



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

18 January 2013

Ministry of Civil Service and Administrative Reforms
Circular Note No. 3 of 2013
E/260/72/03

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

To: Supervising Officers i/c Ministries/Departments/Island Chief Executive

Allowances - PRB Report 2013

As stipulated in PRB Report 2013, and reproduced in this Ministry's Circular Note No. 20 of 2012, all previous authority for the payment of allowances and fees to public officers lapsed with effect from **01 January, 2013**.

2. At paragraphs 18.7.6 of its Report, the Pay Research Bureau has pointed out that with a view to rationalizing the payment of Extra duty/Special duty allowance to officers not eligible for overtime, it has made provision for the following measures to curtail expenditure regarding payment of overtime/extra duty/special duty allowances:

- (i) Ministries/Departments should make every attempt to schedule workload so that the need for the payment of Extra duty/Special duty allowance be kept to the minimum;
- (ii) in unavoidable circumstances, there should be improved monitoring to ensure that work beyond normal working hours are performed in the most cost effective way to meet goals and responsibilities;
- (iii) time barred work programmes of officials should be closely monitored; and
- (iv) Ministries/Departments should set up an administrative reform cell to streamline processes/procedures to enhance timely service delivery and ensure monitoring of work programmes.

3. Provisions have also been made at paragraph 18.7.8 for payment of extra duty/special duty allowance for officers up to the level of Principal Assistant Secretary, not eligible for overtime but who are regularly required to work unusually long hours for completion of assignments within set timeframe to be paid extra duty/special duty allowance at the rate of 5% of their monthly salary.

4. In addition to the above, specific recommendations have been made under the chapters dealing with the different Ministries/Departments to compensate officers in the technical/professional grades for assuming additional responsibilities and working beyond normal working hours.

5. The attention of Heads of Ministries/Departments is hereby drawn to the fact that the need for renewal of payment of allowances which lapsed with effect from 01 January 2013, should be fully re-assessed. Consequently, only where the need for payment of extra duty/special duty allowance is fully justified and, Responsible Officers of Ministries/Departments are fully satisfied that no alternative means can be resorted to curtail such payment, they may proceed under the various provisions and recommendations made for such payments, either under Chapter 18.7 of Volume I or, as specifically mentioned under the chapters dealing with the different Ministries/Departments, and approve such payments accordingly.

6. Heads of Ministries/Departments are also advised that only cases which cannot be dealt with under the provisions of the PRB Report 2013 and which may still be deserving should be submitted to the Ministry of Civil Service and Administrative Reforms with full justifications. These submissions should be signed personally by the respective Head of the Ministry/Department.

7. Heads of Ministries/Departments are kindly requested to ensure strict compliance with the above.



S. Seebaluck
Senior Chief Executive

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

CASE OF OFFICERS FALLING UNDER PARAGRAPH 1.15.2 OF EOAC REPORT 2013 IN CONJUNCTION WITH RECOMMENDATION 21.5 OF 2013 PRB REPORT

ANNEX E

e.g.: Case of officers in the grade of Management Support Officer, formerly Officer. This will apply to all officers drawing salary between Rs 10, 778 and Rs 12,967 as at December 2012 as shown below.

