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

To: Supervising Officers i/c Ministries/Departments

Increment beyond top salary

The recommendations of the Pay Research Bureau Report 2008 and its report on Errors, Omissions and Clarifications, provide for officers in the relevant grades to be allowed to move incrementally in the master salary scale on reaching the top point of their respective salary scales, by virtue of additional qualification obtained by them, as per the recommendations, provided that they:-

- (a) have drawn their top salary for a year;
- (b) have been consistently efficient and effective in their performance during the preceding two years and have not been adversely reported upon on grounds of either performance or conduct.

2. In view of uncertainties in the interpretation of the above recommendation with regard to cases where officers had already drawn the maximum point in the salary scale of their respective posts prior to obtaining the relevant higher qualification, the advice of the State Law Office was sought as to when the increment/first increment beyond top in the master salary scale should be paid to such category of officers.

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3. The State Law Office has advised that officers in the relevant grades who obtained the required qualification after having drawn the top salary should, as from the date of obtention of the Certificate be required to **subsequently** fulfill provisions at (a) and (b) of paragraph (1) above, that is they should serve for a year as from the date of the Certificate to be eligible for the payment of the increment/first increment due to them in the Master Salary Scale. Thereafter, the second increment, where applicable, would be due on the next incremental date.

4. Ministries/Departments are hereby advised to stand guided accordingly and ensure compliance thereto. The contents of this Circular Note should be brought to the attention of Parastatal organizations falling under the aegis of respective Ministries.



S. Seebaluck
Senior Chief Executive

Copy to:

- (i) *Secretary to Cabinet and Head of the Civil Service*
- (ii) *Financial Secretary*
- (iii) *Director of Audit*