

THIS PART IS A CONTINUATION

OF

VOLUME 1

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CIVIL SERVICE

INTRODUCTION

1. This Volume, which is a continuation of Volume 1 of the 2021 Report, deals with the orientation of Ministries/Departments and other Divisions in the Civil Service to achieve their respective mandate and reports upon the pay and grading structures, specific conditions of service and organisational configuration/structures which are fundamental for an effective service delivery.
2. The Civil Service, administrative arm of Government, delivers public services and supports the Government to develop and implement its policies. The work which Civil Servants carry out, touches all aspects of life ranging from amongst, defence/security, judiciary, health, agriculture, education, transport, environment and culture. Civil Service, which is impartial, ensures the effective running of Government and provides the best possible services to the public. It has a hierarchical structure with well-defined reporting lines and level of responsibilities. The scale, complexity and impact of the work of Civil Servants are unparalleled.
3. To keep pace with the dynamic global environment, the Civil Service has evolved as a modern and professional institution built on the principles of value-based ethics, enlightened leadership and quality development policies. It is headed by the Secretary to Cabinet and Head of the Civil Service.
4. The guiding philosophy of this pay review in the Civil Service and other organisations has been to evolve a remuneration package linked to, among others, the improved structures, ensuring business continuity in unforeseen circumstances, providing career progression and earnings, inculcating a result-oriented culture, assimilation of technology and capacity building while keeping in view national affordability and social acceptability.
5. The structure of this Volume has been designed on the same pattern adopted for the previous Reports, that is, the Ministries and Departments are presented as shown in the Budget Estimates 2021 – 2022. Further, updated Ministerial portfolios have also been reflected. Recommendations on organisation and pay structures as well as specific conditions are made under the relevant Ministry/Department. The various grades are presented in the salary schedule in descending order and, to the extent possible, in their respective hierarchy. Grades belonging to a central establishment appear only in the salary schedule of the specific Ministry/Department. Specific recommendations on the Workmen's Group – General and Workmen's Group-Tradesman are made at Chapter 41. The pay recommendations for these categories of workers are made under the respective Ministry/Department.
6. The Bureau wishes to highlight that all the submissions/proposals made by stakeholders (Management, Union and staff in general) have been duly considered. To the extent possible, proposals made by stakeholders have been summarised under the relevant organisation and plausible explanations, wherever deemed appropriate,

have been provided. It is worthy to note that submissions which were repetitive have been clustered and oral explanations have been provided for requests that do not fall under the ambit/framework of the Bureau.

7. We have adopted a coding system comprising eight digits: 1st set of two digits refer to the broad occupational grouping; 2nd and 3rd sets of three digits indicate the initial and the top salary points as numbered in the Master Salary Conversion Table. In case of flat salaries, "000" is used in lieu of the second set of three digits.

Consequential amendment of Scheme of Service

8. For this Report, with the creation of the grade of Management Support Assistant in the General Services Group, **the Bureau recommends that consequential amendments need to be brought to the schemes of service of grades where recruitment thereto is presently made from Management Support Officers.** With a view to ensuring that no prejudice is caused in terms of career mobility to those Management Support Officers in post as at the publication date of this Report, **the Bureau further recommends that the latter should continue to be eligible to apply for such grades.**

Revision of Allowances

9. In general, in the context of an overall review, the quantum of all allowances is normally revised. With the onset of the COVID-19 Pandemic and resulting unfavourable economic and financial state of the country, we could not adopt the same course of action for this Report. **Instead, we have intelligently focused more on salary revision, given that benefits are attached thereto, and we have revised allowances marginally where needed.**
10. It may happen that following the revision of salaries, the quantum of an allowance which is computed on the initial salary point of a salary scale, turns out to be lesser than what officers were drawing with the previous Report. **In such cases, officers in post as at the eve of the publication of this Report should continue to draw the higher quantum on a personal basis.**

Special Professional Retention Allowance

11. The Special Professional Retention Allowance (SPRA) was introduced in the 2008 Report (EOC Report 2009) in order to curb recruitment and retention problems in scarcity areas such as Engineering/ Architecture/Quantity Surveying fields. This provision was maintained in consecutive PRB Reports and was extended to other grades requiring applicants thereto to be registered with a Professional Body.
12. In the context of the 2016 PRB Report, findings of a survey carried out by the Bureau revealed that there was no serious recruitment and retention problem in the Engineering/Architecture/Quantity Surveying fields. On the contrary, it was found that the labour market had an over-supply of qualified candidates in these fields. Hence, in the last Report the Bureau decided to waive the provision for the payment of the

SPRA. Nevertheless, the provision for eligible officers in post as at 31 December 2015 was maintained up to 31 December 2016.

13. It was further recommended that those officers who:
 - (i) leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission should refund the totality of the SPRA paid to them; and
 - (ii) retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the SPRA which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.
14. For this review exercise, it has been reported that officers who have benefitted from SPRA and who fall under categories (i) and (ii) of the above paragraph are still being required to refund the allowance as mentioned therein when they are leaving or retiring from the service. As the provision of SPRA no longer exists and currently there are no major scarcity/retention issues, we are reviewing this provision.

Recommendation 1

15. **We recommend that officers who have benefitted from the Special Professional Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.**
16. **We further recommend that all officers who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.**

Performance Criteria

17. As per existing provisions, officers in various grades are allowed to benefit from movement beyond their top salary subject to satisfying the conditions laid down below:
 - (i) **they should have drawn the top salary for at least 12 months;**
 - (ii) **they should have been efficient in their performance during the preceding year; and**
 - (iii) **they should not be under report.**

The conditions are directly linked to performance. Hence, wherever these have to be met under specific recommendations, they should be referred to as "**Performance Criteria**".

18. We underline, herewith, that **the Report is a holistic document and has to be treated as an organic whole since all the recommendations (salary, conditions of service and benefits) contained therein are inextricably intertwined.**

Restyling of Job Appellations and Creation of Positions

19. Many representations were made for restyling of job appellations. After examination, we found that in the majority of cases, these requests were premised on the expectation that they would lead to an upgrading in salary. We have to point out that any upgrading in salary emanates from an assessment of the grade based on a job evaluation exercise. We view it imperative to reiterate that job appellations should reflect the nature and level of duties performed by incumbents.

20. Moreover, the Bureau has equally noted with much concern that a few grades have been created/restyled in the Civil Establishment Order (CEO) or by Management in between salary review exercises. Such situations have given rise to internal imbalances in the present structures. In principle, restyling of grade is considered only in the wake of a general review or acceded to with the approval of the High Powered Committee (HPC) whereas creation of positions rests upon Management subject to functional/operational needs. **Hence, the Bureau holds that all requests for restyling and the reasons thereof should be submitted to the Bureau for consideration, through the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR). The latter, being the sole authority responsible for updating the CEO, should ensure that the appellations are strictly in accordance with our recommendations or as approved by the HPC. As regards creation of grades, the Bureau recommends that all requests thereof should be forwarded to the Standing Committee as set out in the Chapter Organisation Structures and Related Issues in Volume 1 of this Report.**



1. OFFICE OF THE PRESIDENT

- 1.1 Established under Section 28 of the Constitution, the Office of the President is mandated to assist the President of the Republic in carrying out his constitutional/official obligations in preserving, protecting and defending the Constitution as well as promoting national unity.
- 1.2 Among its main objectives, the Office of the President is responsible for the: overall administration of the State House, including the security of the President; the upkeep of the buildings and premises of the State House; organisation of ceremonials, such as courtesy calls on the President, visits to the State House, presentation of credentials by Ambassadors/High Commissioners, presentation of insignia and medals to National Day Awardees, receptions for Heads of State and High Dignitaries, Garden Party as well as activities/functions to mark events such as National Day Celebrations/Open Days; and consideration of petitions from prisoners made to the Commission on the Prerogative of Mercy.
- 1.3 The Secretary to the President is the administrative head, whose duties have been assigned to a Permanent Secretary who is responsible for the overall day-to-day administration of the Office. She is assisted in her functions by officers of the Administrative Cadre and General Services and other specific grades to provide a 24-hour service to the President of the Republic.
- 1.4 For this review, the requests of Management were geared towards upgrading of salary of some grades; maintaining all grades under their existing pattern of work and grant of an allowance to the Confidential Secretary posted with the President for regularly working after normal working hours. Proposal for the Maintenance Unit pertained to: review of the schemes of service of the grades of Assistant Maintenance Officer and Maintenance Officer; provision of additional compensation to officers for putting in extra hours over and above their normal working hours; and posting of a Multi-Skilled Tradesman (Automotive Electricity and Electronics) from the restructured Tradesman Cadre of the Ministry of National Infrastructure and Community Development.
- 1.5 During consultations, Management was apprised that general provisions exist for the payment of additional compensation for working extra hours on a regular basis and requests pertaining to amendment in schemes of service as well as posting of officers should be addressed administratively. In the course of this review exercise, we also carried out a job re-evaluation exercise of the existing grades and examined all requests for salary upgrading.

Secretary to the President

- 1.6 According to existing provisions, the duties of the Secretary to the President are to be assigned to a Permanent Secretary who, *inter alia*, advises the President in carrying out his constitutional/official obligations and is responsible for the overall day-to-day administration of the Office. **This arrangement should continue.**

OFFICE OF THE PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Secretary to the President
08 065 082	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Personal Secretary
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Maintenance Officer
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Maintenance Officer
11 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Household Supervisor
11 039 066	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000 Housekeeper
11 026 060	Rs 15745 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 - 29050 Housekeeper's Assistant
24 047 077	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Chef

Salary Code	Salary Scale and Grade
24 036 072	<p>Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Assistant Chef (on roster)</p>
24 033 062	<p>Rs 17565 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 - 30700</p> <p>Butler, Office of the President <i>formerly Butler</i></p>
24 033 060	<p>Rs 17565 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 - 29050</p> <p>Senior Assistant Butler <i>formerly Senior Household Attendant</i></p>
24 023 055	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 QB 25000 x 525 - 25525</p> <p>Assistant Butler (on roster) <i>formerly Household Attendant (on roster)</i></p>
24 033 061	<p>Rs 17565 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</p> <p>Driver (Heavy Vehicle above 5 tonnes)</p>
24 027 060	<p>Rs 16005 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 - 29050</p> <p>Driver (Roster – day and night) (New Grade)</p>
24 025 058	<p>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</p> <p>Driver (Personal)</p>
24 039 059	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Head Gardener/Nursery Attendant Personal Attendant</p>

Salary Code	Salary Scale and Grade
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Senior Gardener/Nursery Attendant
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
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
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Laundry Attendant Sanitary/Cleaning Attendant (New Grade) Sanitary Attendant (Personal)
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



2. OFFICE OF THE VICE-PRESIDENT

- 2.1 Established under the Constitution of Mauritius, the Office of the Vice-President is responsible, among others, for: the provision of round-the-clock support to the Vice-President of the Republic; communication of the Vice-President; planning and making arrangements for the receptions of visitors, including dignitaries and other VIPs; ensuring security of the Vice-President; and managing its personnel.
- 2.2 At present, an Office Management Executive has been assigned the duties of Officer-in-Charge. In this capacity, incumbent is responsible for the day-to-day running of the office. He is assisted in his functions by employees of the General Services grades and those of the Workmen's group as well as household staff.
- 2.3 A request has been made for the grant of an *ad hoc* allowance to the Office Management Executive. A perusal of the Job Description Questionnaire duly filled-in by the latter in the context of this Report revealed that the duties being performed by him as Officer-in-Charge, are in line with those prescribed in the scheme of service of the grade.
- 2.4 The Bureau is maintaining the present structure which is considered as appropriate.

OFFICE OF THE VICE-PRESIDENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 065 082	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Personal Secretary
24 033 061	Rs 17565 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 Butler
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
24 027 057	Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725 Cook (Roster)

Salary Code	Salary Scale and Grade
24 023 053	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 Household Attendant (Roster)
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



3. NATIONAL ASSEMBLY

- 3.1 The Constitution of Mauritius provides for the Parliament of Mauritius comprising the President and the National Assembly. As a parliamentary institution, the National Assembly together with the President of the Republic plays a critical role in ensuring democracy. Its main functions include the enactment of laws, controlling of the finances of the State, debate on Government policy and scrutiny of the actions of Government and the Ministries.
- 3.2 Its mission relates to ensuring that the best interests of the Nation are served. To this end, the main objectives of the parliamentary institution are, *inter alia*, to: keep under continuous review the parliamentary service; enable Members of Parliament to discharge their duties in the best of conditions; create the necessary service to enable officers to provide improved service to Honourable members for them to be able to serve the people of Mauritius; interact with the Parliaments of the rest of the world in order to enhance the democratic principles to which we adhere; and publicise and promote our parliamentary institution by helping the public in understanding the role and operation of the National Assembly.
- 3.3 The administrative structure of the National Assembly consists of the Office of the Speaker and the Office of the Clerk. The overall responsibility of the National Assembly befalls the Speaker while the parliamentary service is headed by the Clerk of the National Assembly who shoulders the responsibility of both administrative and technical issues. In the discharge of her functions, the Clerk of the National Assembly is assisted by the Deputy Clerk and Clerk Assistants and other grades in the Reporting, ICT, Broadcasting, Library and support functions.
- 3.4 In the context of this Report, the representations of staff side were geared towards: creation of additional posts of Deputy Clerk or a grade of Senior Clerk Assistant as a promotional avenue for the Clerk Assistants; granting of enhanced conditions of service as well as a higher salary to officers performing as Clerk at the Table and the payment of a Special Parliamentary Service Allowance; and allowing Clerk Assistants to benefit from health surveillance on the ground that working for long hours under strenuous conditions has a negative impact on their health. Unions equally requested, among others, for the: upgrading of salary of the grade of Hansard Editor; creation of the grade of Deputy Hansard Editor; grant of 100% duty remission to the grade of Hansard Editor; and creation of additional posts in certain grades.
- 3.5 Management on its side requested, among others, for the creation of additional levels *viz* Media and Communication Manager, Assistant Media and Communication Manager, Secretary to the Speaker and Assistant Secretary. Submissions have also been made for: the merging of the grades of Senior Hansard Reporter and Sub Editor and Hansard Reporter and Sub Editor; Confidential Secretaries attached to the Speaker, Deputy Speaker, Leader of the Opposition, Clerk of the National Assembly to be exceptionally allowed to claim overtime during parliamentary sittings; and a restructuring of the IT and Broadcasting Unit. Proposals with respect to the Office of the Clerk mainly comprised: restyling the Clerk of the National Assembly as Clerk to

the National Assembly in line with Section 32 of the Constitution, and upgrading the position salary wise; creating the grades of Clerk of the Overseas owing to the additional functions being performed by the Clerk Assistants, Parliamentary Research Assistant to service the Office of the Speaker and Gender Analyst; and restyling the grade of Pre-Press Officer while upgrading its qualifications requirement to a Diploma level.

- 3.6 During consultative meetings, stakeholders were informed that grades are created on the basis of functional needs of the organisation and the Bureau refrains from creating stand-alone ones. Management was also apprised that some issues raised were outside the scope of the Bureau and should be addressed administratively. In the same breath, we view that it would be more appropriate for the duties of the grade of Clerk Assistant to be enlarged to include other duties of same level.
- 3.7 In so far as upgrading of the qualifications requirement of the grade of Pre-Press Officer is concerned, the Bureau, after examination of the Job Description Questionnaires, considers that an upgrading is not warranted. The moreso, restyling of the grade would not be in consonance with the duties therein. Hence, only meritorious proposals have been retained and for which we are making appropriate recommendations.

Office of the Speaker

Secretary to the Speaker (New Grade)

- 3.8 Representation has been made for the creation of a grade of Secretary to the Speaker on the ground that there is a need for an officer to be in charge of the Office of the Speaker and to assist the Speaker in dealing with his official and social obligations/relations towards his stakeholders.

Recommendation 1

- 3.9 We recommend the creation of a grade of Secretary to the Speaker. Appointment thereto should be made on an assignment basis from among serving officers not below the level of an Assistant Permanent Secretary.**

- 3.10 Incumbent would be called upon, among others, to: oversee the day-to-day running of the Office of the Speaker and ensure the Speaker's requirements are met; provide a high-level administrative support to the Speaker over the full range of his responsibilities; assist the Speaker to deal with his official and social relations with Members of the National Assembly, other persons and external bodies; and provide accurate and timely advice/briefing to the Speaker and follow up progress where necessary.

Robing Allowance

- 3.11 A Robing Allowance of Rs 4800 yearly is being paid to the Clerk of the National Assembly, Deputy Clerks and Clerk Assistants. We are retaining this provision, whilst revising the quantum of the allowance.

Recommendation 2

- 3.12 We recommend that the yearly Robing Allowance payable to the Clerk of the National Assembly, Deputy Clerks and Clerk Assistants be revised to Rs 5100.**

Time Off/Overtime Allowance to officers in the grades of the Hansard Unit

Recommendation 3

- 3.13 We recommend that officers in the grades of Hansard Editor and Assistant Hansard Editor as well as officers of the Hansard Reporter and Sub Editor Cadre, who during parliamentary sittings, are required to work outside normal working hours should continue to be granted time off or paid overtime.**

Staggered Hours

- 3.14 By virtue of the duties performed, the Hansard Editor and Assistant Hansard Editor as well as officers in the grades of Assistant Hansard Reporter and Sub Editor, Hansard Reporter and Sub Editor, Senior Hansard Reporter and Sub Editor, and Chief Hansard Reporter and Sub Editor are required to work at staggered hours. **This element has been taken into account in arriving at the recommended salaries of these grades.**

Parliamentary ICT and Broadcast Units

- 3.15 The Parliamentary ICT Unit, which is primarily responsible for computerisation at the National Assembly is headed by the Parliamentary ICT Manager. The latter is assisted by officers in the grades of Deputy Parliamentary ICT Manager, Parliamentary ICT Officers and Parliamentary ICT Support Officers.
- 3.16 On the other hand, the Broadcast unit, which is responsible for the live Broadcasting of Parliamentary sittings is made up of a three-level structure comprising officers in the grades of Manager, Broadcast; Operations Officer, Broadcast; and Assistant Operations Officer, Broadcast.
- 3.17 The main representations for these two units in the course of this exercise were to: merge them into a single unit to be known as Digital Services Unit given that both units operate conjointly; restyle the grades of Parliamentary ICT Manager, Deputy Parliamentary ICT Manager and Audio Visual Operator into more appropriate appellations; provision of the grades of Digital Specialist and Assistant Digital Specialist with a view to absorb officers of the two units into these two grades and abolish the grade of Manager, Broadcast in view of the proposed restructuring.
- 3.18 During consultations, we clearly explained to the parties concerned as to why, for technical reasons, several of the above proposals, including the absorption of incumbents in the existing grades into the new ones, could not be acceded to. Nonetheless, at the request of Management, we carried out a site visit at the Parliamentary ICT and Broadcast Units to better understand the nature of work performed by the officers who are attached thereto. During the visit, we took note that the National Assembly has progressed a lot in terms of ICT Infrastructure. Further, due to lack of staff in a few of the technical grades, the National Assembly has allocated these duties to officers in other grades against payment of appropriate

allowances. It is also having recourse to the services of an Audio Video Executive from the Open University of Mauritius to assist the Broadcast unit on the eve and on Parliamentary sitting days. After having taken cognisance of the work pattern and nature of duties performed by incumbents in certain grades, we staunchly believe that not all the existing grades of these two units are warranted on a permanent basis. We, accordingly, advised Management to come up with a proper re-structuring to ensure that there is full time job for all grades and that human resources are not underutilised.

