

CIVIL STATUS DIVISION

- 16.67 The Civil Status Division (CSD) which falls under the *aegis* of the Prime Minister's Office is responsible, *inter alia*, for: registration of all civil events in Mauritius and its dependencies; issuing of birth, marriage and death certificates; National Identity Cards; collection of vital statistics; and maintenance of a civil status database for the generation of a unique identification number of each citizen at the time of birth registration and monitoring the Central Population Database which holds basic information on all individuals registered in Mauritius and its outer Islands.
- 16.68 It provides its services through 37 Civil Status Offices in Mauritius including Rodrigues, Agalega and St Brandon. The Central Civil Status Office in Port Louis caters for the administration and control of all the Civil Status sub-offices and regulates the issue of National Identity Cards. As such, the Mauritius National Identity Card (MNIC) Unit has been placed under the umbrella of the CSD since July 2017.
- 16.69 The CSD is headed by the Registrar of Civil Status who is responsible for the general administration and management of the division. He is supported in his duties by the Deputy Registrar of Civil Status Officer and officers from the Civil Status Officer Cadre and General Services grades.
- 16.70 In the context of this review exercise, the main representations of the Union pertained to, among others, amending the schemes of service of some grades; payment of an allowance to open Civil Status Offices after office hours, during cyclonic conditions, and other natural calamities; aligning the salary of the Registrar of Civil Status with similar counterparts in the Civil Service; payment of disturbance and phone allowances to some officers in the cadre; and enhancement of travelling and car benefits.
- 16.71 On the other hand, Management's requests pertained mainly for: the restructuring of the CSD along similar lines with the Corporate and Business Registration Department; revising the hours of work as well as the allowance payable for providing emergency services for registration of deaths; introduction of a special allowance for registration of each death during cyclonic conditions, heavy rainfall and other natural calamities; grant of duty free facilities coupled with the payment of mileage allowance; payment of Uniform Allowance to the Civil Status Officer Cadre; and recruiting departmental grades for the online systems at the CSD.
- 16.72 During consultative meetings, both parties were explained on the implications of restructuring the organisation. Subsequently, there was a consensus to maintain the present organisational structure. They were also informed that alignment of salary of grades at the apex level depends upon the corporate accountability, responsibility and specific functions of the grades; general conditions apply for the grant of travelling benefits including duty remission facilities; and that certain implementation issues as well as amendment of schemes of service rest with Management.

16.73 The Bureau has analysed all the requests and considers that the existing organisation structure is fit-for-purpose. We are, therefore, bringing no change thereto while revising the quantum of existing allowances.

Allowance to open Civil Status Offices after office hours

16.74 At present, officers of the Civil Status Officer Cadre provide emergency services after their normal working hours during Weekdays and as from 12.00 hours on Saturdays, Sundays and Public Holidays. They are paid an on-call allowance of Rs 230 per day, a travelling allowance of Rs 170 or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office, inclusive of the collection from and to the Police Station together with an allowance of Rs 270 for each registration of death including the issue of burial/cremation permit. We are reviewing the quanta of the allowances.

Recommendation 17

16.75 We recommend that officers of the Civil Status Officer Cadre providing emergency services after their normal working hours during Weekdays and after 12.00 hours on Saturdays, Sundays and Public Holidays be paid:

- (a) an On-Call Allowance of Rs 245 per day;**
- (b) a travelling allowance of Rs 180 or appropriate mileage allowance at approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to Police Stations; and**
- (c) an allowance of Rs 285 for each registration of death, including the issue of burial/cremation permit.**

Allowance for Registration of Religious Marriage to give civil effect

16.76 At present, allowances are payable to officers of the Civil Status Officer Cadre for celebration of civil marriages outside the Civil Status Offices. Submissions were made to the Bureau for payment of an allowance to the officers for celebration of marriage at private and non-private premises during weekdays and normal working hours. After thorough analysis of the submissions, the Bureau is making appropriate recommendations.

Recommendation 18

16.77 We recommend that the allowance for registration of religious marriage to give civil effect be as follows:

Celebration of Civil Marriages outside working hours	Allowances (Rs)
A. Where both of the intending spouses are citizens of Mauritius:	
(i) celebration of civil marriages at private residence	700

Celebration of Civil Marriages outside working hours	Allowances (Rs)
(ii) celebration of civil marriages at premises other than office or private residence	1000
B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens	1500
Celebration of Civil Marriages during working hours	Allowances (Rs)
C. Celebration of civil marriages aboard cruises/catamarans during normal working hours where both intending spouses are non-citizens (officers should avail themselves of leave entitlement/time off against early arrivals for the equivalent number of hours taken for the celebration of a civil marriage inclusive of travel time)	1000

Registration of deaths for burial during cyclonic conditions Class III and Class IV and during other officially declared natural calamities

- 16.78 At present, an officer of the Civil Status Officer Cadre is on-call in each district to register deaths and issue burial permit during cyclonic conditions Class III and IV against payment of an On-Call Allowance of Rs 230 per day and an allowance of Rs 270 for each registration of death including the issue of burial permit.
- 16.79 During consultations, the Bureau was apprised that officers of the Civil Status Officer Cadre are also called upon to register deaths during torrential rains for which they are not entitled to any allowance. In view of the recurrent climatic changes in the country, and in order not to disturb the delivery of services, the Bureau is agreeable to extend the payment of the allowances and is recommending accordingly.

Recommendation 19

- 16.80 We recommend that an officer of the Civil Status Officer Cadre should be on-call in each district to register deaths requiring burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities and should be paid:**
- (a) an On-Call Allowance of Rs 245 per day; and**
 - (b) an allowance of Rs 285 for each registration of death, including the issue of burial/cremation permit.**
- 16.81 We further recommend that Management of the Civil Status Division should make necessary transport arrangements with the Police Department for the conveyance of officers from their place of residence to office and back when they are called upon to register deaths which requires burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities.**

Loan Facilities

16.82 Officers of the Civil Status Officer Cadre are presently granted loan facilities for the purchase of a car and are also being paid appropriate mileage allowance at the approved rates. This provision should continue to prevail. We are recommending accordingly.

Recommendation 20

16.83 We recommend that officers of the Civil Status Officer Cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down at provision of paragraph 16.2.45(g) of Volume 1 of this Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 12.00 hours.

Office Clerk

16.84 Provision has been made for the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) in collaboration with the relevant authorities to mount work-oriented Award Course for Office Clerks in order to equip them with relevant skills to perform clerical duties effectively. Upon successful completion of the Award Course, the Office Clerks are allowed to move incrementally. We are upholding the present provision for which union members expressed their appreciation.

Recommendation 21

16.85 We recommend that:

- (i) the Ministry of Public Service, Administrative and Institutional Reforms should in collaboration with the relevant authorities, continue to organise work oriented Award Course for Office Clerks;**
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the Master Salary Scale up to salary point Rs 33175;**
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age or have attained compulsory retirement age while opting to cash their accumulated Vacation Leave in full before or on reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments; and**
- (iv) the MPSAIR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.**

CIVIL STATUS DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 101 105	Rs 91375 x 3125 - 103875 Registrar of Civil Status
18 072 097	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100 Deputy Registrar of Civil Status
18 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Civil Status Officer
18 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Civil Status Officer
18 030 067	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Civil Status Officer
08 025 063	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525 Office Clerk
16 028 070	Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 QB 30700 x 825 - 35650 x 900 - 37450 Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i>
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver

Salary Code	Salary Scale and Grade
24 018 048	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker

