



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

12 October 2012

Ministry of Civil Service and Administrative Reforms
Circular Note No. 19 of 2012
E/260/72/03/05

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

To: Supervising Officers i/c Ministries/Departments
Heads of Parastatal and other Statutory Bodies and Local Authorities
Island Chief Executive

REVIEW OF PAY AND GRADING STRUCTURES AND CONDITIONS OF SERVICE
IN THE PUBLIC SECTOR: IMPLEMENTATION OF THE PAY RESEARCH BUREAU REPORT 2013

Government approval has been obtained for the implementation of the recommendations contained in the Pay Research Bureau Report 2013 on the review of pay and grading structures and conditions of service in the Civil Service, Rodrigues Regional Assembly, Parastatal and other Statutory Bodies, Local Authorities, and the Private Secondary Schools, subject to appropriate legislation being enacted, where necessary.

2. **General Recommendations**

The General Recommendations and Conditions of Service (other than salary) contained in the Report are listed in Appendix A. This list is not exhaustive. Officers are therefore advised to consult the relevant parts of the Report before exercising their options as referred to at paragraph 3 below. The full Report is available on the following websites:

- Pay Research Bureau : <http://www.gov.mu/portal/site/prb>
<http://prb.gov.mu/prb>
- Ministry of Civil Service and Administrative Reforms : <http://civilservice.gov.mu>

3. Options

- 3.1 Every officer is required to sign an Option Form in two originals as at **Appendix B** for those in the Civil Service, as at **Appendix C** for those in the Rodrigues Regional Assembly and as at **Appendix D** for those in the Parastatal and other Statutory Bodies and Local Authorities. Options shall be exercised as early as possible and submitted to the Supervising Officer not later than:-
- (a) **05 November 2012** for serving officers in Mauritius, Rodrigues and the Outer Islands and those posted in our Missions overseas;
 - (b) **seven days** after resumption of duty for officers on official mission abroad; and
 - (c) **31 December 2012** for officers:-
 - (i) on approved leave; and
 - (ii) under interdiction.
- 3.2 In special circumstances, such as prolonged illness or hospitalisation, officers may be allowed to exercise their option at a later date. However, each case will have to be submitted to the Ministry of Civil Service and Administrative Reforms for consideration and approval.
- 3.3 Supervising Officers i/c Ministries/Departments and Heads of Parastatal and other Statutory Bodies, Local Authorities and the Island Chief Executive are requested to ensure that the contents of this Circular Note as well as relevant extracts of specific recommendations are communicated, as soon as possible, to all members of their staff, including staff on approved leave/mission as well as those under interdiction together with the information necessary to enable them to exercise their option.
- 3.4 (i) Officers may:-
 - (a) either opt to accept the revised emoluments and terms and conditions of service : or
 - (b) opt not to accept the revised emoluments and terms and conditions of service.
- (ii) However, officers who did not opt for the pension scheme effective as from 01 July 2008 but opted for the revised emoluments at the discounted rate of 92%, may opt, in conformity with the Circular Note, to accept the revised terms and conditions of service as set out in the Report. These officers would continue to be eligible for the revised emoluments at the discounted rate of 92%.

3.5 Employees of the Public Sector who do not opt for the revised salaries and conditions of service contained in PRB Report 2013 should be paid the compensation as set out in the Extra Remuneration Act effective from 01 January 2013.

3.6 Acceptance of the revised emoluments and terms and conditions of service implies that any related emoluments or allowance cannot be the subject of a labour dispute, in conformity with the Employment Relations Act 2008.

4. Conversion of Salaries

4.1 Conversion of salaries should be effected in accordance with the Master Salary Conversion Table provided in the Report. A copy of the Master Salary Conversion Table is at Appendix E.

4.2 Conversion to the new salary scales should be effected after the grant of the annual increment due in the existing salary scale, where applicable, to officers on 01 January 2013.

5. Advisers/Employees serving on contract

As regards the emoluments of Advisers/Employees serving on contract, a further communication will be made in due course.

6. Schemes of Service

A list of all Schemes of Service (new or to be reviewed) should be submitted to this Ministry by 16 November 2012. A circular will be issued shortly regarding the new procedures for prescription of Schemes of Service.

7. Payment of Allowances

With the implementation of PRB Report 2013, all previous authority for the payment of allowances would lapse on 01 January 2013, except for those allowances specifically mentioned in the Report. The approval of the Ministry of Civil Service and Administrative Reforms should be sought for any allowances not covered in the Report but which may still be justified.

8. Effective Date

The Report will be implemented as from 01 January 2013.

9. Implementation/Interpretation

9.1 For the smooth and timely implementation of the recommendations of the PRB Report 2013, a Central Implementation and Monitoring Committee is being set up at the Ministry of Civil Service and Administrative Reforms.

- 9.2 Heads of Ministries/Departments are requested to set up a Departmental Implementation and Monitoring Committee to ensure the implementation of the Report in accordance with paragraph 1.55 of Volume I.
- 9.3 Any difficulty in relation to conversion of salary should be referred to the Ministry of Civil Service and Administrative Reforms immediately.
- 9.4 Any difficulty in relation to implementation/interpretation of the Report, other than salary, should be referred to the Ministry of Civil Service and Administrative Reforms.

10. **Errors and Omissions**

All cases considered to be genuine errors or omissions should be channelled to the Pay Research Bureau through the Ministry of Civil Service and Administrative Reforms not later than **30 November 2012**. The Pay Research Bureau will publish the Errors, Omissions and Clarifications Report within a period of three months from that date, but not later than **28 February 2013**.

11. **PRB Reports and Option Forms**

Additional copies of PRB Reports and Option Forms can be collected from the Government Printing Department, La Tour Koenig, Pointe Aux Sables on production of the appropriate Store Form as from **14.00hrs on Monday 15 October 2012**.

12. This Circular Note is available on the Ministry's Website as specified at paragraph 2 above.



S. Stebaluck
Senior Chief Executive

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