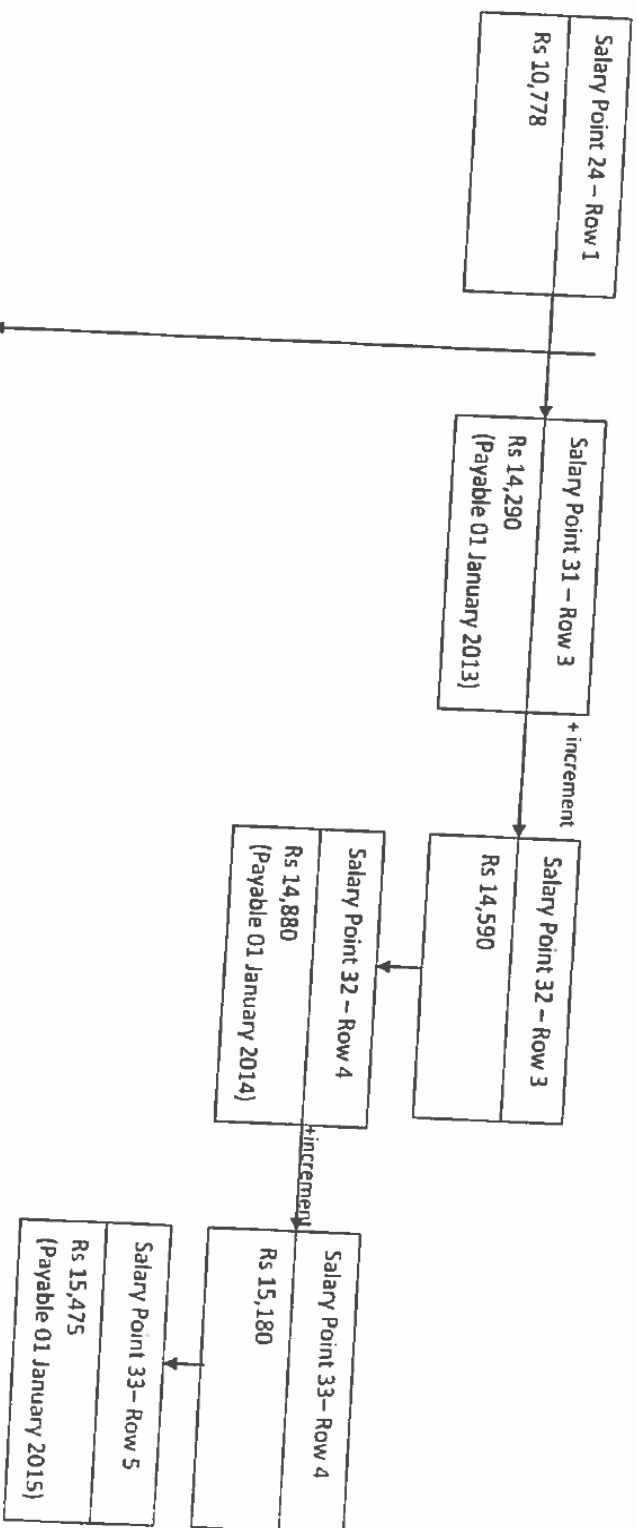
Pre-PRB 2013 (i.e.as at December 2012) Salary Scale: Rs 9600 x 200 – 10200 x 250 – 11700 x 300 – 13800 x 400 -15000 x 500 – 16000 x 600 – 21400 + salary compensation.

EOAC 2013 Salary Scale: Rs 14575 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675 x 750 – 28925.

	Gross Pay December 2012 (Rs)	PRB 2013 (Rs)	EOAC 2013 (Row 3) (Rs)	Payable 2013 (Rs)
1	10778(Basic 9600) 10985(Basic 9800)	11750 12000	14875	14290
2	11192(Basic 10000) 11399(Basic 10200)	12250 12250	15175	14590
3	11658(Basic 10450) 11917 (Basic 10700)	12800 13100	15475	14890
4	12175(Basic 10950) 12434 (Basic 11200)	13400 13700	15825	15240
5	12708(Basic 11450) 12967(Basic 11700)	14000 14300	16175	15590
7	13270(Basic 12000)	14650	16175	15590
8	13370 (Basic 12300)	15000	16525	15940

Case of Officer drawing Rs 10,778 as at 31 December 2012 as shown in the EOAC Master Conversion Table.

ANNEX E (Continued)