3.19 However, when new submissions were subsequently received, we noted that they were more or less similar to what had been proposed earlier. In the given circumstance, we are maintaining the present structure. As regards, the restyling of the Parliamentary ICT Manager and Deputy Parliamentary ICT Manager into Director, Digital Services and Assistant Director, Digital Services respectively, we could not accede to same in view of salary implications. However, we are reviewing the existing appellations to more befitting ones to better reflect the duties being performed. We have also, in the course of this review, carried out a fresh job evaluation exercise to ensure that the salaries granted to the different grades are commensurate with the level of duties performed.

Restyling of grades

3.20 As mentioned above, we could not accede to the restyling of the grades of Parliamentary ICT Manager and Deputy Parliamentary ICT Manager. However, to better reflect the nature of duties performed by the incumbents, we are reviewing the appellation of the grades to more appropriate ones.

Recommendation 4

3.21 We recommend that the grades of Parliamentary ICT Manager and Deputy Parliamentary ICT Manager be restyled as hereunder:

Grade	Restyled to
Parliamentary ICT Manager	Manager, Parliamentary Digital Services
Deputy Parliamentary ICT Manager	Deputy Manager, Parliamentary Digital Services

Specific Condition of Service

Health Surveillance

Hansard Reporter and Sub Editor Cadre

3.22 In the performance of their duties, officers of the Hansard Reporter and Sub Editor Cadre are required to constantly wear earphones as well as view their monitor throughout the day. Hence, they are prone to be affected among others, by computer vision syndrome; suffer from strain injuries and other painful conditions affecting muscles and tendons. We are thus reiterating the recommendation for the health surveillance of these officers.

Recommendation 5

3.23 We recommend that the National Assembly should:

- (i) liaise with the Occupational Safety and Health Unit of the MPSAIR to arrange for frequent occupational safety and health audits in order to identify any threat to safety and health for the officers of the Hansard Unit and to provide remedial measures thereby; and**
- (ii) also make arrangement with the Health Authorities for a medical surveillance for these officers.**

Officers of the Parliamentary ICT Unit

3.24 By virtue of the work carried out by the officers of the Parliamentary ICT Unit, they are required to focus extensively on screens which may lead to eye fatigue and other health related issues. It is therefore vital to provide the employees with a proper medical screening. We are recommending accordingly.

Recommendation 6

3.25 We recommend that the National Assembly should make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a medical surveillance, including regular health check ups, free of charge.

NATIONAL ASSEMBLY**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Clerk of the National Assembly
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Clerk, National Assembly Secretary to the Speaker (New Grade)
02 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Clerk Assistant, National Assembly
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Broadcast

Salary Code	Salary Scale and Grade
04 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Manager, Parliamentary Digital Services <i>formerly Parliamentary ICT Manager</i></p>
04 061 088	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Deputy Manager, Parliamentary Digital Services <i>formerly Deputy Parliamentary ICT Manager</i></p>
04 048 080	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Parliamentary ICT Officer</p>
08 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Hansard Editor</p>
08 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Hansard Editor</p>
08 068 084	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Chief Hansard Reporter and Sub Editor</p>
08 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Senior Hansard Reporter and Sub Editor</p>
08 054 077	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Hansard Reporter and Sub Editor</p>
08 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Assistant Hansard Reporter and Sub Editor</p>

Salary Code	Salary Scale and Grade
10 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Operations Officer, Broadcast</p>
10 033 071	<p>Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Assistant Operations Officer, Broadcast</p>
04 031 069	<p>Rs 17045 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 - 35650 x 900 - 36550</p> <p>Parliamentary ICT Support Officer</p>
10 026 065	<p>Rs 15745 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 - 33175</p> <p>Audio Visual Operator</p>
05 072 096	<p>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 - 77950</p> <p>Parliamentary Librarian and Information Officer</p>
05 061 088	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Parliamentary Librarian and Information Officer</p>
05 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Library Officer</p>
16 043 071	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Senior Pre-Press Officer</p>

Salary Code	Salary Scale and Grade
16 040 068	Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 Pre-Press Officer
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
24 022 055	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525 Library Auxiliary/Senior Library Auxiliary <i>formerly Library Attendant/Senior Library Attendant</i>
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



4. ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION

- 4.1 Established under the Constitution of the Republic of Mauritius, the Electoral Boundaries Commission (EBC) and Electoral Supervisory Commission (ESC) are independent bodies which work in close collaboration with the Office of the Electoral Commissioner to assist in conducting free and fair elections in Mauritius and Rodrigues.
- 4.2 The EBC is responsible to delimit and review the constituencies and their boundaries. It ensures that boundaries of constituencies are reviewed at the appropriate time and to present a Report to that effect. On the other hand, the ESC has the general responsibility for supervising the registration of electors and the conduct of elections.
- 4.3 Each Commission consists of a Chairman and not less than two or more than seven other members appointed by the President of the Republic.
- 4.4 During consultative meeting for this review exercise, the Bureau was apprised that eight officers from the Office of the Electoral Commissioner are on secondment at the Commissions which is sufficient to cater for the workload therein.

ELECTORAL SUPERVISORY COMMISSION AND ELECTORAL BOUNDARIES COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
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



5. OFFICE OF THE ELECTORAL COMMISSIONER

- 5.1 The Office of the Electoral Commissioner (OEC) which has been set up in accordance with the Constitution of the Republic of Mauritius and the Representation of the People Act, is mainly responsible to: organise elections of members of the National Assembly, Rodrigues Regional Assembly, Local Government Council and By-Elections; conduct annual house-to-house enquiries to register electors in Mauritius as well as its dependencies as per the dates set out under the Representation of the People Act so as to compile and update Register of Electors.
- 5.2 The OEC is headed by the Electoral Commissioner who is also the accounting, administrative and technical head of the Office. He is assisted in his functions by incumbents in the Electoral Officer Cadre and officers of the General Services grades. During the period of registration of voters and election exercises, the OEC avails the services of other public officers in the capacity of Registration Officers and Election Officers respectively.
- 5.3 In the context of this review exercise, representatives of the Electoral Officer Cadre made several proposals, namely: the merging of the grades of Electoral Officer and Senior Electoral Officer; increasing establishment size of the grades of Principal Electoral Officer and Deputy Chief Electoral Officer; a revision of the allowances being paid to Electoral Officers and Senior Electoral Officers for registration of electors and compilation of Register of Electors; and payment of Mileage Allowance to Electoral Officers for days they are not performing official travelling. Management, on its side, submitted for an increase in the establishment size of the grades of Electoral Officer and Senior Electoral Officer.
- 5.4 Both parties were duly apprised during consultative meetings that: the request to merge the grades of Electoral Officer and Senior Electoral Officer could not be acceded to for technical reasons; general provisions exist for the payment of Mileage Allowance; and increasing establishment size of grades rests upon Management.
- 5.5 The present organisation structure of the OEC is appropriate to enable it to deliver on its mandate.

Electoral Commissioner

- 5.6 The present Electoral Commissioner is eligible, on a personal basis, for the payment of a monthly pensionable allowance of Rs 12000. This arrangement is being maintained until the retirement of the incumbent. We are also reviewing the quantum of the allowance in this Report.

Recommendation 1

- 5.7 We recommend that the monthly pensionable allowance being paid, on a personal basis, to the Electoral Commissioner, in post as at 31 December 2020 be revised to Rs 12550.**

- 5.8 We further recommend that upon the retirement of the Electoral Commissioner in post as at 31 December 2020, the provision of the pensionable allowance should lapse.**

Allowance for registration of electors and compilation of Electoral Register

- 5.9 At present, officers in the grades of Senior Electoral Officer and Electoral Officer are paid an *ad hoc* allowance of Rs 12000 for working strenuously up to a maximum of 200 extra hours beyond their normal working hours for duties related to the registration of electors and the compilation of the Electoral Registers during the whole house-to-house enquiry exercise. This provision should continue.

Recommendation 2

- 5.10 We recommend that Senior Electoral Officers and Electoral Officers should continue to be paid an *ad hoc* allowance of Rs 12000 for putting in a maximum of 200 extra hours beyond their normal working hours during the whole house-to-house enquiry exercise for duties related to the registration of electors and the compilation of the Electoral Registers.**

Hours of work

- 5.11 The Electoral Commissioner and officers in the grades of Chief Electoral Officer, Deputy Chief Electoral Officer, Principal Electoral Officer, Senior Electoral Officer and Electoral Officer are called upon to work at staggered hours. **This pattern of work should continue.**

OFFICE OF THE ELECTORAL COMMISSIONER

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 120	Rs 163250 Electoral Commissioner (Personal)
18 000 110	Rs 119500 Electoral Commissioner
18 092 102	Rs 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500 Chief Electoral Officer
18 085 096	Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Deputy Chief Electoral Officer

Salary Code	Salary Scale and Grade
18 077 094	Rs 44800 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800 Principal Electoral Officer
18 069 087	Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 61000 Senior Electoral Officer
18 062 083	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Electoral Officer
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
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker



6. THE JUDICIARY

- 6.1 The Judiciary, one of the three pillars of our sovereign democratic State along with the Executive and the Legislature, is vested with the power to administer justice in the Republic of Mauritius. It aims to maintain an independent and competent judicial system which upholds the rule of law, safeguards the rights and freedom of individual and commands domestic and international confidence. The independence of our Judiciary, apart from being vital for the functioning of our democratic system of Government, empowers our Courts to act as guardian of the fundamental rights entrenched in our Constitution, whilst ensuring and enforcing good governance.
- 6.2 Our single-structured judicial system consists of two tiers namely, the Supreme Court and Subordinate Courts. The Supreme Court is a Superior Court of Record and has unlimited jurisdiction to hear and determine any civil or criminal proceedings. It has a similar original jurisdiction as the High Court of England and is vested with necessary powers and authority to exercise its jurisdiction as a Court of Equity. It also exercises supervisory jurisdiction over Subordinate Courts and is composed of various divisions such as the Master's Court, Family Division, Commercial Division, Criminal Division and Mediation Division. The Subordinate Courts consist of the Intermediate Court; Industrial Court; District Courts; Bail and Remand Court and the Court of Rodrigues. The final Court of Appeal of Mauritius is the Judicial Committee of the Privy Council in London as provided for under the Constitution.
- 6.3 In line with its strategic direction, the New Supreme Court was made operational in year 2020. To ensure better services to all stakeholders, the Judiciary equally intends to focus on the maintenance and upgrading of all District Court premises; reinforce special witness schemes; promote Continuous Professional Development for the Judiciary and all Court Personnel at the level of the Institute for Judicial and Legal Studies; and upgrade its Library System with a state of the art infrastructure that would allow access of information on books and documents available at the Supreme Court Library. An e-judiciary system has also been put in place to improve service delivery and enhance customer satisfaction.
- 6.4 The staffing structure of the Supreme Court consists of the Chief Justice as Head of the Judiciary, the Senior Puisne Judge and such number of Puisne Judges as may be prescribed by Parliament. The Judge in Bankruptcy and Master and Registrar is the supervising and accounting officer and is assisted by a Deputy Master and Registrar and Judge in Bankruptcy who has the power of the Master and Registrar.
- 6.5 The professional structure of the Intermediate Court consists of the President, Vice-Presidents and any such number of Magistrates established under the Civil Establishment Act, while the Industrial Court consists of a President and a Vice-President. The District Courts comprise a Senior District Magistrate and any such number of District Magistrates as may be decided by the Chief Justice; and the Bail and Remand Court is presided by a District Magistrate. Officers in two distinct specialised cadres, namely the Court Officer Cadre and the Court Usher Cadre provide the necessary technical support and backup to the professionals of the Judiciary in

the discharge of their functions. The Judiciary also comprises the grades of Judicial Research Officer (Personal), Judicial Research Assistant, Senior Court Transcriber, Court Transcriber, officers in the Law Library Officer Cadre and other supporting staff.

- 6.6 The Bureau has been apprised that for the year 2020, against a total of around 610 established posts at the Judiciary in the different grades, 497 were filled substantively. A total of 45 judicial appointments were made in the same year in the grades of District Magistrate; Senior District Magistrate; Magistrate, Intermediate Court; Vice-President, Intermediate Court; President, Intermediate Court, among others, out of which five Puisne Judges were appointed. We also observed that vacancies in promotional grades were mainly filled from qualified serving judicial officers in lieu of the open recruitment mode. Moreover, according to Management, since the publication of the last PRB Report, the Judiciary did not experience any major departure of a judicial officer for better remuneration elsewhere and those who left the Judiciary mainly did so on ground of retirement.
- 6.7 As regards workload, based on information obtained, the number of outstanding cases at the level of the different Courts remained relatively high for the past few years, while the number of cases lodged showed a downward trend. However, caseload figures alone do not reflect the actual workload of judicial officers given that the complexity of the cases impacts highly on the time and effort required by the officers to deal with the cases.
- 6.8 Owing to a few unique features of the judicial service, Judges are entitled to certain enhanced benefits and allowances, in addition to their monthly salary, as an integral part of their remuneration package. These privileges/fringe benefits have helped to attract capable and experienced serving officers to join the bench. It is further to be noted that conventionally Judges do not return to private practice. However, they enjoy security of tenure of office and can have a long career span given their retiring age of 67 years, as provided for in the Constitution and the Courts Act. Moreover, the enhanced pension benefits along the prestigious status and high esteem of the profession are, among others, the appealing factors for serving officers to join the Judiciary.
- 6.9 In the context of this review exercise, the Union of the support staff made representations, among others, to: extend certain allowances obtainable in other quarters to officers concerned; enhance salary scale of core grades; increase establishment size of some key positions; revise significantly the quantum of a few specific allowances; and review the mode of appointment of certain grades coupled with an upgrading in qualifications requirement. The staff side equally requested to create supervisory grades to cater for lack of career prospects; pay a disturbance allowance to officers of the Court Usher Cadre in cases of Assizes; demerge certain grades; grant an appropriate allowance to the Chief Court Officer/Court Manager on account of the high load of work and complexity of cases at the level of the Intermediate Court in comparison to other Subordinate Courts; and provide enhanced conditions of service to officers of the Judiciary.

- 6.10 Following a request from officers of the Law Library Officer Cadre, the Bureau carried out a site visit at the Supreme Court Library to take stock of any increase in their workload and complexity with the introduction of the online library system. During the visit, the officers made a few requests regarding a review of their salary scale together a restyling of the cadre; and payment of an allowance for performing scanning duties, amongst others.
- 6.11 Management of the Judiciary has mainly requested to extend the payment of the black jacket allowance to officers of certain grades who are required to appear in Court in black jacket with tie; abolish the grade of Trainee Court Officer such that recruitment could be made directly in the grade of Court Officer; and create a grade of Head Court Usher whereby incumbent would be responsible for the managerial and technical levels in the Court Usher Cadre.
- 6.12 The Chief Justice and Judges of the Supreme Court on their side represented that: their salaries and conditions of service should reflect their constitutional status; due consideration be given to the nature and level of their functions and responsibilities; and the Special Judicial Service Allowance be made pensionable for experienced Judges so as to retain their services until retirement age of 67 years. They equally compared the salary relativity that exists between a member of the Judiciary and Prime Minister in a few foreign jurisdictions; and requested for: the payment of a monthly security allowance; facilities and benefits granted to retired Presidents and Vice-Presidents of the Republic be extended to a retired Chief Justice; and that Judges should be allowed to renew the duty exempted car for private and family use every five years or at least once following retirement. During their submissions, the Federations remarked that Judges are provided with gold-plated pension benefits.
- 6.13 During the consultative meetings, the different parties were apprised of the outcome of most of their representations. After examining all the demands for benefits and allowances in addition to salary and their concomitant effects across the public sector, we consider that: proposal to make certain allowances pensionable are not tenable considering the adequacy of the existing privileges already accruing to the officers and the correspondingly higher cost of pensions for the high earners; as recruitment of Judges is largely from serving officers, their pay increases are normally based on internal comparison with other senior level positions and a few demands of Judges relating to facilities and benefits go somewhat beyond the scope of this Report.
- 6.14 However, when viewed from a total reward perspective, we consider the remuneration package for members of the Judiciary to be attractive enough for both serving officers and outside talents who would wish to join the Judiciary.
- 6.15 It is also noteworthy that a grade is created based on its operational need; demerging of grades would not be appropriate in cases where there is no functional need for a supervisory level; and job appellations should be in consonance with the level of duties devolving upon incumbents. Moreover, reviewing of schemes of service rests with Management after consulting all stakeholders concerned; certain requests pertain to internal issues, which should be dealt with administratively namely, with

regard to effective implementation of the recommendations and payment of adhoc allowances to shoulder higher/additional duties for short periods; and the Bureau has made general provisions in respect of conditions of service, which are meant to be applied in a consistent manner in the public sector.

- 6.16 We equally consider that Management of the Judiciary needs to carry out a Human Resource Planning (HRP) exercise as provided under the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, to ensure that there is the right supply of manpower in terms of numbers at the appropriate levels so as to cope with the increasing load of work at the level of the different Courts for an effective and efficient service delivery. In the same breath and pending the carrying out of the HRP exercise, Management may consider the payment of an *adhoc* allowance, with the approval of the MPSAIR, to officers of the Court Officer Cadre who are entrusted additional duties and responsibilities on account of shortage of staff and who are called upon to deal with more complex cases and demanding work situation, depending upon their posting.
- 6.17 We are, therefore, in this Report, making relevant recommendations for proposals which are meritorious. To this end, we are, abolishing the grade of Trainee Court Officer; reviewing the scheme of service of the grade of Court Officer; creating a grade of Head, Court Usher; providing for the payment of an allowance to officers of the Court Usher Cadre; upgrading the salary of the grade of Principal Court Officer and restyling the grade of Judicial Research Assistant coupled with enhanced career earnings while maintaining the provision of the different job-related allowances to officers in a few positions.
- 6.18 As regards recruitment and retention problems in the Judiciary, based on our survey findings, no major difficulty is being encountered by the Judiciary in this respect and as such, a few provisions have been waived, as they have outlived their utility.