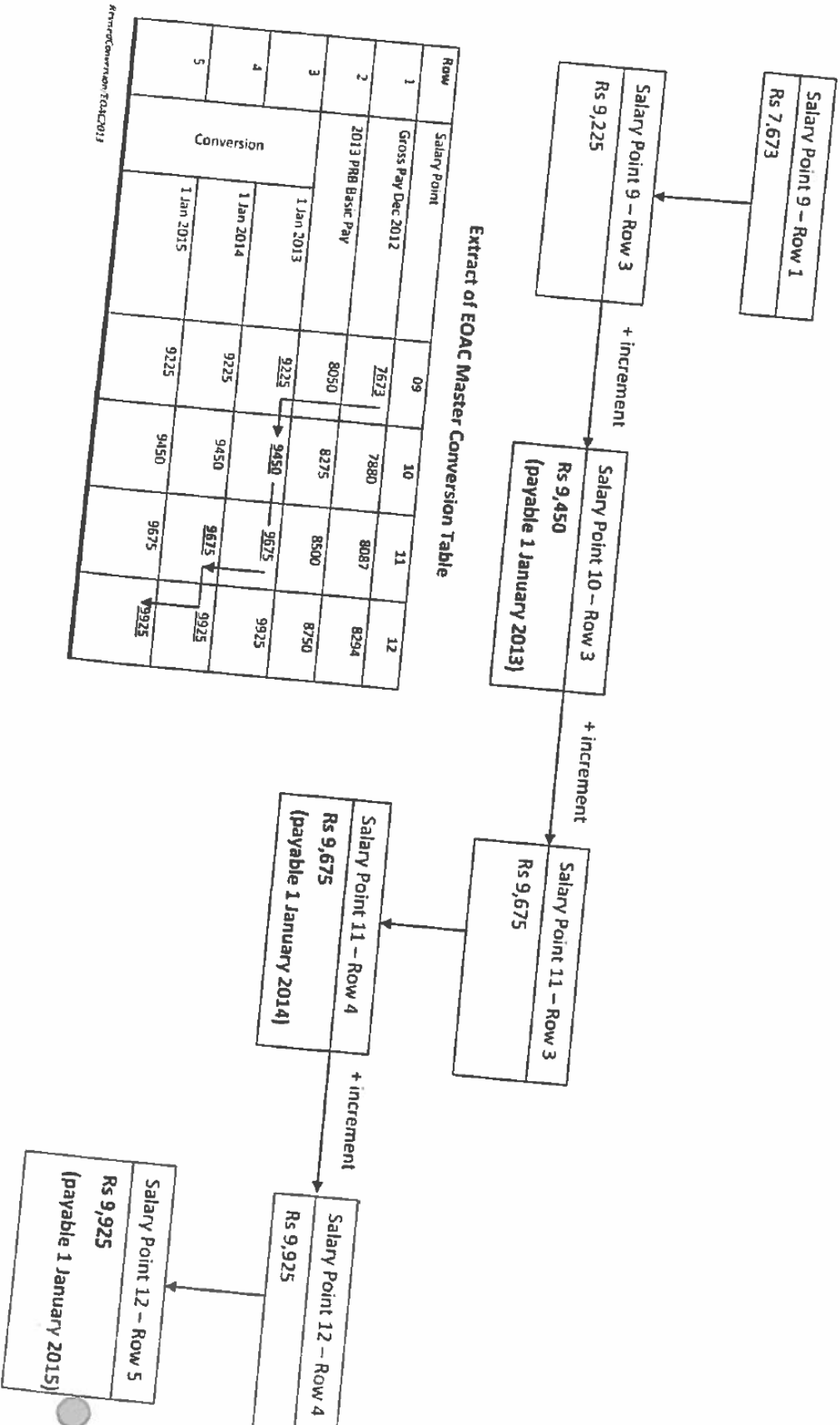
EOAC Master Conversion Table

Row	Salary Point	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
1	Gross Pay Dec 2012	7496	7673	7880	8087	8294	8501	8708	8915	9122	9329	9536	9743	9950	10157	10364	10571	10778	10985
2	2013 PRB Basic Pay	7825	8050	8275	8500	8750	9000	9250	9500	9750	10000	10250	10500	10750	11000	11250	11500	11750	12000
3	1 Jan 2013	9000	9225	9450	9675	9925	10000	10100	10200	10340	10590	10840	11090	11340	11590	11840	12090	12340	12590
4	1 Jan 2014	9000	9225	9450	9675	9925	10000	10100	10200	10340	10590	10840	11090	11340	11590	11840	12090	12340	12590
5	1 Jan 2015	9000	9225	9450	9675	9925	10075	10200	10380	10630	10880	11130	11380	11630	11880	12130	12380	12630	12880
Row	Salary Point	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43
1	Gross Pay Dec 2012	11192	11399	11658	11917	12175	12434	12708	12967	13270	13370	13670	13970	14270	14570	14870	15270	15670	16070
2	2013 PRB Basic Pay	12250	12500	12800	13100	13400	13700	14000	14300	14650	15000	15350	15700	16050	16500	16950	17400	17850	18300
3	1 Jan 2013	12840	13090	13390	13690	13990	14290	14590	14890	15240	15590	15940	16290	16640	17090	17540	17990	18440	18890
4	1 Jan 2014	13130	13380	13680	13980	14280	14580	14880	15180	15530	15880	16230	16580	16930	17380	17830	18280	18730	19180
5	1 Jan 2015	13425	13675	13975	14275	14575	14875	15175	15475	15825	16175	16525	16875	17225	17675	18125	18575	19025	19475
Row	Salary Point	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61
1	Gross Pay Dec 2012	16570	17070	17670	18270	18870	19470	20070	20670	21270	21870	22470	23070	23670	24270	25070	25870	26670	27470
2	2013 PRB Basic Pay	18900	19500	20250	21000	21750	22500	23250	24000	24750	25500	26250	27000	27750	28500	29400	30300	31200	32100
3	1 Jan 2013	19490	20090	20840	21590	22340	23090	23840	24590	25340	26090	26840	27590	28340	29090	29990	30890	31790	32690
4	1 Jan 2014	19780	20380	21130	21880	22630	23380	24130	24880	25630	26380	27130	27880	28630	29380	30280	31180	32080	32980
5	1 Jan 2015	20075	20675	21425	22175	22925	23675	24425	25175	25925	26675	27425	28175	28925	29675	30575	31475	32375	33275
Row	Salary Point	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
1	Gross Pay Dec 2012	28270	29070	30070	30420	31670	32920	34170	35420	36670	37920	39170	40420	41670	42920	44170	45420	46670	47920
2	2013 PRB Basic Pay	33000	34200	35400	36600	38100	39600	41100	42600	44100	45600	47100	48600	50100	51600	53100	54600	56100	57600
3	1 Jan 2013	33590	34790	35990	37190	38690	40190	41690	43190	44690	46190	47690	49190	50690	52190	53690	55190	56690	58190
4	1 Jan 2014	33880	35080	36280	37480	38980	40480	41980	43480	44980	46480	47980	49480	50980	52480	53980	55480	56980	58480
5	1 Jan 2015	34175	35375	36575	37775	39275	40775	42275	43775	45275	46775	48275	49775	51275	52775	54275	55775	57275	58775
Row	Salary Point	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94			
1	Gross Pay Dec 2012	49170	50420	51920	53420	54920	56420	58420	60420	62420	64420	66420	68420	70420	72920	75420			
2	2013 PRB Basic Pay	59400	61200	63000	64800	66600	68400	70800	73200	75600	78000	81000	84000	87000	90000	93000			
3	1 Jan 2013	59990	61790	63590	65390	67190	68990	71490	73890	76300	79000	82000	85000	88000	91000	94000			
4	1 Jan 2014	60280	62080	63880	65680	67480	69280	71780	74175	76550	79500	82500	85500	88500	91500	94500			
5	1 Jan 2015	60575	62375	64175	65975	67775	69575	71700	74175	76550	79500	82500	85500	88500	91500	94500			