Special Judicial Service Allowance

- 6.19 A Special Judicial Service Allowance (SJSA) is currently paid to officers in certain positions at the Judiciary in line with the recommendation made in 2016 PRB Report. The payment of the SJSA was meant as a temporary measure to retain the services of experienced officers who tend to leave the service. The continued payment of the allowance is generally subject to findings of a survey on recruitment and retention carried out by the Bureau.
- 6.20 For this review exercise, the Bureau has carried out the survey anew to assess whether there are still Recruitment and Retention Problems in the Judiciary.
- 6.21 For the purpose of the survey, Management did not report any major recruitment and retention difficulty for Judicial Officers. Moreover, in terms of retention, we did not find any significant outflow from the Judiciary nor a high resignation rate. Considering the underlying philosophy of a SJSA, and given the prevailing situation, we regard that any request for the payment of the allowance should be carefully examined on the

basis of valid and reliable data in respect of recruitment, retention, attrition and the needs of the service, among others.

Recommendation 1

6.22 We recommend that with effect from 01 January 2021 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, officers in grades mentioned in the table below, in post as at the eve of publication of the 2021 Report and on their promotion within their respective cadre, should continue to be paid a monthly Special Judicial Service Allowance on a personal basis:

Grade	Special Judicial Service Allowance (% of monthly salary)
District Magistrates reckoning at least 5 years' service in the grade and Senior District Magistrates	7
Magistrate, Intermediate Court; Vice-President, Industrial Court; Vice-President, Intermediate Court; President, Industrial Court; President, Intermediate Court; and Deputy Master and Registrar and Judge in Bankruptcy	10
Judge in Bankruptcy and Master and Registrar; Puisne Judge; and Senior Puisne Judge reckoning less than 10 years' service in the respective grade	15
Judge in Bankruptcy and Master and Registrar; Puisne Judge; Senior Puisne Judge and Chief Justice reckoning more than 10 years' service in the respective grade but less than 30 years' service	20
Judge in Bankruptcy and Master and Registrar; Puisne Judge; Senior Puisne Judge and Chief Justice reckoning more than 30 years' service	30

6.23 We further recommend that:

- (i) henceforth, any request from Management of the Judiciary for the payment of a Special Judicial Service Allowance should be subject to the approval of the High Powered Committee; and
- (ii) in considering each case on its merit, the High Powered Committee may convey its approval for the payment of a time-bound Special Judicial Service Allowance on such terms and conditions as it may determine.

- 6.24 The above recommendations are made on the understanding that no additional remuneration, over and above the recommended package, will be considered until the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.**

Judicial and Legal Allowance

- 6.25 Officers in certain positions at the Judiciary are presently paid a yearly Judicial and Legal Allowance to cover certain items of expenditure related to the exercise of the profession. We are maintaining the continued payment of the allowance whilst revising its quantum.

Recommendation 2

- 6.26 We recommend that officers in grades mentioned in the table below, be paid a yearly Judicial and Legal Allowance:**

Grade	Quantum (Rs)
Chief Justice; Senior Puisne Judge; Puisne Judge; Judge in Bankruptcy and Master Registrar; and Deputy Master and Registrar and Judge in Bankruptcy	38690
President, Industrial Court; President, Intermediate Court; Vice-President, Industrial Court; Vice-President, Intermediate Court; Magistrate, Intermediate Court; Senior District Magistrate; and District Magistrate	24255

Housing Allowance

- 6.27 The Chief Justice, Senior Puisne Judge, and Puisne Judges are at present entitled to the payment of a Housing Allowance which is wholly reckoned for pension purpose, notwithstanding the provisions made on "Pensionable Value of Rent Allowance". Given the allowance is meant to cover expenses incurred for housing facilities and security measures, we are recommending its continued payment.

Recommendation 3

- 6.28 We recommend that the Chief Justice, Senior Puisne Judge and Puisne Judges of the Supreme Court be paid a monthly Housing Allowance as hereunder:**

Grade	Quantum (Rs)
Chief Justice	22000
Senior Puisne Judge Puisne Judge	11000

- 6.29 We further recommend that the above allowance should be wholly reckoned for pension purposes, notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance".**

Bail and Remand Court and Weekend Court

Recommendation 4

- 6.30 We recommend that officers of the Judiciary, Court Officer Cadre and Court Usher Cadre, who are required to work beyond normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during Weekends and Public Holidays, be paid a monthly allowance as follows:**

Eligible Officers	Quantum (Rs)
Senior District Magistrate (Team Leader)	25000
District Magistrate	23000
Officers of the Court Officer Cadre and Court Usher Cadre	9700

Court Officer

- 6.31 At present, the grade of Trainee Court Officer is filled by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced Level'. Trainee Court Officers are then required to undergo training for a period of at least one year, both theoretical and practical including on-the-job training in all aspects of the work of a Court Officer. On satisfactory completion of same and on being favourably reported upon, they are appointed in the grade of Court Officer, as and when vacancies occur.
- 6.32 For this Report, Management has requested to abolish the grade of Trainee Court Officer so that recruitment to the grade of Court Officer be made directly from outside candidates with a view to eliminating a few problems associated with the bonding of officers.
- 6.33 We have examined the proposal and consider that there is merit in the case. However, the Bureau holds that newly recruited Court Officers should undergo on-the-job training, as was previously required for Trainee Court Officers.

Recommendation 5

- 6.34 We recommend that:**
- (i) the grade of Trainee Court Officer be made personal and abolished on vacancy;**
 - (ii) upon the appointment of all Trainee Court Officers, the grade of Court Officer should be filled, by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education 'Advanced Level'; and who are computer literate; and**

- (iii) **the scheme of service of the grade of Court Officer be amended to include a proviso requiring the new entrants to undergo on-the-job training, both theoretical and practical, in all aspects of the work of a Court Officer for a period of at least one year. Appointment thereto in a substantive capacity should be made upon satisfactory completion of the training and on incumbents being favourably reported upon.**

Diploma in Legal Studies and Court Administration

- 6.35 As per existing provision, officers of the Court Officer Cadre are sponsored by Management of the Judiciary to follow the Diploma Course in Legal Studies and Court Administration given it is a requirement for appointment to the grade of Principal Court Officer. On successful completion of the course, the officers concerned are allowed to move incrementally beyond their respective top salary by one additional increment. This provision, however, does not apply to Principal Court Officers who have already benefited from the additional increment.
- 6.36 In the context of this Report, the Bureau carried out a comparative exercise on grades requiring a Diploma qualification in the Public Sector and where subsequently officers in post are sponsored by Management to follow same. Based on the findings of the survey, we consider that consistency should prevail across the Public Sector on the grant of additional increment for possession of higher qualifications. We are, therefore, making an appropriate provision for officers in the grades of Senior Court Officer and Court Officer who have already enrolled to follow the Diploma Course.

Recommendation 6

- 6.37 **We recommend that as from the date of publication of the 2021 Report, officers in the grades of Senior Court Officer and Court Officer who have already enrolled to follow the Diploma course in Legal Studies and Court Administration should, on successful completion of the course, be granted one increment at the salary point reached in their respective salary scale, subject to the top salary of the grade.**
- 6.38 **The requirement for possession of a Diploma in Legal Studies and Court Administration or an equivalent qualification for appointment to the grade of Principal Court Officer, has been taken into consideration in arriving at the recommended salary of the grade.**

Posting of Court Officers, Court Ushers and Judicial Research Assistants

- 6.39 Representations from Management of different Tribunals/Commissions were geared towards the creation of the grades of Court Officer, Tribunal Usher and Judicial Research Assistant on their establishment on account of the quasi-judicial nature of work at the Tribunal/Commission and to enable a smooth running of day-to-day activities.

6.40 Following consultation with Management of the Tribunals/Commissions concerned and after examining the various requests, we consider that since the grades of Court Officer, Court Usher and Judicial Research Assistant already exist on the establishment of the Judiciary and to limit the creation of dead-end positions, it would be more appropriate for officers in these grades to be seconded to the Tribunals/Commissions on a rotational basis.

Recommendation 7

6.41 We recommend that Management of the Judiciary should carry out a Human Resource Planning exercise as per recommendation made under the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to considering an increase in the establishment size of the grades of Court Officer, Court Usher and Judicial Research Assistant to enable the posting of an officer in these grades, on a rotational basis, at the Environment and Land Use Appeal Tribunal, Employment Relations Tribunal and any other Tribunal/Commission, wherever the need arises.

Black Jacket Allowance

6.42 Officers of the Court Officer Cadre and Court Usher Cadre who are required by the rules of the Court to appear in black jacket with tie, are currently eligible for the payment of a yearly Black Jacket Allowance. We are maintaining its payment.

Recommendation 8

6.43 We recommend that officers of the Court Officer Cadre and Court Usher Cadre, who are required by the rules of the Court to appear in black jacket with tie, be paid a yearly Black Jacket Allowance of Rs 5100.

Witness Attendance Allowance

6.44 Public Officers who attend Court as witnesses on behalf of their Ministries/ Departments and professionals who attend Court as expert witnesses are paid an Attendance Allowance, on account of their disturbance and related travelling expenses. We are maintaining the continued payment of the allowance, whilst revising the quanta.

Recommendation 9

6.45 We recommend that:

- (i) public officers who attend Court as witnesses on behalf of their Ministries/ Departments be paid an Attendance Allowance of Rs 110; and**
- (ii) professionals such as Architect, Attorney-at-Law, Engineer, Forensic Scientist, Medical Practitioner, Land Surveyor, amongst others, who attend Court as expert witnesses be paid an Attendance Allowance of Rs 220.**

Head, Court Usher (New Grade)

- 6.46 The Court Usher Cadre presently comprises the grades of Court Usher, Senior Court Usher, Principal Court Usher and Chief Court Usher. Whilst Management has submitted that there is a need for the creation of a grade of Head, Court Usher, the Union requested for the creation of a grade of Director Court Usher owing to a considerable increase in the number of criminal and civil cases at the level of the different Courts coupled with the creation of various divisions.
- 6.47 After examining the request of both parties, we opine that there is need for a managerial position to administer and supervise the technical levels of the Court Usher Cadre for a smoother running of activities. We are, therefore, recommending accordingly.

Recommendation 10

- 6.48 We recommend the creation of a grade of Head, Court Usher. Appointment thereto should be made by selection from among officers in the grade of Chief Court Usher reckoning at least three years' service in a substantive capacity in the grade and who possess a thorough knowledge of the duties pertaining to the Office of the Judge in Bankruptcy and Master and Registrar.**
- 6.49 Incumbent would be required, *inter alia*, to: work under the general direction of the Chief Justice and the Judge in Bankruptcy and Master and Registrar for the proper performance of the duties devolving upon the Court Usher Cadre; organise refresher courses for all Court Ushers and to implement the provisions of any amendments of the Law Reform Commission; take charge of the e-filing system of the commercial division of the Supreme Court; and receive all registered Ushers and Court Ushers who are bounded by law to have their document to be endorsed.
- 6.50 We further recommend that with a creation of the grade of Head, Court Usher, consequential amendments be brought to the duties of the grade of Chief Court Usher.**

Allowance to officers of the Court Usher Cadre - Assizes Cases

- 6.51 The Union has requested for the payment of an appropriate allowance to officers of the Court Usher Cadre for specific additional duties performed in connection with cases of Assizes, the moreso, nowadays Assizes Courts sit weekly instead of thrice a year. The Bureau has been apprised that in such cases the officers are required to stay with the jurors, at times for days or even weeks in specific locations far from their family. As a result, this practice significantly impacts on their personal and social life, as confirmed by Management during consultative meetings.
- 6.52 While examining the request, we took into account the disruption caused in the social life of the officers and consider that the latter should be additionally compensated in that respect.

Recommendation 11

- 6.53 We recommend that Management of the Judiciary should consider the payment of an *ad hoc* allowance to officers of the Court Usher Cadre who are required to perform additional duties in connection with cases of Assizes, subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms.**

Additional Compensation to officers of the Court Usher Cadre

- 6.54 Additional compensation is granted to officers of the Court Usher Cadre for using their cars to perform official travelling, serving court papers and executing court orders beyond normal working hours. We consider that there is ground to maintain the continued payment of the allowances.

Recommendation 12

- 6.55 We recommend that officers of the Court Usher Cadre:**

- (i) be paid a monthly allowance of Rs 840 for using their cars to perform official travelling; and**
- (ii) who are required to put in extra hours in connection with the serving of court papers and execution of court orders beyond normal working hours should be paid a monthly allowance as follows:**

Grade	Quantum (Rs)
Chief Court Usher	5500
Principal Court Usher	5000
Senior Court Usher	4500
Court Usher	3000

Mileage Allowance for officers of the Court Usher Cadre

- 6.56 Officers of the Court Usher Cadre are presently eligible for 70% duty exemption on the purchase of a car for performing extensive official travelling in the exercise of their functions. Those who are not eligible for travel grant are accordingly refunded mileage as per relevant general provisions.
- 6.57 In the context of the 2016 PRB Report, the Bureau was apprised that given official travelling is equally performed after normal working hours, it was difficult to assess the mileage effectively covered for every officer of the Court Usher Cadre. To this end, provision was made for Management of the Judiciary to consider the advisability of determining a commuted travelling allowance, subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms. We view the present arrangement to be appropriate and are, therefore, maintaining the existing provision.

Recommendation 13

- 6.58 We recommend that the Judiciary considers the advisability of determining a monthly commuted travelling allowance to officers of the Court Usher Cadre, subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms.**

Supreme Court Library

- 6.59 As mentioned earlier, the Bureau carried out a site visit at the Supreme Court Library following a request from officers of the Law Library Officer Cadre to take stock of any increase in their workload and work complexity, further to the introduction of the online library system.
- 6.60 During the visit, it was observed that officers of the Law Library Officer Cadre are required to perform additional duties with respect to the scanning of statutes and other documents. We equally observed that the officers are constantly required to meet tight deadlines.
- 6.61 Further to the findings of the visit, we consider that: Management needs to carry out a Human Resource Planning exercise prior to considering increasing the establishment size of relevant grades of the Law Library Officer Cadre to cope with the increasing workload and for an enhanced service delivery; appropriate training be provided to officers of the Law Library Officer Cadre to enable them to better perform their duties; and Management should look into the payment of an *ad hoc* allowance to the officers concerned for performing additional duties falling outside their scheme of service.

Transcriber Unit

- 6.62 In the performance of their duties, officers in the grades of Court Transcriber and Senior Court Transcriber are required to continuously wear earphones. Hence, as per recommendation of the 2016 PRB Report, officers of this cadre are being provided with a health surveillance. As this provision is appropriate, the Bureau holds that it should continue to prevail.

Recommendation 14

- 6.63 We recommend that the Judiciary should continue to make arrangement with the Health Authorities for a health surveillance exercise for officers in the grades of Court Transcriber and Senior Court Transcriber.**

Posting of Court Transcriber

- 6.64 Representations have been made by Management of the Equal Opportunities Commission and Environment and Land Use Appeal Tribunal for the creation of the grade of Transcriber to perform the digital recordings of proceedings and transcribing duties. During consultation, Management of these two organisations were informed that, as a matter of policy, the Bureau normally refrains from creating stand-alone grades having no promotional avenue. In view of the quasi-judicial functions devolving upon the Commission/Tribunal, the Bureau deems it more appropriate for

Court Transcribers of the Judiciary to be posted on secondment and to serve the Commission/Tribunal, wherever the need is felt. We are making an appropriate provision to this effect.

Recommendation 15

- 6.65 We recommend that Management of the Judiciary should consider increasing the establishment size of the grade of Court Transcriber to enable the posting of any officer from this pool, on a full-time basis, to the Equal Opportunities Commission and Environment and Land Use Appeal Tribunal respectively and other Tribunals, wherever the need arises.**

THE JUDICIARY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 124	Rs 219500 Chief Justice
12 000 122	Rs 188250 Senior Puisne Judge
12 000 121	Rs 175750 Puisne Judge
12 000 118	Rs 150750 Judge in Bankruptcy and Master and Registrar
12 000 114	Rs 132000 Deputy Master and Registrar and Judge in Bankruptcy
12 000 113	Rs 128875 President, Children's Court President, Industrial Court President, Intermediate Court
12 000 110	Rs 119500 Vice-President, Industrial Court Vice-President, Intermediate Court

Salary Code	Salary Scale and Grade
12 088 102	<p>Rs 62700 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Magistrate, Intermediate Court</p>
12 080 097	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100</p> <p>Senior District Magistrate</p>
12 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>District Magistrate</p>
12 069 092	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Judicial Research Officer (Personal to officers in post as at 31.12.15)</p>
12 058 092	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Judicial Research Assistant/ Senior Judicial Research Assistant <i>formerly Judicial Research Assistant</i></p>
12 088 102	<p>Rs 62700 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Secretary to the Chief Justice</p>
12 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Chief Registrar</p>
12 077 094	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800</p> <p>Deputy Chief Registrar</p>
12 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Registrar/Regional Court Administrator</p>

Salary Code	Salary Scale and Grade
12 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Chief Court Officer/Court Manager
12 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Court Officer
12 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Senior Court Officer
12 038 073	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Court Officer
12 031 033	Rs 17045 x 260 - 17565 Trainee Court Officer (Personal)
12 072 089	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Head, Court Usher (New Grade)
12 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Chief Court Usher
12 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Court Usher
12 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Senior Court Usher
12 038 073	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Court Usher

Salary Code	Salary Scale and Grade
08 060 081	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Court Transcriber
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Court Transcriber
05 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Law Librarian/Senior Law Librarian
05 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Law Library Officer
05 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Law Library Officer
05 030 067	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 Law Library Assistant
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Senior Maintenance Assistant
25 026 059	Rs 15745 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 - 28225 Maintenance Assistant Plumber and Pipe Fitter
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant

Salary Code	Salary Scale and Grade
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
24 025 058	<p>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</p> <p>Driver</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Gardener/Nursery Attendant</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>
24 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Liftman</p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>



7. PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS

- 7.1 Established by the Constitution of Mauritius, the Public and Disciplined Forces Service Commissions (PDFSC) envision to be the benchmark for integrity, equity and efficiency in a dynamic public service. In so doing, its mission is to ensure that the Republic of Mauritius has a professional and efficient Civil Service geared towards excellence.
- 7.2 Its objectives are, *inter alia*, to: identify and enlist persons of specified educational attainments with the drive and skill for efficient performance; safeguard the impartiality and integrity of appointments and promotions in the Civil Service and to ensure that these are based on merit; and take disciplinary action with a view to maintaining ethical standards and safeguarding public confidence in the service.
- 7.3 The PDFSC comprises of two distinct entities namely, the Public Service Commission (PSC) and the Disciplined Forces Service Commission (DFSC), both operating under the authority of the Chairman, PDFSCs. The PSC performs its functions in respect of officers of the Civil Service while the Disciplined Forces Service Commission (DFSC) caters for officers of the Mauritius Police Force, the Mauritius Fire and Rescue Service and Mauritius Prisons Department.
- 7.4 The Secretary, PDFSC is the Accounting and Responsible Officer of both Commissions. He is assisted in the performance of his duties by officers of the Administrative Cadre, Human Resources Cadre, the General Services and employees of the Workmen's Group.
- 7.5 Representations made by Management pertain mainly to: the provision of an appropriate allowance to the Permanent Secretary who has been assigned the duties of the Secretary, Public and Disciplined Forces Service Commissions; review of the schemes of service for the grades of Deputy Secretary, Public and Disciplined Forces Service Commissions and Assistant Secretary, Public and Disciplined Forces Service Commissions; revision of the fees payable in connection with the setting up of question papers and examinations conducted by the Commissions and review of certain aspects of General Conditions of Service.
- 7.6 During consultation, Management was apprised that the amendments to the schemes of service could be done on an *ad hoc* basis. The revision of the fees payable in connection with the setting up of question papers and examinations conducted by the Commissions will be done subsequent to the publication of the Report. Management was also informed that meetings were already held with Federations with regards to the General Conditions of Service and these would be looked into holistically. As regards the request for payment of an allowance to the Permanent Secretary operating as Secretary, Public and Disciplined Forces Service Commissions, the Bureau views that the duties performed are not of a higher level than those of a Permanent Secretary.
- 7.7 As the present organisation structure is adequate to enable the Commissions to function properly, we consider that the existing set up should continue to prevail.