Master Salary Scale: \$5,742.5 x 235 - \$9,675 x 250 - \$13,675 x 300 - \$15,475 x 350 - \$17,225 x 450 - \$19,475 x 600 - \$20,675 x 750 - \$26,675 x 900 - \$34,175 x 1200 - \$37,775 x 1500 - \$58,775 x 1800 - \$95,775 x 2425 - \$120,000 x 2500 - \$170,000 x 3000 - \$250,000

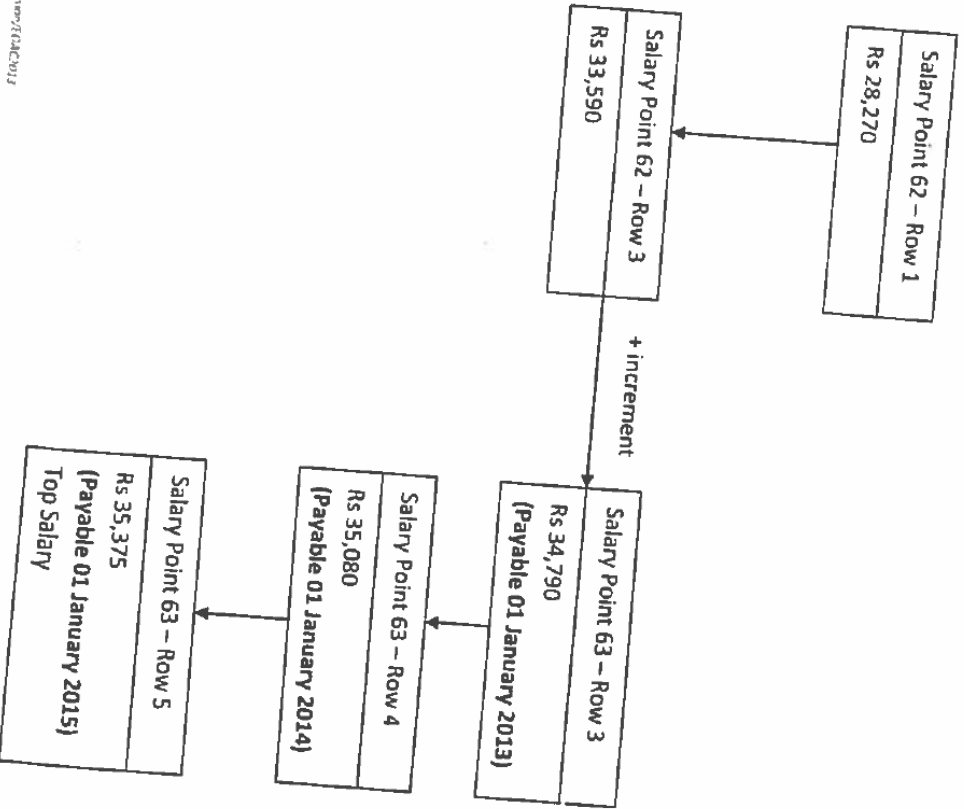
Case of officers drawing salary of Rs 7673 as at 31 December 2012 as per paragraph 1.15.1 of EOAC 2013 Report and who will be eligible for increment on 01 January 2013, 01 January 2014 and 01 January 2015

Annex B



Case of officers drawing salary of Rs 28,270 as at 31 December 2012 as per paragraph 1.15.1 of EOAC 2013 Report and who will be eligible for one increment as at 01 January 2013 only (e.g. reached top salary)

Annex C

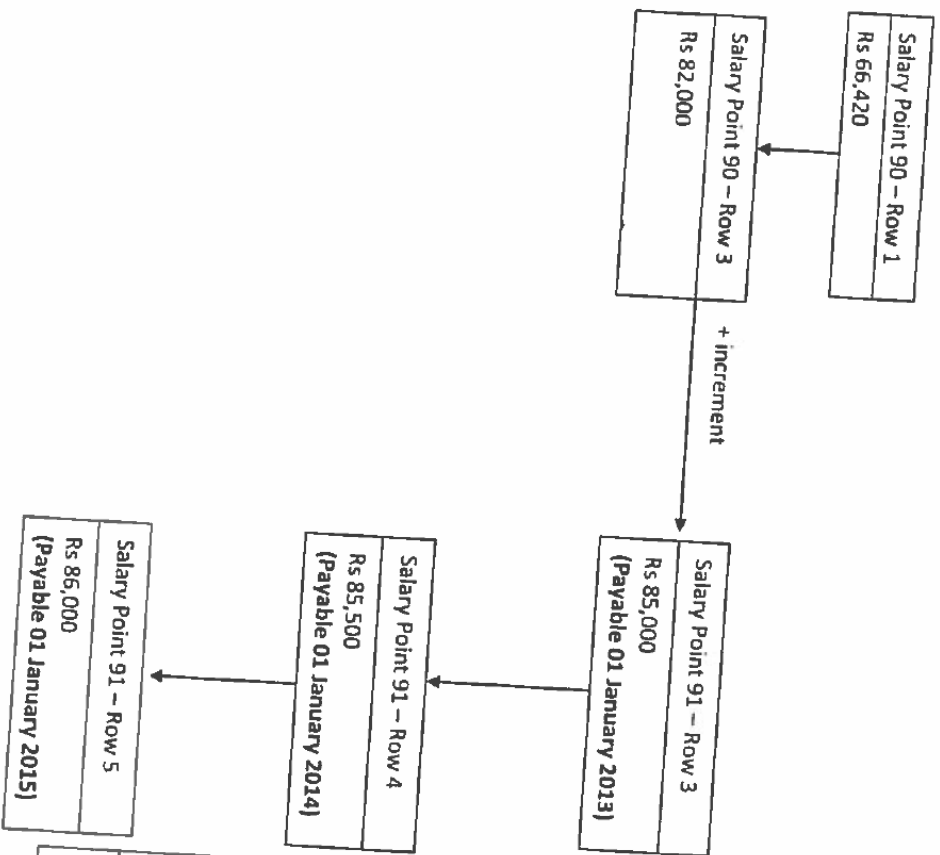


Extract of EOAC Master Conversion Table

Row	Salary Point	62	63	64	65
1	Gross Pay Dec 2012	28270	29070	30070	30120
2	2013 PRA Basic Pay	33000	34200	35400	36000
3	1 Jan 2013	33500	34700	35900	37300
4	1 Jan 2014	33880	35080	36280	37850
5	1 Jan 2015	34175	35375	36575	37775
Conversion					

Case of officers who have drawn salary beyond top in Pre-PRB Salary Scale as at 31 December 2012 (as per paragraph 1.15.3 of EOAC 2013 Report)

Annex D



Extract of EOAC Master Conversion Table

Row	Salary Point	90	91	92	93
1	Gross Pay Dec 2012	66420	66420	70120	72920
2	2013 PRB Basic Pay	81000	84000	87000	90000
3	1 Jan 2013	82000	85000	88000	91000
4	1 Jan 2014	83500	86500	89500	92500
5	1 Jan 2015	85000	88000	91000	94000