Secretary, Public and Disciplined Forces Service Commissions

- 7.8 As per existing provision, a Permanent Secretary should be assigned the duties of Secretary, Public and Disciplined Forces Service Commissions. **This provision is being retained.**

PUBLIC AND DISCIPLINED FORCES SERVICE COMMISSIONS**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Secretary, Public and Disciplined Forces Service Commissions
02 097 103	Rs 80100 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625 Deputy Secretary, Public and Disciplined Forces Service Commissions
12 069 092	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Legal Officer
04 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, ICT
08 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant Secretary, Public and Disciplined Forces Service Commissions
08 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Registrar, Public and Disciplined Forces Service Commissions
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

Salary Code	Salary Scale and Grade
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
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Senior Gardener/Nursery Attendant
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
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
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Gatekeeper <i>formerly Gateman</i>
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



8. PUBLIC BODIES APPEAL TRIBUNAL

- 8.1 The Public Bodies Appeal Tribunal (PBAT) is a quasi-judicial body established in 2009 under Section 91A of the Constitution. Its objective is to hear and determine appeals from public officers and local government officers against any decision of the Public Service Commission or Local Government Service Commission pertaining to an appointment exercise or to a disciplinary action taken.

- 8.2 The structure of the Tribunal comprises a Chairperson and two Members for the purpose of hearing and determining any appeal under the PBAT Act. The overall administration is devolved upon an Assistant Permanent Secretary who has been assigned the duties of the position of Secretary, Public Bodies Appeal Tribunal, which is currently unfilled. Support services are provided by officers of the General Services grades and Procurement and Supply Cadre, who are all seconded for duty from other Ministries.



9. OMBUDSMAN'S OFFICE

- 9.1 Established in 1970 under Chapter IX of the Constitution, the Ombudsman's Office is responsible to provide all citizens a quality service that upholds their rights to an equitable treatment in accordance with the principles of good administration. Its main role consists in investigating into complaints made by members of the public where they have suffered hardship or injustice through the maladministration or service failure on part of any government officer or authority in the exercise of administrative functions.
- 9.2 The strategic objectives of the Office are, among others, to: provide an efficient and effective complaint handling service; influence public authorities to improve their administration and complaint handling system; modernise the Office with technological platform to deliver continuous improvement in its performance; and provide quality and accessible information on the services of the Ombudsman.
- 9.3 A Senior Investigations Officer is responsible for the day-to-day administration of the Office and assists the Ombudsman in the conduct of investigation. He is supported in his duties by officers of the General Services grades.
- 9.4 The Bureau has received no submission from staff side in the context of this review exercise. Management, on its part, requested for: a review of the salary of the grade of Senior Investigations Officer to bring it at par with or above that of a Deputy Permanent Secretary; the creation of several levels and additional posts for certain grades; and the grant of enhanced travelling benefits, among others.
- 9.5 After carefully studying the submissions of Management, we are making a few observations, some of which were already communicated during the consultative meeting namely: Management should liaise with the relevant Ministries for posting of their staff at the office; increasing the establishment size is an issue to be dealt with administratively; and general recommendations on conditions of service have been made in Volume 1 of this Report.
- 9.6 The Bureau has examined the request for an upgrading of the position of Senior Investigations Officer on the ground that incumbent shoulders higher responsibilities similar to an Accounting Officer. Upon reassessment of the position, the salary scale of the grade as well as its qualifications requirement have been reviewed.

Senior Investigations Officer, Ombudsman's Office Investigations Officer

- 9.7 Whilst examining the structure of the Office, we noted that a grade of Investigations Officer was created prior to this Report, whereby appointment is made by selection from among candidates possessing a Cambridge Higher School Certificate and a Degree in the relevant field. On the other hand, the grade of Senior Investigations Officer is filled by selection from among serving officers holding a substantive appointment, possessing a Degree in Public Administration and Management or Law

or Law and Management and reckoning at least four years' experience in investigation duties.

- 9.8 The Bureau considers that with the creation of the level of Investigations Officer as the source grade, there is need to review the mode of appointment to the position of Senior Investigations Officer and Investigations Officer with a view to providing a proper career structure at the Office. We are, therefore, recommending in that direction.

Recommendation 1

- 9.9 **We recommend that appointment to the grade of Investigations Officer, Ombudsman's Office should be made by selection from among serving officers holding a substantive appointment, possessing a Degree in Public Administration and Management or Business Administration or Law or Law and Management or an equivalent qualification and reckoning at least three years' experience in investigation duties.**
- 9.10 **We further recommend that the mode of appointment to the grade of Senior Investigations Officer, Ombudsman's Office be reviewed such that appointment thereto be made by promotion, on the basis of experience and merit, of officers in the grade of Investigations Officer, Ombudsman's Office reckoning at least four years' service in a substantive capacity in the grade.**

OMBUDSMAN'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 070 093	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800 Senior Investigations Officer, Ombudsman's Office
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Investigations Officer, Ombudsman's Office
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



10. NATIONAL AUDIT OFFICE

- 10.1 The National Audit Office (NAO), is an independent public office set up under the Constitution. It is referred to as the country's Supreme Audit Institution as it has the prime responsibility to audit all public accounts, including those of Courts of Law, authorities and offices of the Government. The NAO, thus, plays a pivotal role in the public sector good governance framework.
- 10.2 To deliver on its mission, the NAO ensures the timely production of audit reports and provides assurance to the National Assembly on the proper accounting and use of public resources. It also ensures that money appropriated or otherwise disbursed is applied to the purpose for which parliament intended it to be provided and that the expenditure conforms to the authority which governs it.
- 10.3 The Director of Audit is the head of the NAO and he is assisted by the Deputy Director of Audit, Assistant Directors of Audit, and a cohort of professional and technical staff of the Auditors Cadre and Examiner of Accounts Cadre respectively, in the effective and efficient discharge of his statutory duties. The activities of the NAO have been grouped under a number of divisions for efficiency and effectiveness purposes. These divisions are under the direct control and supervision of either Assistant Directors of Audit, Principal Auditors or Head, Examiner of Accounts Cadre. Necessary support to the Director is also provided by the other units such as Administration and HR, Finance, IT and Support.
- 10.4 In the 2016 PRB Report, recommendations were made for the schemes of service of the grades of Deputy Chief Examiner of Accounts and Examiner of Accounts/Senior Examiner of Accounts to be amended. For this review, the main proposals of the Union of the Auditor's Cadre have been to review the salaries of the grades; payment of appropriate allowances; restyling of the grades; and provision of enhanced conditions of service. For the Examiner of Accounts Cadre, proposals were made for the entry requirement of the base grade to be reviewed; creation of a new level of Assistant Deputy Head, Examiner of Accounts; restyling of the grades and grant of duty remission facilities.
- 10.5 On the other hand, Management submitted for the creation of a grade of Audit Assistant to provide support to the Auditor's Cadre and payment of an appropriate allowance to staff going on tours of service to Rodrigues.
- 10.6 All these representations have been scrupulously examined and lengthily discussed during the consultative meetings. Parties concerned were also informed of proposals which could not be favourably considered together with the justifications thereof. For instance, the Bureau could not agree to the creation of the grades of Audit Assistant and Assistant Deputy Head of Examiner of Accounts for lack of functional justifications. Similarly, the request for restyling of the various positions could not be retained as they did not meet our set criteria for restyling of grades. We also consider the qualifications requirement of the grade of Examiner of Accounts/Senior Examiner of Accounts, which was reviewed in our last Report to be appropriate.

- 10.7 At the request of the Union, we also conducted a site visit to better understand the nature of duties devolving on officers of the Auditor's Cadre. During the visit, we were apprised that the officers are called to work under immense pressure to meet deadlines due to insufficient manpower at the NAO. The Bureau was also urged to demarcate the salary of the grade from that of Accountant/Senior Accountant on account of the nature of duties performed by these two grades being different. It was also represented that when they report to other Ministries/Departments/Organisations for auditing purposes, they are often accommodated in deplorable offices and not provided with enough support to facilitate their work. They also laid emphasis on the need to review their salary scales.
- 10.8 After careful consideration of the existing structure, we consider the present set up to be adequate to enable the NAO meet its statutory obligations. Further, on the basis of the findings of our job evaluation exercise, the overall job responsibilities and existing relativities, we consider the salaries of the different levels at the NAO to be appropriate. As regards specific conditions of service, we are, in this Report, making provision for the payment of an appropriate allowance to staff on mission to Rodrigues based on the strength of the case. In so far as the representations made regarding inadequate workforce, due to which the existing officers are operating under immense pressure to meet deadlines, we strongly advise Management to conduct a Human Resource Planning exercise to ensure that the manpower requirement matches the prevailing workload. Further, we consider that the Ministries/Departments/Organisations where the officers of the NAO are required to perform audit duties should **make necessary arrangements to provide these officers, with a conducive working environment as well as the necessary logistics support.**

Payment of allowance for audits at the RRA

- 10.9 It has been submitted that every fiscal year, a team of five to six officers from different grades at the NAO proceeds to Rodrigues Island for a period of six to seven weeks to conduct audit of all the accounts of the Rodrigues Regional Assembly (RRA). Due to time constraints to meet the statutory deadline of the Finance and Audit Act, the team is called upon to work unusually long hours on Weekdays, during Weekends and even on Public Holidays.
- 10.10 Presently, the officers are entitled to three types of allowances, namely subsistence, out of pocket and *ad hoc* for their posting at the RRA. While the first two allowances are paid in accordance with existing provisions, the *ad hoc* allowance is paid for the extra hours performed. It has been reported that the quantum of the *ad hoc* allowance is inadequate. Management has, therefore, requested for a review of the present allowances so that a fair package is paid to the officers for the extra efforts put in.
- 10.11 After careful consideration of the information submitted and based on the strength of the case, we are making recommendation for the payment of an appropriate allowance to officers who proceed to Rodrigues on a tour of service for auditing purposes.

Recommendation 1

10.12 We recommend that officers in the following grades, who put in extra hours of work during their posting to Rodrigues, should be paid a daily *adhoc* allowance as hereunder:

Grade	Quantum of Allowance (Rs)
Assistant Director of Audit	670
Principal Auditor	620
Senior Auditor	560
Auditor	495
Chief Examiner of Accounts	560
Deputy Chief Examiner of Accounts	485
Principal Examiner of Accounts	455
Examiner of Accounts/Senior Examiner of Accounts	370

Refund of mileage to officers not entitled to travel grant

10.13 Officers in the technical and professional cadres who are, in the course of their work, required to travel to different sites by car for the performance of their duties, but are not eligible to travel grant, are at present, refunded mileage at the prescribed rates. This provision should continue to prevail.

Recommendation 2

10.14 We recommend that officers in the grades of Examiner of Accounts/Senior Examiner of Accounts; Principal Examiner of Accounts; Deputy Chief Examiner of Accounts and Auditor who are required to move regularly to different sites of work by car but who are not entitled to a travel grant, should be refunded Mileage Allowance as per recommendations set under paragraph 16.2.68 (No. 5) of Volume 1 of this Report.

Examiner of Accounts/Senior Examiner of Accounts

10.15 In the 2016 PRB Report, following Management's contention to reinstate the recommendation made in the 2013 PRB Report regarding the entry requirements to the grade of Examiner of Accounts/Senior Examiner of Accounts, recommendation was made to the effect that the scheme of service of the grade be amended so that recruitment be made from a larger panoply of qualified candidates. However, after taking into consideration the salary structure, the equivalence of qualification prescribed as well as the incentive provided for higher qualification, we are bringing some amendments to the qualifications requirement of the grade.

Recommendation 3

10.16 We recommend that appointment to the grade of Examiner of Accounts/Senior Examiner of Accounts should, henceforth, be made by selection from among candidates possessing a pass in any one of the following:

- (i) the Knowledge Module of the Professional Stage of the Institute of Certified Accountants of England and Wales;**
- (ii) the Test of Competence Examination of the Institute of Chartered Accountants of Scotland;**
- (iii) the CA Proficiency 1 of the Chartered Accountants of Ireland;**
- (iv) the complete Knowledge Module and two subjects in the Skills Module of the Fundamentals Level of the Association of Chartered Certified Accountants;**
- (v) the Certificate Level of the Chartered Institute of Management Accountants; and**
- (vi) the Certificate Level of the Chartered Institute of Public Finance Accountancy.**

Movement beyond Top salary

10.17 The provision for movement beyond top salary to Examiners of Accounts/Senior Examiners of Accounts based on certain set criteria should continue to be in force. Specific provision has also been made for the grade of Deputy Chief Examiner of Accounts.

Recommendation 4

10.18 We recommend that officers in the grade of Examiner of Accounts/Senior Examiner of Accounts possessing a Diploma in the field of Accountancy or Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Specific Provision for Deputy Chief Examiner of Accounts**Recommendation 5**

10.19 We recommend that officers in the grade of Deputy Chief Examiner of Accounts possessing a Degree in Accounting or Finance or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

NATIONAL AUDIT OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 120	Rs 163250 Director of Audit
01 000 110	Rs 119500 Deputy Director of Audit
01 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Assistant Director of Audit
01 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Auditor
01 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Auditor
01 062 088	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Auditor
01 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Head, Examiner of Accounts Cadre
01 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Head, Examiner of Accounts Cadre
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Chief Examiner of Accounts

Salary Code	Salary Scale and Grade
01 068 088	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Deputy Chief Examiner of Accounts</p>
01 062 085	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600</p> <p>Principal Examiner of Accounts (Personal to incumbents in post as at 31.12.15)</p>
01 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Examiner of Accounts</p>
01 041 078	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Examiner of Accounts/Senior Examiner of Accounts</p>
24 025 058	<p>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</p> <p>Driver</p>



11. EMPLOYMENT RELATIONS TRIBUNAL

- 11.1 The Employment Relations Tribunal (ERT) is a quasi-judicial body to which industrial disputes are referred, inquired into and awards made thereon. It aims at settling industrial disputes in the Civil Service, the Private Sector, Parastatal Bodies and Local Government Services; hearing appeals against the decision of the Commission for Conciliation and Mediation; and promoting harmonious industrial relations.
- 11.2 The functions of the Tribunal include, among others, the arbitration of labour disputes; making of awards; making of orders in relation to recognition, variation and non-compliance of a procedure agreement and any other issues under the Employment Relations Act (ERA) 2008 as amended; and sitting on appeal in relation to certain decisions of the Commission for Conciliation and Mediation and Registrar of Associations.
- 11.3 The present structure of the ERT comprises a President, ERT and two Vice-Presidents, ERT. They are assisted by a Registrar, ERT who also acts as the Secretary of the Tribunal and a Deputy Registrar, ERT. Officers of the General Services grades provide support services for a smooth running of the Tribunal.
- 11.4 In the context of this Report, the Bureau has not received any representation from the staff side. Management, on its part, mainly requested for: the payment of certain allowances to the President, ERT and Vice-Presidents, ERT in line with what obtains in the Judiciary; and the quantum of the yearly Judicial and Legal Allowance to be reviewed. In addition, they requested for the creation of a grade of Tribunal Usher to ease the task of summoning parties before the ERT; restyling the grades of Senior Shorthand Writer and Shorthand Writer to Senior Tribunal Transcriber and Tribunal Transcriber respectively; and posting of a Principal Financial Officer and additional Management Support Officers at the Tribunal for a more effective service delivery.
- 11.5 The proposals of Management have been examined and we consider that comparison with members of the Judiciary is not appropriate. To avoid creation of stand-alone grades with no avenue of promotion, it would be more feasible for officers in the grade of Court Usher to be seconded/posted at the Tribunal. Moreover, a few requests relate to implementation issues which need to be addressed at the level of Management.
- 11.6 The Bureau also considers the present structure of the ERT to be appropriate. Nevertheless, we are making recommendations for proposals which are meritorious namely regarding the posting of officers in the grade of Court Usher from the Judiciary to the ERT; restyling of the grades of Senior Shorthand Writer and Shorthand Writer; and maintaining of the payment of existing allowances.

Posting of Court Usher

- 11.7 Management has submitted that the Tribunal has to summon disputants, applicants, respondents and witnesses to appear before it and as per current practice, the summons are effected by registered post. However, difficulties are being faced when

postal summons are not received by parties concerned prior to the matter being called before the Tribunal and the fact that same has reached the party being convened cannot be ascertained. Request has, therefore, been made to create a grade of Tribunal Usher on the establishment of the ERT to render the task of summoning parties more efficient and effective by having an in-house Usher attached to the Tribunal.

- 11.8 As already observed by the Bureau during the consultative meeting, we consider that instead of creating a stand-alone grade, it would be more appropriate for officers in the grade of Court Usher on the establishment of the Judiciary to be seconded to the ERT on a rotational basis.

Recommendation 1

- 11.9 We recommend that Management should make necessary arrangements with the Judiciary for the secondment of officers in the grade of Court Usher to the Employment Relations Tribunal, on a rotational basis. In this context, appropriate provision has been made at paragraph 6.41 of this Volume.**

Judicial and Legal Allowance

- 11.10 At present, the President, ERT and Vice-Presidents, ERT are paid a yearly Judicial and Legal Allowance. Considering that the allowance was granted on the fact they were previously entitled to same as members of the Judiciary, we hold that the incumbents should continue to benefit the Judicial and Legal Allowance on a personal basis.

Recommendation 2

- 11.11 We recommend that the President, Employment Relations Tribunal and Vice-Presidents, Employment Relations Tribunal in post as at the eve of publication of this Report be paid a yearly Judicial and Legal Allowance of Rs 38690 and Rs 24255 respectively, on a personal basis.**

Black Jacket Allowance

- 11.12 At present, the Registrar, ERT and Deputy Registrar, ERT are paid a yearly Black Jacket Allowance. We are maintaining the payment of the allowance on a personal basis for officers in post.

Recommendation 3

- 11.13 We recommend that the Registrar, Employment Relations Tribunal and the Deputy Registrar, Employment Relations Tribunal, in post as at the eve of publication of this Report should be paid a yearly Black Jacket Allowance of Rs 5100, on a personal basis.**

Transcriber Cadre

formerly Shorthand Writer Cadre

- 11.14 Management has proposed to restyle the grades of Senior Shorthand Writer and Shorthand Writer in line with their counterparts at the Judiciary. After comparing the

freshly filled in Job Description Questionnaires of the grades in the Court Transcribers Cadre with that of the Shorthand Writer Cadre at the ERT, it was observed that there are similarities in the nature of duties performed by both cadres. Pursuant to the foregoing, we are making appropriate recommendation.

Recommendation 4

11.15 We recommend that the grades of Senior Shorthand Writer and Shorthand Writer at the Employment Relations Tribunal be restyled Senior Transcriber and Transcriber respectively.

EMPLOYMENT RELATIONS TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 121	Rs 175750 President, Employment Relations Tribunal
12 000 118	Rs 150750 Vice-President, Employment Relations Tribunal
12 067 089	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Registrar, Employment Relations Tribunal
12 038 077	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Deputy Registrar, Employment Relations Tribunal
08 060 081	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Transcriber <i>formerly Senior Shorthand Writer</i>
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Transcriber <i>formerly Shorthand Writer</i>

Salary Code	Salary Scale and Grade
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



12. LOCAL GOVERNMENT SERVICE COMMISSION

- 12.1 Established under the Local Government Act No. 37 of 1975, the Local Government Service Commission (LGSC) is an independent body which came into operation in August 1983. It is financed by the consolidated fund. The Commission has the responsibility to appoint, promote, exercise disciplinary control, remove from office or approve retirement and select candidates for the award of scholarship to Local Government officers.
- 12.2 It envisions to be an independent and ethical institution with the mission of providing timely and quality service to stakeholders in a professional manner geared towards excellence. Its objectives are, among others, to: maintain a high standard of efficiency and integrity in the exercise of its powers; provide Local Authorities with adequate, qualified and suitable human resources; and deliver an efficient and effective service.
- 12.3 The Commission is headed by the Secretary, Local Government Service Commission. The latter is assisted in the performance of his duties by officers at professional and technical levels, and supported by staff of the General Services and Workmen's group.
- 12.4 For this review, Management made several requests comprising, among others, the merging of the grades of Clerical Officer and Management Support Officer; abolition of the grades of Controlling Officer and Driver (Van, Lorry) on the establishment of the Municipal City Council of Port-Louis; harmonisation of the salary attached to the grade of Library Attendant (Part - Time) in Local Authorities; re-evaluation of the salary grading of grades in the Tradesman Cadre with a view to attracting potential candidates; and review of certain aspects of the General Conditions of Service.
- 12.5 Management equally requested to upgrade the salary of the grade of Secretary, Local Government Service Commission to bring it at par with that of the Permanent Secretary; create a departmental grade of Deputy Secretary, Local Government Service Commission in order to ensure permanency in the work of the Commission and align the salary with that of officers of the Administrative Cadre; and to classify the position of Secretary, Local Government Service Commission in the Administrative Cadre.
- 12.6 After carefully examining all the requests, we wish to highlight that: grades are created based on functional needs and those which are no longer warranted are normally abolished; merging of levels is normally carried out where there is a major overlapping of duties and the element of supervision is superfluous or not warranted; and general recommendations have been made on conditions of service. The Bureau has harmonised the mode of compensation as well as the quantum payable to the Library Attendants (Part-Time) in the Local Authorities.

Secretary, Local Government Service Commission

- 12.7 The Bureau made provision in its previous Reports for consideration to be given to the posting of a Deputy Permanent Secretary at the LGSC to assist the Secretary, Local Government Service Commission in the day-to-day management of the Commission. Since this provision is still valid, we are, therefore, maintaining same.

Recommendation 1

12.8 We recommend that consideration should be given to the posting of a Deputy Permanent Secretary at the Local Government Service Commission to assist the Secretary, Local Government Service Commission in the day-to-day management of the Commission.

12.9 We further recommend that:

(i) in future, on the departure of the present incumbent in the grade of Secretary, Local Government Service Commission, an officer not below the level of Deputy Permanent Secretary be assigned the duties of Secretary, Local Government Service Commission against the payment of a responsibility allowance equivalent to the difference between his salary and that of the position of Secretary, Local Government Service Commission; and

(ii) on the officer's retirement or reversion to his substantive post, the pensionable emoluments shall be those of the Secretary, Local Government Service Commission provided that he has:

(a) successfully served for a period of not less than 12 months;

(b) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on grounds of misconduct or not reverted to his substantive post at his own request; and

(c) at the time of his retirement/reversion, reached the age of 55

Or

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Services of a State Counsel

12.10 In our last Report, provision was made for the services of a State Counsel from the Attorney-General's Office to be made available to assist and advise the LGSC on all legal matters based on submissions obtained from Management.

12.11 In the context of this review exercise, we have been informed that the above provision has not been implemented and the Commission still requires the services of a State Counsel on account of ongoing cases lodged at the Public Bodies Appeal Tribunal or before Courts.

12.12 Against the foregoing, we are re-iterating the provision made in 2016 PRB Report to enable a smoother running of activities at the LGSC.

Recommendation 2

- 12.13 We recommend that the services of a State Counsel from the Attorney-General's Office should be made available on a full-time basis to assist and advise the Local Government Service Commission on all legal matters.**

LOCAL GOVERNMENT SERVICE COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 110	Rs 119500 Secretary, Local Government Service Commission
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
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
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



13. NATIONAL HUMAN RIGHTS COMMISSION

- 13.1 The National Human Rights Commission (NHRC) was set up in 2001 with the mission to promote and protect human rights through public sensitisation and timely investigation; and make recommendations in cases of alleged violation of human rights. Its objectives are to: attain a wider audience by holding regular sensitisation programmes on the protection and promotion of human rights pursuant to the relevant legislations; adopt a proactive approach by visiting places of detention and make recommendations; and monitor recommendations regularly *vis-à-vis* relevant authorities.
- 13.2 The Commission presently comprises only two Divisions namely the Human Rights Division and National Preventive Mechanism Division given that with the enactment of the Independent Police Complaints Commission (IPCC) Act in 2016, the functions of the Police Complaints Division have been transferred to the IPCC. The overall accountability of the Commission rests with the Chairperson who is responsible to head each Division. He is assisted in the exercise of his functions, by a Deputy Chairperson and other Members.
- 13.3 The structure equally consists of the professional grades of Barrister, National Human Rights Commission, Senior Investigator and Investigator. However, since these positions are vacant, Management has resorted to the contractual mode of employment for certain levels. The day-to-day administration of the Commission is looked into by a Deputy Permanent Secretary who acts as Secretary of the Commission and officers belonging to the General Services grades, who are on secondment from other Ministries, provide assistance.
- 13.4 For this review exercise, the Bureau did not receive any representation from the staff side and Management. We consider that the existing structure is appropriate to enable the Commission to deliver on its mandate.

NATIONAL HUMAN RIGHTS COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 118	Rs 150750 Deputy Chairperson, National Human Rights Commission
12 069 092	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Barrister, National Human Rights Commission

Salary Code	Salary Scale and Grade
02 070 092	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Investigator
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Investigator
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Transcriber <i>formerly Shorthand Writer</i>



14. OFFICE OF THE OMBUDSPERSON FOR CHILDREN

- 14.1 The Office of the Ombudsperson for Children was established in 2003 with the objective to: ensure the rights, needs and interests of children are given full consideration by public bodies, private authorities, individuals and associations of individuals; promote child rights and best interest of children; and promote compliance with the Convention of the Rights of the Child.
- 14.2 Among its core functions, the Office is required to: investigate into cases of violations of the rights of the child; make proposals on legislation, policies and practices regarding services to, or the rights of, children; ensure that children under the care or supervision of a public body are treated fairly, properly and adequately and that their legal rights are protected; and carry out regular awareness and sensitisation activities on child related issues.
- 14.3 The overall accountability of the Office rests with the Ombudsperson for Children who is required to represent and defend the rights of children in Mauritius, Rodrigues and Agalega; children of Mauritian origin who are abroad; and children of any other nationality who are in the Republic of Mauritius. The Secretary, Ombudsperson for Children's Office is responsible for the day-to-day administration and is supported in his duties by Investigators and officers in the General Services grades.
- 14.4 For this review exercise, we have not received any representation from the staff side. Management's main submissions were to: review the mode of recruitment to the grade of Secretary, Ombudsperson for Children's Office; amend the qualifications requirement of the grade of Investigator and review eligibility for 70% duty remission facilities. During the consultative meeting, parties were apprised of the philosophy behind upgrading of qualifications requirement. As regards the grant of duty remission facilities, they were requested to participate in the Survey on Travelling and Car Benefits. The Bureau has examined the requests in light of the scheme of service and information obtained from the newly written Job Description Questionnaires and considers that the present qualifications requirement of the grade of Investigator is appropriate.
- 14.5 We consider that the present structure of the Office of the Ombudsperson for Children is appropriate to enable it to carry out its mandate effectively.

OFFICE OF THE OMBUDSPERSON FOR CHILDREN

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 067 093	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800 Secretary, Ombudsperson for Children's Office
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Investigator
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



15. INDEPENDENT POLICE COMPLAINTS COMMISSION

- 15.1 Established under the Independent Police Complaints Commission Act 2016, the Independent Police Complaints Commission (IPCC) was set up in April 2018. Its main functions are, among others, to: investigate into any complaint made by any person or on his/her behalf against any act, conduct or omission of a Police Officer in the discharge of his/her functions other than complaints of acts of corruption or money laundering offences; investigate into the cause of death of a person who died in police custody or as a result of police action; advise on the ways in which any police misconduct may be addressed and eliminated; and promote better relations between the public and the police. The Commission is not subjected to the direction or control of any person or authority in the discharge of its functions and exercise of its powers.
- 15.2 The Secretary to the Commission is the administrative head of the IPCC and is responsible for the implementation of all decisions of the Commission, administration and management of the affairs of the IPCC. At present, the duties of the Secretary to the Commission have been assigned to a Deputy Permanent Secretary, as provided by the IPCC Act. The latter is assisted in his functions by officers in technical, General Services, as well as manual grades.
- 15.3 In the context of this Report, the Bureau received no representation from either the staff side or Management.

INDEPENDENT POLICE COMPLAINTS COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
14 070 092	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Investigator
14 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Investigator
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/Office Attendant (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Office Attendant (Ex-SMEDA) (Personal)



16. PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY FOR RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY

- 16.1 The Prime Minister's Office (PMO) is the focal point of Government. It aims at being a dedicated service provider, using proactive quality and customer-focused policies, administrative practices, emerging technologies; and taking measures likely to impact on security and human capital with a view to upgrading the day-to-day lives of the citizens of Mauritius.
- 16.2 The Office is responsible, among others, to: advise and support the Prime Minister in formulating policy proposals and ensure their implementation; ensure law and order; enhance national security; and protect the national integrity of the country so that people feel safe and secure in their homes and day-to-day life, particularly through more visible and responsive policies. The Secretary to Cabinet and Head of the Civil Service is the administrative head and is responsible to see to it that the functions of the Office are carried out effectively and efficiently.
- 16.3 Various activities are organised under distinct Offices and Divisions, namely Cabinet Office, Private Office and Ceremonials, Defence and Home Affairs Division, External Communications Division and Rodrigues, Outer Islands and Territorial Integrity Division. Several other Departments also fall under the purview of the PMO.
- 16.4 The **Cabinet Office** is the supreme authority for taking policy decisions for the Government. It is responsible, among others, to: scrutinise Cabinet documents; facilitate Cabinet meetings and draft the agenda and minutes of the latter; arrange the business of the Cabinet; keep minutes of cabinet's meetings and Committees; convey decisions of Cabinet and its Committees to appropriate Ministries and ensure their implementation and follow up; and to deal with matters pertaining to, *inter alia*, constitutional bodies/posts; statutory Tribunals and other institutions not falling under the purview of any specific Ministry such as Air Access Policy and Chagos Archipelago and Tromelin.
- 16.5 The **Private Office and Ceremonials** on its part is involved in organising appointments/meetings/courtesy calls of dignitaries with the Prime Minister; recording messages, interviews and correspondences to and from the Prime Minister; organising and facilitating official missions of the Prime Minister; and coordinating and monitoring of projects, amongst others.
- 16.6 The responsibilities of the **Defence and Home Affairs Division** mainly include: protecting the integrity of the Nation and rights of all individuals including their human rights; issuing Residence Permits, Visas and Mauritius Citizenship; and conveying authorisation under the Immigration Act and Non-Citizens (Property Restriction) Act.

- 16.7 As regards **External Communications Division**, it mainly aims to: transform the Harbour into a major transshipment in the region; foster development of safe, secure regular and efficient civil aviation operations; and regulate and promote civil aviation activities in Mauritius. A separate literature has been provided for Rodrigues, Outer Islands and Territorial Integrity.
- 16.8 The Secretary to Cabinet and Head of the Civil Service is assisted in his daily functions by officers of the Administrative Cadre, as well as other supporting staff of other cadres.
- 16.9 For this review exercise, the Bureau received an array of representations from union members and on an individual basis from officers of the Administrative Cadre, the Conference and Social Functions Manager and the Acting Principal Coordinator, Security Matters. These were mainly geared towards an upgrading in salary and qualifications requirement; providing enhanced conditions of service; setting up of a Mauritian Administrative Service coupled with a restructuring of the Administrative Cadre; addressing the issue of retention of officers in the Administrative Cadre; conducting of a fair job evaluation taking into account the duties and responsibilities devolving upon officers; and creating a proper cadre for the organisation of conference and social functions; and reviewing the mode of appointment of certain key positions in the Civil Service. Management on its side focussed on the need to improve the effectiveness of those involved in policy areas and also proposed the creation of a subordinate level to give assistance to the Conference and Social Functions Manager.
- 16.10 After examining the various requests, we wish to highlight that: prior to arriving at the salary of a grade, the Bureau conducts a job evaluation exercise where several job factors are assessed; many issues of an administrative nature should be dealt with by Management; and general recommendations have been made on conditions of service. In addition, we have been apprised that there is no problem of retention of officers in the Administrative Cadre. As regards the organisation of functions, we are providing for a new position to give assistance to the Conference and Social Functions Manager.

Administrative Cadre

- 16.11 The Administrative Cadre is effectively involved in the formulation, coordination and implementation of Government policies, goals and objectives; providing administrative support to the machinery of Government; giving advice and support to Ministers on the current Government business including their parliamentary duties; drafting and administration of legislation; and initiating and implementing programmes which aim at enhancing the organisational efficiency and effectiveness of a department of Government. The cadre is headed by the Secretary to Cabinet and Head of the Civil Service and its structure comprises the grades of Assistant Permanent Secretary, Deputy Permanent Secretary, Permanent Secretary, Senior Chief Executive, Secretary for Home Affairs and Secretary for Public Service. We view that the existing provisions as well as the structure are appropriate.

Incremental Movement for Assistant Permanent Secretaries

- 16.12 Assistant Permanent Secretaries are allowed to move beyond their top salary in the Master Salary Scale up to salary point Rs 62950, subject to satisfying certain conditions. We are retaining this provision whilst revising the salary point.

Recommendation 1

- 16.13 We recommend that Assistant Permanent Secretaries should be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 69800 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Mode of appointment to the grade of Deputy Permanent Secretary

- 16.14 During consultative meetings, the Bureau received representations from stakeholders on the necessity to change the current system of promotion in the Administrative Cadre to bring greater efficiency and effectiveness. Particular emphasis was laid on the mode of appointment of the grade of Deputy Permanent Secretary which is a pivotal senior management level in the career ladder leading to the position of Permanent Secretary.
- 16.15 The parties viewed that seniority alone cannot determine an officer's ability to perform at the higher level. It was argued that the level of Permanent Secretary bears departmental and cross-cutting reforms and efficiency objectives among others, and as such, it is imperative that prospective Permanent Secretaries are well equipped by way of calibre and capability for the role. The Bureau was therefore urged to bring about a greater selectivity in the appointment exercise to the level of Deputy Permanent Secretary and to restore merit and competition.
- 16.16 Against the aforementioned backdrop, we hold that for the benefit of the quality of human resource capacity especially at senior leadership positions, selection on merit should, in principle, underpin the filling of such posts. This proposed course of action is in line with the guidelines for determining promotion procedures under the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report. However, we also consider that any change in a scheme of service should be done in a consultative manner and are recommending along these lines.

Recommendation 2

- 16.17 We recommend that:**

- (i) Management, after consultation with the staff side, considers the advisability of reviewing the mode of appointment of the grade of Deputy Permanent Secretary so that appointment thereto is made by selection from among officers in the grade of Assistant Permanent Secretary possessing a degree and reckoning at least six years' service in a substantive capacity in the grade. Assistant Permanent Secretaries in post as at 30.06.03 should also be considered for the selection exercise, as per**

the provision under the item "Note" in the existing scheme of service of the grade of Deputy Permanent Secretary; and

- (ii) in addition to educational qualifications, suitability for the position of Deputy Permanent Secretary should be assessed by competency acquired through previous experience, intellectual capabilities and aptitude for the role, demonstrable leadership and interpersonal skills and decision-making capacity among others.

Incremental Movement for Deputy Permanent Secretaries

16.18 Deputy Permanent Secretaries are equally allowed to move beyond top in the Master Salary Scale up to salary point Rs 92000, subject to satisfying a few criteria. This provision is being maintained whilst the salary point revised.

Recommendation 3

16.19 We recommend that Deputy Permanent Secretaries having reached the top of their revised salary scale should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 100750 provided they have:

- (i) drawn their top salary for at least 12 months;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years i.e. have displayed skills and competence as relevant in (a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and
- (iii) not been adversely reported upon on ground of conduct.

Mode of Appointment to the position of Permanent Secretary and Tenure of Office

16.20 The existing provisions regarding the mode of appointment and tenure of office with respect to the position of Permanent Secretary are being retained. We are, thus, replicating the recommendations made in the last Report.

Recommendation 4

16.21 We recommend that subject to the provisions of paragraph 4 of section 89 of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Deputy Permanent Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having proven leadership capabilities.

- 16.22 We further recommend that appointment to or filling of the position of Permanent Secretary should be:**
- (i) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence; and**
 - (ii) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister.**

Remuneration of a Permanent Secretary, employed on contractual terms

Recommendation 5

- 16.23 We recommend that the salary of a Permanent Secretary employed on contract, should be that attached to the substantive position and in addition, incumbent be paid a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other terms and conditions of employment governing contract officers would also apply to incumbents.**

Allowance in case of assignment of duties of the position of Permanent Secretary

Recommendation 6

- 16.24 We recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of Permanent Secretary would continue to be eligible for an allowance representing the difference between the pay of the Permanent Secretary and the substantive salary of the officer. On the officer's retirement, the pensionable emoluments shall be those of the Permanent Secretary provided that he has:**
- (i) successfully served for a period of not less than twelve months;**
 - (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**
 - (iii) at the time of his retirement/ reversion reached the age of 55;**

OR

successfully served for a minimum period of six months and has reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Senior Chief Executive

- 16.25 The position of the Senior Chief Executive is presently filled by selection from among officers of the level of Permanent Secretary or Head of a Professional Technical Cadre, drawing a monthly salary of Rs 110000 and above and from among other Chief**

Executives of other institutions with proven leadership capabilities. **We are retaining this provision whilst revising the salary point to Rs 119500.**

Tenure of Office

Recommendation 7

16.26 We recommend that appointment to or filling of the position of Senior Chief Executive should be:

- (i) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister; and**
- (ii) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence.**

Remuneration of a Senior Chief Executive employed on contractual terms

Recommendation 8

16.27 We recommend that the salary of the Senior Chief Executive employed on contractual terms shall be as determined for the substantive position. Incumbent on contract would also be eligible for a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service.

16.28 We further recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of the Senior Chief Executive may, at the start of the assignment, opt not to take the gratuity and, in return, the period he would serve as Senior Chief Executive, shall be deemed to be pensionable service, provided he has:

- (i) successfully served for a period of not less than twelve months;**
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**
- (iii) at the time of his retirement/reversion reached the age of 55;**

OR

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Secretary for Home Affairs

16.29 The Secretary for Home Affairs acts as the head of Defence and Home Affairs Division and advises the Prime Minister on all aspects of policy and administrative affairs relating to the Division. For this Report also, we are specifying the mode of compensation applicable to the officer who has been assigned this position.

Recommendation 9**16.30 We recommend that:**

- (a) **an officer who has been assigned the duties of Secretary for Home Affairs, should continue to be granted an allowance equivalent to the difference between his salary and that of the Secretary for Home Affairs; and**
- (b) **in the event the officer retires in the capacity of Secretary for Home Affairs or is reverted to his substantive post, the allowance becomes pensionable provided that he has:**
 - (i) **successfully served for a period of not less than twelve months;**
 - (ii) **not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**
 - (iii) **at the time of his retirement/ reversion reached the age of 55;**

OR

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Appointment of Chief Executives**Recommendation 10**

16.31 We recommend that the provisions regarding mode of appointment, tenure of office and the appropriate leadership capabilities be also considered for Chief Executives of public departments, Parastatal Bodies and Local Authorities. However, where Deputies to Chief Executives have been appointed by selection, appointment to the position of Chief Executives could continue to be by promotion, subject to the approval of the appropriate authorities according to the promotion framework in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report.

Conference and Social Functions Officer (New Grade)

16.32 At present, the organisation of conference and social events/functions is devolved primarily upon the Conference and Social Functions Manager, who is assisted mainly by officers of the General Services Cadre. This position is held by incumbent on a personal basis.

16.33 For this review exercise, both the staff side and Management have informed that with the growing number of events/functions that have to be organised at the Prime Minister's Office, there is need to consolidate the structure. After examining the request and considering the importance of such functions to be properly organised and managed, we view that the Conference and Social Functions Manager (Personal) be provided with a dedicated subordinate level to assist him in the performance of his daily duties. We are recommending accordingly.

Recommendation 11

16.34 We recommend that a grade of Conference and Social Functions Officer be created. Appointment thereto should be made by selection from among serving officers reckoning at least five years' experience in a substantive capacity in the service and possessing a Degree in Administration or Management or Events Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission. Candidates should equally possess ability in the organisation and management of events and good communication skills as well as be customer focused.

16.35 Incumbent would be called upon, among others, to: deputise for the Conference and Social Functions Manager; assist and understudy the Conference and Social Functions Manager in the organisation of national conferences, social events and other events falling under the responsibility of the Prime Minister's Office; liaise with Ministries/Departments and other stakeholders in relation to events attended by the Prime Minister; and provide administrative and logistic support with regard to state visits and other visits from eminent personalities.

Personal Secretary

16.36 Presently, an officer of the General Services Cadre attached to the office of the Prime Minister to perform the functions of Personal Secretary, is paid a monthly allowance for ensuring a comprehensive secretarial and confidential service to the Prime Minister. The allowance is reckoned as pensionable provided incumbent has performed in that position for a continuous period of three years against the established criteria. In view of the sensitivity of this function, this arrangement should continue.

Recommendation 12

16.37 We recommend that the allowance payable to the officer who has been assigned the duties of Personal Secretary be reckoned as pensionable emolument, subject to the approval of the High Powered Committee, provided that incumbent has been performing in that position for a continuous period of three years and has not been subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.

Citizen Support Unit

16.38 Established in 2017, the Citizen Support Unit (CSU) plays an important role in the management of complaints emanating from the citizens. Its vision is to bring the citizen at the centre of public service delivery by providing quality services that exceed their expectations.

16.39 Officers belonging to the General Services grades and Citizen's Advice Bureau Organiser Cadre of the National Development Unit are presently servicing the CSU. To staff the unit with officers on a permanent basis, the grades of Citizen Support Officer/Senior Citizen Support Officer; Principal Citizen Support Officer and Head,

Citizen Support Unit were created on an *ad hoc* basis by Management and in July 2020 the proposed schemes of service of these grades were submitted to the Bureau for salary determination purposes.

- 16.40 Upon examination, the Bureau found major overlapping of duties between the new levels and those of the CAB Organiser Cadre. Further, it was noted that the qualifications requirement of the proposed grades were not compatible with the duties that would devolve upon incumbents. However, as it was reported that the grades were urgently required to man the unit, we provided the salary grading of the different levels namely the three levels based on the functions and the qualifications as required for the performance of these duties.
- 16.41 Subsequently, a new set of duties for a proposed level of Citizen Support Officer/Senior Citizen Support Officer was submitted in the context of this Report where the enlargement of duties, does not have any bearing on the salary. In the circumstance, we have maintained the present qualifications requirement as well the job appellations of the three levels in line with provisions made for grades evaluated at this level.

**PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL
COMMUNICATIONS, MINISTRY FOR RODRIGUES, OUTER ISLANDS
AND TERRITIAL INTEGRITY**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 123	Rs 213250 Secretary to Cabinet and Head of the Civil Service
02 000 121	Rs 175750 Secretary for Home Affairs
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Permanent Secretary

Salary Code	Salary Scale and Grade
02 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Permanent Secretary
14 000 113	Rs 128875 Director, Counterterrorism Unit
14 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Counterterrorism Unit
14 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Intelligence Officer
14 047 083	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Intelligence Officer/Senior Intelligence Officer
02 000 110	Rs 119500 National Security Adviser
02 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Principal Co-ordinator, Security Matters
02 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Co-ordinator, Security Matters Migration Coordinator and Researcher
20 061 092	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Statistician/Senior Statistician

Salary Code	Salary Scale and Grade
02 085 102	<p>Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Conference and Social Functions Manager (Personal)</p>
02 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Conference and Social Functions Officer (New Grade) Migration Analyst</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Facilities and Maintenance Officer</p>
08 065 082	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Personal Secretary</p>
08 029 067	<p>Rs 16525 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</p> <p>Receptionist/Guide</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>General Assistant (Personal)</p>
24 025 058	<p>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</p> <p>Driver</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>
24 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Liftman</p>

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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
CITIZEN SUPPORT UNIT	
08 069 088	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Head, Citizen Support Unit
08 062 083	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Citizen Support Officer
08 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Citizen Support Officer



EQUAL OPPORTUNITIES COMMISSION

- 16.42 Set up in 2012, as an independent, distinct and statutory body, the Equal Opportunities Commission (EOC) has the duty to work towards the elimination of discrimination and the promotion of equal opportunities and good relations between persons of different status. It has investigative powers and also an educational role to sensitise the public.
- 16.43 The EOC is mandated to: keep under review the working of the Equal Opportunities Act of 2008 and any relevant law and submit proposals to the Attorney-General for amending them if required; carry out an investigation of its own motion or following a complaint; attempt to reconcile the parties to whom and against whom a complaint relates; and conduct and foster research and educational and other programmes for the purpose of eliminating discrimination and promoting equality of opportunity and good relations. It also prepares appropriate guidelines and codes for the avoidance of discrimination and takes all necessary measures to ensure that the guidelines and codes are brought to the attention of employers and the public at large.
- 16.44 In carrying out its functions, the EOC may take such measures as it considers necessary to ensure compliance with the duties imposed on any person under the Act; refer the matter to the Director of Public Prosecutions if on completion of an investigation it is revealed that an offence has been committed; and refer any matter to the Equal Opportunities Tribunal for non-compliance with the Act.
- 16.45 The EOC comprises a Chairperson and other Members appointed by the President of the Republic. A grade of Investigator exists on the establishment to cater for the technical duties, whereas a Secretary is responsible for the administration of the Commission. Support services are provided by officers in the General Services grades, who also perform duties relating to investigations, hearings and transcribing against payment of an allowance.
- 16.46 In the context of this review exercise, the Bureau has not received any representation from the staff side. Management's proposals related to: the creation of a grade of Assistant Investigation Officer to assist the Investigators in the performance of their duties; the review of the qualifications requirement of the grade of Investigator and upgrade its salary; and provide enhanced benefits to Investigators.
- 16.47 We have studied the proposals of Management and we consider that: there is presently no functional need for the creation of a subordinate level to support the Investigators in their duties, the moreso, the nature of duties performed by Investigators does not require a sub-professional level; support services are already being provided by officers in the General Services grades who in turn, are being paid an allowance for performing additional duties; and certain proposals relate to internal issues which need to be dealt with administratively at the level of Management.

16.48 We are, in this Report, maintaining the present structure of the Commission and making provision for the posting of Court Transcribers to the EOC from the establishment of the Judiciary to enable the Commission to deliver on its mandate more efficiently and effectively.

Posting of Court Transcriber

16.49 Management has submitted that presently, the digital recording of proceedings and transcribing duties are being performed by officers in the grade of Management Support Officer against payment of an allowance. A request was, therefore, made for the posting of officers in the grade of Court Transcriber from the Judiciary, to serve the Commission, on a full time basis. To this effect, **appropriate provision has been made at paragraph 6.65 of this Volume**. However, pending the posting of an officer in the grade of Court Transcriber from the Judiciary, the present arrangement for Management Support Officers to perform the transcribing duties against payment of an allowance should continue to prevail.

EQUAL OPPORTUNITIES COMMISSION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Investigator



GOVERNMENT INFORMATION SERVICE

- 16.50 The Government Information Service (GIS), which falls under the umbrella of the Prime Minister's Office, aims at becoming the communication hub of the Government. It is primarily involved in disseminating information to the public on the multifarious activities of the Government while conveying the necessary background information in relation to the adoption of certain policy decisions so that increased public participation is generated through better understanding.
- 16.51 Collecting, processing and disseminating precise and timely information of Government's policies, programmes and activities; proper archiving of information for ease of access and retrieval; acting as interface between Government and the local and international media are some of the functions carried out by the GIS. Besides, it acts as a service provider to Ministries/Departments in relation to public address system, photography, recording, video and sound coverage and projection; and extends same for the coverage of state visits, regional/international conferences, workshops, seminars and working sessions.
- 16.52 The GIS is organised in two divisions. While the Administration Division facilitates the running of the department by dealing with administrative, personnel and finance matters, the business activities of Information Division are organised under four sections, namely Information, Press and Publicity, Documentation and Audio Visual. Each of these sections provides distinct services involving specific stakeholders. The GIS is headed by the Director, Information Services and he is assisted by officers of the Information Officer, Publicity/Documentation Officer and Audio-Visual Production Officer Cadres as well as General Services staff.
- 16.53 We have, in the context of this review exercise, received several proposals from the Unions and individuals relating to creation and restyling of grades, upgrading of qualifications requirement and provision of certain specific conditions of service. Upon request of the staff side, we also effected a site visit at the GIS to take cognisance of the work performed by officers of the Press and Publicity, Audio Visual and Documentation Units. In so far as Management is concerned, no written submission was received at the time the consultative meeting was scheduled. Further, the latter requested for the meeting to be postponed on two occasions, which we acceded to but could not reschedule same. Subsequently, the written submission was received after the drafting of the Report. Nevertheless, we examined all the proposals contained therein. However, as the proposals pertain to restructuring, certain of the issues require an in-depth study. So, we could not accede to the requests particularly those relating to the creation of grades. Should the need for restructuring be felt, the Bureau may attend to the request on an *ad hoc* basis provided that all established procedures are followed. Concerning the requests from the Unions and individual officers, same have been examined against the background of the organisation, its functions, the present schemes of service and the findings of the site visit, amongst others.

- 16.54 The representations from the Information Officer Cadre to reinforce the structure with the provision of the grade of Deputy Director, Information Services could not be acceded to for want of strong functional justifications. The staff side was also apprised of demands which do not fall within our purview such as regulating the use of social media and they were, consequently, advised to liaise with other relevant bodies. As regards the Publicity/Documentation Unit, the demand to upgrade the qualifications requirement of the grade of Publicity/Documentation Officer from School Certificate to a Diploma could not be favourably considered as the level of duties performed do not warrant the possession of the higher qualifications. The request for the creation of an Assistant Head, Documentation Officer could also not be retained as no new function has emerged nor has any supervision problem been evoked which necessitate its creation. Moreover, although the Bureau generally favours the filling of higher positions from serving officers so as to provide them with a promotional avenue, we have in the case of the Head, Documentation Unit, not considered the proposal to restrict recruitment to the grade from internal officers as the small establishment size of the serving officers could have hindered the selection process in the event no suitable candidates were found. Besides, as the existing scheme of service of the grade does not preclude serving officers possessing the prescribed qualifications requirement from applying for the job, therefore, no prejudice would be caused to them.
- 16.55 Further, during the meeting with the Information Support Officer/Senior Information Support Officers, we provided them with ample explanation as to why their request for payment of certain allowances, creation of level as well as the restyling of the grade could not be acceded to. As regards the Audio Visual Section, we could not retain the request for upgrading the qualifications requirement of the source grade. However, we have after careful consideration deemed it appropriate to insert the degree qualification at a higher level in the hierarchy based on the level of duties performed. With regards to the acute shortage of staff at the GIS which was highlighted by the Unions during the consultations and which was confirmed during our site visit, **we advise Management to conduct a Human Resource Planning Exercise to ensure that the manpower requirement matches the prevailing workload.**
- 16.56 Notwithstanding the issue of manpower requirement, upon examination, we found that the organisation structure is functionally effective. Hence, we are not bringing any change thereto.

Time-off facilities for the Information Officer Cadre

- 16.57 In view of the nature of duties performed by officers of the Information Officer Cadre, they are required to work regularly outside normal working hours to cope with the demands of the job. When they qualify for overtime, they are paid in accordance with existing provisions. In case they do not qualify for overtime, they are granted time-off facilities for the extra hours put in. This arrangement is appropriate and is being maintained.

Recommendation 13

16.58 We recommend that:

- (i) officers of the Information Officer Cadre who put in more than 40 hours in a week, should be paid overtime in accordance with provisions laid down at paragraph 16.5.59 to 16.5.64 of Volume 1 of this Report; and**
- (ii) in case they are required to put in additional hours of work on a regular basis but do not qualify for overtime, they should be granted equivalent time-off. However, where it is not possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.**

Information Support Officer/Senior Information Support Officer

16.59 We created the grade of Information Support Officer/Senior Information Support Officer in our last Report to absorb serving officers in the grades of Senior News Officer and News Officer of the former Overseas News Service of the GIS which had been closed down. Recommendation was also made for the new grade to become evanescent once all the serving officers in the grades of Senior News Officer and News Officer have been absorbed in the grade.

16.60 As all the Senior News Officer and News Officer have already integrated the grade of Information Support Officer/Senior Information Support Officer, we are, as a result, abolishing these two grades and replicating the recommendation for the grade of Information Support Officer/Senior Information Support Officer to be made evanescent.

Recommendation 14

16.61 We recommend that:

- (i) the grades of Senior News Officer and News Officer be abolished; and**
- (ii) the grade of Information Support Officer/Senior Information Support Officer be made evanescent. A personal salary has been provided to officers in post.**

Audio-Visual Section

16.62 A proposal has been made to raise the qualifications requirement of the grade of Audio-Visual Production Officer from a Diploma to a Degree on the basis of the responsibilities assigned to the incumbents. It was further proposed to review the salaries of all the grades across the cadre. In examining this request, we have conducted a fresh job evaluation exercise and based on the findings thereof, we consider that the present qualifications requirement for the source grade is appropriate for the job. On the other hand, the introduction of a degree qualification at the level of Head, Audio-Visual Production Officer Cadre *formerly Head, Audio-Visual Production Officer*, would be more suitable in view of the level of responsibilities

currently shouldered by the incumbent, as observed during the site visit. Further, in order not to jeopardise the career path of officers in the grades of Senior Audio-Visual Production Officer and Principal Audio-Visual Production Officer who are presently eligible for the higher position on the basis of the existing scheme of service, we have taken care to ensure that they are allowed enough time to acquire the new qualifications.

**Head, Audio-Visual Production Officer Cadre
formerly Head, Audio-Visual Production Officer**

Recommendation 15

16.63 We recommend that as at 01 January 2024, appointment to the grade of Head, Audio-Visual Production Officer Cadre formerly Head, Audio-Visual Production Officer should be made by selection from among:

- (i) officers who hold a substantive appointment in the grade of Principal Audio-Visual Production Officer; and**
- (ii) officers in the grade of Senior Audio-Visual Production Officer who reckon at least three years' service in a substantive capacity in the grade**

possessing a Degree in Broadcasting or Media Studies or Communication Studies or Web and Multimedia Development or an equivalent qualification.

16.64 Progression beyond the Qualification Bar (QB) inserted in the salary scale of the grade of Head, Audio-Visual Production Officer Cadre formerly Head, Audio-Visual Production Officer would be subject to incumbent possessing the qualifications requirement recommended at paragraph 16.63 above.

Press Section

Special Allowance

16.65 A monthly allowance is being paid to some officers of the GIS posted to the Press Section in view of the sensitivity of the job undertaken by them. We are maintaining the payment of the allowance till the publication of the next report.

Recommendation 16

16.66 We recommend that officers in the grades of Senior Publicity/Documentation Officer and Publicity/Documentation Officer, posted to the Press Section, should continue to be paid a special monthly allowance equivalent to three increments at the point reached in their respective salary scale until publication of the next Report.

GOVERNMENT INFORMATION SERVICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
10 101 104	Rs 91375 x 3125 - 100750 Director, Information Services
10 091 101	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Assistant Director, Information Services
10 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Information Officer
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Head, Documentation Unit Senior Information Officer
10 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Information Officer
PRESS AND PUBLICITY SECTION	
10 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Principal Publicity/Documentation Officer
10 046 072	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Publicity/Documentation Officer

Salary Code	Salary Scale and Grade
10 031 067	Rs 17045 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 Publicity/Documentation Officer
AUDIO VISUAL SECTION	
10 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 QB 59300 x 1700 - 62700 Head, Audio-Visual Production Officer Cadre <i>formerly Head, Audio-Visual Production Officer</i>
10 055 082	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Audio-Visual Production Officer
10 048 080	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Audio-Visual Production Officer
10 036 077	Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Audio-Visual Production Officer
10 033 078	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Information Support Officer/Senior Information Support Officer (Personal)
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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



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



ENVIRONMENT AND LAND USE APPEAL TRIBUNAL

- 16.86 The Environment and Land Use Appeal Tribunal (ELUAT) is a quasi-judicial body established under the Environment and Land Use Appeal Tribunal Act 2012 to hear appeals relating to land use and environment with a mandate to provide environmental justice. The Tribunal has the jurisdiction to hear and determine appeals against decisions from the Ministry of Environment, Solid Waste Management and Climate Change; Municipal City Council, Municipal Town Councils or District Councils; the Morcellement Board; and the Town and Country Planning Board. It equally has the authority to confirm or revoke the decision of these authorities.
- 16.87 In the discharge of its functions, the ELUAT uses the same rules applied in Courts of Laws founded on principle of natural justice and fairness being respectful of constitutional rights guaranteed to individuals and parties under the Constitution. It is also empowered to conduct mediation with a view to effect amicable settlement between the parties.
- 16.88 The ELUAT operates on a full-time basis and its staffing structure comprises a Chairperson and a Vice-Chairperson. They are assisted by a Secretary and officers of the General Services grades who provide support services for the smooth running of the Tribunal.
- 16.89 In the context of this Report, the Bureau has not received any representation from the staff side. Management's submission related, among others, to the: creation of several grades; payment of a black jacket allowance as well as a court assistance allowance to officers of a few grades; alignment of the salary of the Chairperson and Vice-Chairperson with what obtains for their counterparts in other quarters; and abolition of the grade of Shorthand Writer.
- 16.90 At the request of Management, a site visit was carried out at the ELUAT to take stock of the functioning of the Tribunal and the nature of duties being performed by the officers. In the light of the visit and after examining the different requests, we have noted, among others, that the proposed new grades already exist on the establishment of the Judiciary and it would be more appropriate for these officers to be seconded/posted at the Tribunal to avoid creation of stand-alone grades with no avenue of promotion. In the same breath, Management may continue enlisting the services of the existing personnel to perform specific duties not forming part of their scheme of service against payment of an appropriate allowance.
- 16.91 We are, therefore, making provision for the: posting of officers in the grade of Court Officer, Judicial Research Assistant and Court Transcriber from the Judiciary to the ELUAT; and abolition of the grade of Shorthand Writer.

Posting of Court Officers and Judicial Research Assistants

- 16.92 Management has requested for the creation of the grade of Court Officer and Judicial Research Assistant on account of the quasi-judicial nature of work of the Tribunal and to enable a smoother running of its activities.
- 16.93 As already highlighted during the consultative meeting, we consider it inappropriate to create stand-alone grades. Instead it is advisable for the Tribunal to have recourse to the services of officers on the establishment of the Judiciary who can be seconded to serve on a rotational basis in these two positions. This course of action was agreeable to both Management of the ELUAT and the representative of the Prime Minister's Office.

Recommendation 22

- 16.94 We recommend that Management of the ELUAT should make the necessary arrangements with the Judiciary for the secondment of officers in the grades of Court Officer and Judicial Research Assistant to the ELUAT, on a rotational basis. In this context, appropriate provision has been made at paragraph 6.41 of this Volume.**

Posting of Court Transcriber

- 16.95 Representation was made for the creation of a grade of Court Transcriber to serve the two Court rooms of the Tribunal. During the site visit, it was observed that the hearings in the two rooms of the Tribunal are carried out concurrently and the digital recordings of the proceedings are being performed by the Confidential Secretary of the Chairperson and a Management Support Officer, on a rotational basis. The Bureau was apprised that the recordings of the Tribunal hearings are then sent to the Court Transcribers at the Supreme Court for transcriptions. Once the transcriptions have been made, same are edited by an officer recruited under the 'Service to Mauritius' with a legal background.
- 16.96 During consultation, Management was informed that the Bureau refrains from creating isolated posts and it is more appropriate to consider the posting of officers in the grade of Court Transcriber from the Judiciary, on a full-time basis to the Tribunal as there is need for officers who are conversant in the transcription of court proceedings. To this effect, **appropriate provision has been made at paragraph 6.65 of this Volume.**

Abolition of Grade

- 16.97 Management has requested to abolish the grade of Shorthand Writer which is currently vacant and its services would no longer be required. We are recommending accordingly.

Recommendation 23

- 16.98 We recommend that the grade of Shorthand Writer be abolished.**

ENVIRONMENT AND LAND USE APPEAL TRIBUNAL

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 118	Rs 150750 Chairperson, Environment and Land Use Appeal Tribunal
12 000 113	Rs 128875 Vice Chairperson, Environment and Land Use Appeal Tribunal (Personal to officer in post as at 31.12.20)
12 000 110	Rs 119500 Vice Chairperson, Environment and Land Use Appeal Tribunal
08 066 092	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Secretary, Environment and Land Use Appeal Tribunal



EQUAL OPPORTUNITIES TRIBUNAL

- 16.99 The Equal Opportunities Tribunal (EOT) has been set up to hear and determine complaints referred to it by the Equal Opportunities Commission as per the provision of the Equal Opportunities Act 2008. It also has the jurisdiction to issue an interim order for the purpose of preventing serious and irreparable damage to a person or category of persons as well as protecting the public interest or preventing a person from taking any step that would hinder or impede a hearing before the Tribunal.
- 16.100 The EOT comprises a President and two other persons as Members who are appointed by the Public Service Commission and, as per the provision of the Act, they may be appointed either on a full-time or part-time basis. On the administrative side, the Secretary to the Cabinet and Head of the Civil Service is empowered to designate a public officer as Secretary to the Tribunal and such other public officers, as he deems fit, to assist the Tribunal in the performance of its functions at the support level.
- 16.101 The present organisation structure is appropriate and requires no change.

EQUAL OPPORTUNITIES TRIBUNAL**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 000 118	Rs 150750 President, Equal Opportunities Tribunal
12 000 110	Rs 119500 Member, Equal Opportunities Tribunal



16.1 EXTERNAL COMMUNICATIONS – DEPARTMENT OF CIVIL AVIATION

- 16.1.1 The Department of Civil Aviation (DCA), operating under the *aegis* of the Prime Minister's Office (External Communications Division), is responsible for the safety, regularity, affordability and efficiency of civil aviation operations within the territory of the Republic of Mauritius and within the airspace under its responsibility. Its operations are classified into two major functions namely: regulator of the aviation industry in Mauritius and provider of Air Navigation Services within the airspace under the jurisdiction of Mauritius.
- 16.1.2 As the regulatory body of the Aviation Industry, the DCA caters for, *inter alia*: the registration of aircrafts and ensuring their airworthiness; investigation of reportable occurrences under the Civil Aviation Regulations; incidents and accidents related to aircrafts, aerodrome and air traffic; issuing of validation certificates and licences for flight crews for all aircraft registered in Mauritius and ensuring that all Standards and Recommended Practices (SARPS) of the International Civil Aviation Organisations are adhered to.
- 16.1.3 The authority for provision of air navigation services devolves upon two divisions namely: the Air Traffic Management (ATM); and Communication, Navigation and Surveillance (CNS). The ATM Division has to: manage all domestic and international air traffic within the Mauritius airspace while ensuring that all safety protocols are respected; and provide Air Traffic Services and Aeronautical Information Services to the aeronautical community. The CNS Division is mainly responsible for the provision of facilities required for an aircraft to navigate safely in the Mauritian airspace.
- 16.1.4 The Director of Civil Aviation, who is at the apex of the Department, is assisted in his duties by two Deputy Directors responsible for the regulatory function and provision of air navigation services respectively. He is also supported by officers in the technical and professional grades, human resource, administration, finance, procurement and supply, and registry sections as well as employees in the Workmen's Group.
- 16.1.5 In the context of this review exercise, the staff side submitted, among others, requests to: review the schemes of service and salary scale of some grades; reconsider the internal structure of some units and increase its establishment size; extend the payment of On-Call and In-Attendance Allowances to certain grades; provide training; and review the eligibility period for retirement. They also requested for the payment of Continuous Professional Development and Night Attendance Bonus; and provision for Special Medical Insurance Scheme for the employees and family.
- 16.1.6 In addition, specific proposals received pertained to, *inter alia*: the review of job specifications for the grade of Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer (ASFO/SASFO) and the grant of additional increment for conducting quality control duties; the payment of an allowance to Air Traffic Controllers for attending duty to cater for contingencies, assuming managerial and administrative responsibilities, for correcting lenses and spectacles, and for permanent

use of headphones and microphones; and the introduction of handing over period between two shifts for Air Traffic Controllers. Further requests pertained to the grant of Car Allowance to officers; creation of the grade of Chief Aviation Security Officer; and changing the mode of appointment of the grade of Aeronautical Information Supervisor to be by selection instead of promotion.

- 16.1.7 During consultative meeting, the staff side was informed of issues that do not fall under the purview of the Bureau. They were also briefed on the importance of Job Description Questionnaires (JDQ) and informed that requests pertaining to review of salary, grant of increment and extension of allowances would be considered holistically.
- 16.1.8 Management requested, among others, for the restructuring of the top management level through the creation of the grades of Director-General and two Directors to be responsible for Regulatory and Air Navigation Service respectively; and to waive the degree requirement for the grade of Aviation Security/Facilitation Inspector, being in dissonance with the duties and responsibilities.
- 16.1.9 Additionally, the DCA submitted that the grant of increment to Air Traffic Control Officers for completing air traffic control courses and on obtaining their ratings and endorsements be removed; and to create trainee grades in the Flight Data Officer and Aeronautical Information Officer Cadres. Requests were also made for the creation of different sub-units within the CASU and Aeronautical Information Section; replacement of On-Call and In-Attendance Allowances by the payment of a fixed monthly allowance; and extension of the Height Allowance and Hardship Allowance to other eligible officers, including those in the Workmen's Group.
- 16.1.10 The proposals of Management were discussed thoroughly in the presence of the representatives of the External Communication Division and the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR). Clarifications were also sought from the Management on certain issues raised by the staff side concerning among others, change in qualifications requirement of the grade of Aeronautical Information Supervisor; and payment of special allowance to Air Traffic Controller.
- 16.1.11 During consultative meeting, proper clarifications and technical advice were provided by the Bureau to the Management of DCA. They were informed of the requests which cannot be acceded to and were apprised of issues that ought to be looked into administratively, to which they were agreeable.
- 16.1.12 The representatives of the External Communication Division were requested to submit their views on the proposed re-structuring of the top management level as well as other pertinent issues. The Management team of the External Communications Division conveyed the information that in view of the prevailing COVID-19 pandemic and its effect on the aviation sector, the review of the top management structure of DCA be kept in abeyance.

16.1.13 In light of the discussions held and upon analysis of the submissions of stakeholders; Job Description Questionnaires and other relevant information submitted, the Bureau is making appropriate recommendations to enable the DCA to deliver on its mandate.

Specific Provision for Aviation Security/ Facilitation Inspector

Recommendation 1

16.1.14 We recommend that officers in the grade of Aviation Security/ Facilitation Inspector possessing a Degree in Air Transport Management or Airport Management or Civil Aviation Management or Airport Engineering or Logistic and Transport Management should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer

16.1.15 Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officers possessing the Diploma in Logistics and Transport are allowed to move beyond the Qualification Bar (QB) inserted in the salary scale of the grade. This provision is still valid and should continue.

Recommendation 2

16.1.16 We recommend that incumbents in the grade of Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer who possess the Diploma in Logistic and Transport, should be allowed to move incrementally beyond the Qualification Bar (QB) in the salary scale of the grade.

16.1.17 We further recommend that Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer in post as at 31 December 2015 who have obtained their Diploma in Management or Information Technology or Legal Studies prior to 01 January 2019 and were eligible as per the 2016 PRB Report, should also be allowed to move incrementally beyond the QB in the salary scale of the grade.

Air Traffic Control Officers (ATCO)

16.1.18 Trainee ATCOs need to successfully complete the basic air traffic control courses (ICAO Course 051) and one of the three air traffic control courses namely Aerodrome Control, Area Control and Approach Control for appointment as ATCO. The ATCOs are thereafter entitled to one increment on completion of each of the two remaining courses and obtention of the corresponding ratings and endorsement for the two additional Air Traffic Control operating positions. ATCOs who have completed all the three air traffic control courses and have been rated and endorsed at all the three ATC operating positions are also, after having drawn their top salary for a year, allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 46900.

- 16.1.19 The ICAO Standards state that a rating becomes invalid when an ATCO ceases to exercise its privileges over it for a period of time to be established by the Authority. In Mauritius, an ATCO loses his ratings if he has not performed in a position for a period of 90 days. Consequently, the ATCO will have to undergo training for re-endorsement. Management averred that it is practically strenuous for an ATCO to maintain three ratings at the same time as the latter has to perform in a position for a long period of time so as to gain the experience required to ensure continuity of operations. The more so as the standards of air traffic control at different positions differ, it is not advisable to regularly shift ATCO from one position to another as this may have serious and catastrophic impact on air navigation safety. Management has, therefore, requested that the grant of the increment on obtention of the ratings be waived.
- 16.1.20 The views of the External Communications Division were sought and we were apprised that the grant of increment on acquiring the ratings was introduced as an incentive for the ATCOs to complete the control courses as at that time, they were not willing to acquire the required training to work in other operational positions. They proposed that same be maintained. Furthermore, the Bureau considers that it is not advisable to remove the increment since the three ratings are a requirement to the grade of Air Traffic Control Supervisor. The Bureau is recommending accordingly.

Recommendation 3

16.1.21 We recommend that until the publication of the next Report:

- (i) **Air Traffic Control Officers should continue to be granted one increment on completion of each of the two courses and obtention of the corresponding ratings and endorsement for the two additional Air Traffic Control operating positions; and**
- (ii) **thereafter, Air Traffic Control Officers who have completed all the three air traffic control courses and have been rated and endorsed at all the three Air Traffic Control Officers operating positions should, after having drawn their top salary for at least 12 months, be allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 52550.**

Requirement of Medical Fitness

- 16.1.22 As per the ICAO regulations, Air Traffic Control Officers are required to undergo a medical examination every two years given that medical fitness is a pre-requisite for an effective Management of air traffic. Currently, provision exists for the incumbents in the grade of ATCO and ATC Supervisor who are found medically unfit to be redeployed/assigned other duties where such medical fitness is not a requirement. We are maintaining the recommendation in this respect.

Recommendation 4

16.1.23 We recommend that the Director of Civil Aviation should consider the advisability of assigning other duties to the Air Traffic Control Officer and Air Traffic Control Supervisor, in case they fail the medical fitness required to work at the different controls.

Scheme of Service – Chief Officer and Senior Engineer (CNS)

16.1.24 The Bureau has observed that the scheme of service of the grade of Chief Officer has not been updated in line with the recommendation made in the previous Reports. Prior to the 2013 PRB Report, the mode of appointment to the grade of Chief Officer was from two streams: Communication, Navigation and Surveillance (CNS) Section and Air Traffic Management (ATM) Section. In the 2013 PRB Report, the grade of Chief Officer was restyled to Senior Engineer (CNS). Following the publication of the EOAC Report 2013, the grade of Chief Officer was segregated into Senior Engineer (CNS) and Chief Officer. Consequently, distinct schemes of service should have been prescribed for these grades.

16.1.25 The Bureau is, in this Report, making appropriate recommendations for the updating and prescription of the schemes of service of the grades of Chief Officer and Senior Engineer (CNS). In addition, given that the nature of duties of the grade of Chief Officer now relates to those grades classified under the Civil Aviation Class, its classification is also being reviewed.

Recommendation 5

16.1.26 We recommend that the Management of DCA should:

- (a) review the scheme of service of the grade of Chief Officer such that appointment thereto is made only from employees of the ATM Section and the appropriate salary code is reflected; and**
- (b) bring consequential amendments to the scheme of service of the grade of Senior Engineer (CNS).**

Mandatory Occurrence Reporting Officer/Senior Mandatory Occurrence Reporting Officer

formerly Mandatory Occurrence Reporting Officer

16.1.27 In the context of this review exercise, the staff side has requested for restyling and upgrading the grade of Mandatory Occurrence Reporting Officer to Mandatory Occurrence Reporting Officer/ Senior Mandatory Occurrence Reporting Officer along similar lines to what obtain for other professional grades in the Engineering Cadre.

16.1.28 In analysing the request and taking into account the establishment size, nature of duties and responsibilities devolving upon the grade of Mandatory Occurrence Reporting Officer, the Bureau considers that an additional supervisory level is not warranted. **However, for career earnings and in line with provision made at paragraph 6.13 of Volume 1 of this Report, we are restyling the grade of**

Mandatory Occurrence Reporting Officer to Mandatory Occurrence Reporting Officer/Senior Mandatory Occurrence Reporting Officer.**COMMUNICATION, NAVIGATION AND SURVEILLANCE (CNS)**

- 16.1.29 The Communication, Navigation and Surveillance (CNS) Division is mainly responsible for the provision and maintenance of facilities required for aircraft to navigate safely in the Mauritian airspace. These facilities comprise communications between Air Traffic Controllers and Pilots, voice and data communications among all the various Air Traffic Control Centres in the region, navigation equipment including landing aids (Instrument Landing System) and surveillance equipment (Automatic Dependent Surveillance).
- 16.1.30 The CNS Division, currently headed by a Divisional Head, is serviced by Engineers, including those in the field of Airworthiness (Air Frame/Power Plant) and technical staff as well as officers of the Aviation Telephonist Cadre.
- 16.1.31 As regards the Engineering Cadre, the Unions' proposals comprised, among others: granting enhanced salaries and conditions of service; restyling the grades of Senior Engineer and Divisional Head to Principal/Lead Engineer and Chief Engineer/Head of Engineering respectively; granting additional increments for lack of promotion and for acquiring specialised professional courses in line with what obtains at the ATM section; harmonising the quantum payable as Hardship Allowance to the officers concerned; and clarifying the term "trip" in the context of Hardship Allowance.
- 16.1.32 Common proposals made by Union and Management were: review of the mode of payment for On-Call and In-Attendance Allowance; extension of the payment of Height Allowance to officers who are required to climb masts/towers; and provision of enhanced travelling benefits to certain grades.
- 16.1.33 Further to the various proposals made, we wish to point out that: general recommendations have been made in respect of conditions of service and implementation of same rests with Management; the grades of Station Officer and Maintenance Superintendent have been included in Annex II regarding eligibility for 70% duty remission; issues relating to implementation should be dealt with at the level of Management, and some proposals could not be considered as requested information were not submitted within the set time frame.
- 16.1.34 We are, in this Report, extending the Hardship Allowance to other grades who are equally called upon to proceed on mission to Agalega and St Brandon for routine maintenance and fault/repair works as well as reviewing the recommendation made on Height Allowance. We are equally making a provision with respect to the Special Professional Retention Allowance.

Special Professional Retention Allowance

16.1.35 Provision was previously made for officers of the Communication, Navigation and Surveillance Engineering Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before the retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Training Scheme for Graduates in Engineering

16.1.36 Graduates in Engineering are required by the Council of Registered Professional Engineers of Mauritius to acquire two years' experience for registration purposes. At present, graduates in Engineering under the training scheme are paid a monthly allowance of Rs 23975 and are refunded mileage for official travelling at the rate of Rs 6.50 per km for using their cars in the course of their duties, whilst officers performing official travelling by bus are refunded bus fares in toto.

16.1.37 Since the training scheme is still in place, we are revising the quantum of the allowance as well as the rate of travelling.

Recommendation 6

16.1.38 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 25525.

16.1.39 We further recommend that graduates in Engineering under the training scheme, who use their cars in the performance of their duties should be refunded mileage for official travelling at the rate of Rs 6.60 per km. Those incumbents who perform official travelling by bus should continue to be refunded bus fares in toto.

Allowance to Trainee Technicians (Communication, Navigation and Surveillance) formerly Trainee Technicians

16.1.40 Trainee Technicians (Communication, Navigation and Surveillance) *formerly Trainee Technicians* who are required to work on shift for part of the year are paid a monthly allowance of Rs 625. We are reviewing the quantum of the allowance.

Recommendation 7

16.1.41 We recommend that Trainee Technicians (Communication, Navigation and Surveillance) formerly Trainee Technicians who are required to work on a shift system for part of the year be paid an allowance of Rs 655 per month.

Hardship Allowance

16.1.42 Officers proceeding on mission to Agalega and St Brandon for routine maintenance and fault/repair works to repeater stations are currently paid a Hardship Allowance per trip, based on their grade.

- 16.1.43 During consultative meetings with staff side, request was made to extend payment of the Hardship Allowance to the grades of Supervisor (Rigging), Foreman and Technician (CNS) and harmonise the quantum of allowance for all grades. Moreover, an appeal was made to the Bureau to clarify whether payment of the Hardship Allowance was meant for a round trip or one-way trip.
- 16.1.44 Whilst examining the requests and after raising the issue with Management of the Department of Civil Aviation, we were apprised that officers in the grades of Supervisor (Rigging) and Foreman are also required to proceed on mission to Agalega and St Brandon for maintenance and fault/repair works to repeater stations. In this context, we are extending payment of the allowance to the other officers concerned. Regarding the setting of a uniform quantum for Hardship Allowance, we consider that there should be a demarcation in the rates among the different grades. In addition, we have provided in a clearer manner the mode of payment of the allowance.

Recommendation 8

- 16.1.45 We recommend that a Hardship Allowance be paid to officers of the Department of Civil Aviation who proceed on official mission to Agalega and St Brandon for routine maintenance and fault/repair work to repeater stations, for each two-way trip undertaken, as per the table below:**

Grade	Quantum Payable (Rs)
Maintenance Superintendent	3150
Engineer	3150
Station Officer	2625
Maintenance Supervisor	2625
Senior Maintenance Officer	2100
Principal Technician (Electrical)	2100
Maintenance Officer	1575
Supervisor (Rigging)	1420
Foreman	1320
Electrician	1050
Rigger	1050

On-Call and In-Attendance Allowances

- 16.1.46 At present, officers of the CNS Section who are required to be on-call and attend duty while being on-call to cater for problems relating to Communication, Navigation and Surveillance equipment are being paid an On-Call Allowance for remaining on-call from 16 00 hours to 08 00 hours the following day and an In-Attendance Allowance per hour.

- 16.1.47 During consultations, Management informed that staff of the CNS Section are being paid an On-Call Allowance every month despite that no officer is being placed on-call. This practice has in turn, led to the disbursement of huge sums by the Department every month, when in fact on-call may not occur at all during a month or on an average two to three times per month. Besides, the present recommendation covers only grades of CNS Section whereas other categories of officers in other sections are also called upon to attend duty after normal working hours or tender their advice on phone from home. Management has, therefore, requested that the On-Call Allowance be replaced by a fixed monthly allowance to compensate officers for being available outside normal working hours and payable to all grades that falls under that category.
- 16.1.48 After carefully examining the proposal, the Bureau holds that it is up to Management to come up with a reviewed system in connection with requiring officers to provide their services after normal working hours. For the purpose of this exercise, Management may seek the collaboration of the Office of Public Sector Governance with a view to establishing a most economical system, with the approval of the Ministry of Public Service, Administrative and Institutional Reforms. The latter should revert to the Bureau upon completion of the exercise for the determination of the quantum/rate to be paid to the officers.
- 16.1.49 Pending the completion of the above mentioned exercise, we are retaining the existing provision.

Recommendation 9

- 16.1.50 We recommend that the allowances payable to officers in the CNS Section who are required to be On-Call and attend duty while being On-Call be maintained as per the table below:**

On-Call Allowance/In-Attendance Allowance		
Grade	On-Call Allowance from 1600 hours to 0800 hours the following day (Rs)	In-Attendance per hour (inclusive of travelling time) (Rs)
Divisional Head	600	250
Senior Engineer (CNS)	520	210
Engineer (CNS)	490	200
Maintenance Superintendent	490	180
Station Officer	450	180
Maintenance Supervisor	425	170
Senior Maintenance Officer	375	150
Principal Technician (Electrical)	375	150

Height Allowance

- 16.1.51 At present, a non-pensionable Height Allowance is being paid to Electricians and Riggers of the Department of Civil Aviation for climbing masts, towers and poles above 20 feet.
- 16.1.52 Both the staff and Management sides have requested to extend the payment of Height Allowance to other officers of the Communication, Navigation and Surveillance and to the Foreman and Supervisor (Rigging) who are also required to climb masts and towers above 20 feet for maintenance, repairs and installation of equipment. The Bureau is agreeable to the request and is recommending accordingly.

Recommendation 10

16.1.53 We recommend that a Height Allowance should be paid to officers of the Department of Civil Aviation, who are required to climb masts, towers and poles above 20 feet, as below:

- (i) **at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and**
- (ii) **at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.**

Rent Allowance

- 16.1.54 Prior to the PRB Report 1998, officers in the grades of Aviation Security Officer *formerly Patrolman* and Senior Aviation Security Officer *formerly Senior Patrolman* were paid Rent Allowance to avail their services instantly or within a short span of time to attend to any emergency/unforeseen problem.
- 16.1.55 With the improvement of public transport facilities resulting in quicker commuting between place of residence and site of work, it was viewed that the grant of Rent Allowance no longer served its purpose. However, so as not to deprive officers who joined the cadre prior to 1998 and who were benefitting Rent Allowance, provisions were made in the 1998 PRB Report for their continued obtention/payment on a personal basis. Subsequently, this allowance was revised in the successive reports until such time officers who joined before 1998 vacate the office. The Bureau has observed that Rent Allowance is being paid to officers who have joined the cadre after the implementation of the 1998 Report.
- 16.1.56 Taking into consideration the foregoing, the Bureau considers that the payment of this allowance should be discontinued for future entrants in the grades of Aviation Security Officers and Senior Aviation Security Officer. We are recommending accordingly.

Recommendation 11

16.1.57 We recommend that officers in the grades of Aviation Security Officer and Senior Aviation Security Officer in post as at the eve of publication of the 2021 Report should continue to be paid a monthly Rent Allowance of Rs 735 on a personal basis.

Night Duty Allowance

16.1.58 Presently, a night duty allowance equivalent to 25% of the normal rate per hour for the hours between 23 00 hours and 05 00 hours, including up to a maximum of two hours lying in period is paid to officers of the DCA. The provision being still valid should continue.

Recommendation 12

16.1.59 We recommend that the present provision for the payment of a Night Duty Allowance should be maintained.

Shift Workers

16.1.60 Officers in the grades listed below are required to work on shift. This element has been taken into account in determining the recommended salaries.

Grades classified to work on shift:

Air Traffic Control Supervisor
Air Traffic Control Officer
Aeronautical Information Officer (Personal)
Aeronautical Information Officer
Aeronautical Information Supervisor
Aviation Security Officer
Driver
Electrician
Fitter
Flight Data Officer
Gatekeeper
Maintenance Officer (Communication, Navigation and Surveillance)
Principal Technician (Electrical)
Plant Room Operator
Senior Aeronautical Information Officer
Senior Aviation Security Officer
Senior Flight Data Officer
Senior Technician (Electrical)
Sanitary Attendant
Technician (Electrical)
Technician (Communication, Navigation and Surveillance)
Aviation Telephonist

Abolition of Grade

16.1.61 Management has submitted that the grade of Workshop Assistant (Shift) is vacant since 2017 and would no longer be required. **We are, therefore, abolishing this grade.**

DEPARTMENT OF CIVIL AVIATION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
03 000 110	Rs 119500 Director of Civil Aviation
03 093 102	Rs 71800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director of Civil Aviation
03 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Divisional Head Flight Operations Inspector
03 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Aerodrome Licensing Officer Air Traffic Services Standards Officer Chief Officer (Aviation Security/Facilitation) Chief Officer Personnel Licensing Officer
03 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Mandatory Occurrence Reporting Officer/Senior Mandatory Occurrence Reporting Officer <i>formerly Mandatory Occurrence Reporting Officer</i>
03 065 089	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Air Traffic Control Supervisor

Salary Code	Salary Scale and Grade
03 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Aeronautical Information Supervisor
03 048 080	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Air Traffic Control Officer
03 055 078	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Aeronautical Information Officer
03 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Flight Data Officer
03 050 076	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Aeronautical Information Officer (Personal)
03 047 076	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Personnel Licensing Assistant
03 033 076	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Aeronautical Information Officer Flight Data Officer
03 050 079	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Principal Aviation Security Officer
03 044 072	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Aviation Security Officer

Salary Code	Salary Scale and Grade
03 030 069	<p>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 - 35650 x 900 - 36550</p> <p>Aviation Security Officer</p>
03 033 038	<p>Rs 17565 x 260 - 17825 x 275 - 18925</p> <p>Trainee Air Traffic Control Officer</p>
03 063 088	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Aviation Security/Facilitation Inspector</p>
03 036 081	<p>Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Aviation Security/Facilitation Officer/Senior Aviation Security/Facilitation Officer</p>
03 030 033	<p>Rs 16785 x 260 - 17565</p> <p>Trainee Aviation Security/Facilitation Officer</p>
22 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Engineer (Airworthiness – Air Frame/Power Plant) Senior Engineer (Communication, Navigation and Surveillance)</p>
22 075 088	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Maintenance Superintendent</p>
22 065 088	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Engineer (Airworthiness - Air Frame/Power Plant) Engineer (Communication, Navigation and Surveillance)</p>
22 071 086	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300</p> <p>Station Officer</p>

Salary Code	Salary Scale and Grade
22 068 084	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Maintenance Supervisor (Communication, Navigation and Surveillance)</p>
22 064 081	<p>Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Technician (Electrical) Senior Maintenance Officer (Communication, Navigation and Surveillance)</p>
22 053 079	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Maintenance Officer (Communication, Navigation and Surveillance) Senior Technician (Electrical)</p>
22 038 072	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Technician (Communication, Navigation and Surveillance) Technician (Electrical)</p>
22 056 059	<p>Rs 26050 x 675 - 27400 x 825 - 28225</p> <p>Trainee Engineer (Airworthiness - Air Frame/Power Plant) Trainee Engineer (Communication, Navigation and Surveillance)</p>
22 043 067	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Aviation Telephone Supervisor</p>
22 027 064	<p>Rs 16005 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 - 32350</p> <p>Aviation Telephonist</p>
22 027 029	<p>Rs 16005 x 260 - 16525</p> <p>Trainee Technician (Communication, Navigation and Surveillance) <i>formerly Trainee Technician</i></p>

Salary Code	Salary Scale and Grade
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 Gatekeeper (Shift)
25 052 070	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Supervisor (Rigging)
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Chief Tradesman Foreman
25 029 062	Rs 16525 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 - 30700 Electrician (Shift) Fitter (Shift) Plant Room Operator (Shift)
25 026 059	Rs 15745 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 - 28225 Cabinet Maker General Assistant Painter Plumber and Pipe Fitter Rigger
24 028 061	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 Driver (Shift)
24 031 059	Rs 17045 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 - 28225 Field Supervisor (Roster)
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Toolskeeper

Salary Code	Salary Scale and Grade
24 021 050	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Sanitary Attendant (Shift)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



16.2 GOVERNMENT PRINTING DEPARTMENT

- 16.2.1 The key function of the Government Printing Department (GPD) is the provision of printing services to the general public as well as to the Government and Parastatal Bodies. The GPD is also the authority for the publication of the Government Gazette wherein enactments and other notices are inserted. A variety of printing related services offered by the GPD to its customers are graphic design services; printing (offset); security printing; binding services; and short-run Digital Printing Services.
- 16.2.2 To attain its vision of being a modern and efficient printing service provider, the strategic goals and objectives of the GPD are targeted towards the modernisation of its work processes and operations to better equip its workforce and improve the quality of its service delivery.
- 16.2.3 The administration and management of the GPD devolves upon the Government Printer who is at the helm of the organisation and is assisted by the Deputy Government Printer and Assistant Government Printer as well as technical, support and Workmen's grades.
- 16.2.4 In the context of this review exercise, many common representations were received from the two main Unions and these issues were discussed thoroughly during consultative meetings. For requests pertaining to Travelling and Car Benefits, Unions were informed that they will be based on the general policy of the Bureau. As regards issues relating to salary upgrading/waiving of qualifications requirement for different grades, a study was carried out wherein the Job Description Questionnaires of the relevant grades were examined.
- 16.2.5 Another pertinent request made was to amend the scheme of service for the grade of Assistant Government Printer such that only Printing Officers be eligible for appointment to the grade of Assistant Government Printer. Unions were apprised that amendments to scheme of service may have associated implications. Consequently, they were informed that procedures may be initiated by Management.
- 16.2.6 Proposals from Management side were prepared in consultation with the two main Unions and more or less same representations as mentioned in the foregoing paragraphs were submitted and discussed during meeting held at the Bureau. To the extent possible, Management was communicated of the reasons for not acceding to certain requests and also about others that had to be dealt with at its level. For instance, the proposal to create an Operation Management Section needs to be addressed by Management. Whereas, for the proposal concerning duty free facilities for certain grades, decision thereto related would be taken within the parameters set. Regarding the change in appellation of the grade of Senior Printer's Mechanic to Head, Maintenance Unit, the issue is discussed in the ensuing paragraphs.

- 16.2.7 Request was also made for a site visit to be carried out at the GPD to have a *constat de visu* of the present work situation particularly in view of the reported complexities and new production processes. It was observed, among others, that most of the Units are equipped with new digitalised and highly automated machines which are operated by the employees.
- 16.2.8 Based on the observations made during the site visit effected and taking into consideration the proposals submitted, requests which could be retained, hereafter, follow.

Head, Machine Maintenance Unit (Roster)
formerly Senior Printer's Mechanic (Roster)

- 16.2.9 As the use of new equipment and technology are means to improve efficiency, the GPD has acquired several digital machines, namely the Digital Press, Digital Hot Foils, Offset Press with IT components, Thermal Computer to Plate Technology and other machines equipped with electronic circuits.
- 16.2.10 For the maintenance thereof, Management has proposed the setting up of a Maintenance Unit. The staff side proposed the restyling of the grade of Senior Printer's Mechanic and it was supported by Management which proposed the appellation of Head, Maintenance Unit. In view of the duties devolved on the incumbents, the Bureau does not have any objection.

Recommendation 1

- 16.2.11 We recommend that the grade of Senior Printer's Mechanic (Roster) be restyled Head, Machine Maintenance Unit (Roster).**

Pressroom Machine Operator (Roster)
formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)

Print Finishing/Book Binding Operator (Roster)
formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)

- 16.2.12 In view of the evolution in the printing sector, the use of new machines coupled with computer technologies have been introduced at the GPD. Machine Minder/Senior Machine Minders are required to handle and control these types of equipment and possess computer knowledge. To this end, both Management and Unions have requested for a change in appellation of the grades of Machine Minder/Senior Machine Minder (Pressroom) (Roster) and Machine Minder/Senior Machine Minder (Bindery) (Roster) as these appellations have become obsolete and do not reflect the actual duties performed by incumbents. The Bureau is, therefore, making appropriate recommendations in this respect.

Recommendation 2

16.2.13 We recommend that the following grades be restyled as hereunder:

Grade	Restyled to
Machine Minder/Senior Machine Minder (Pressroom) (Roster)	Pressroom Machine Operator (Roster)
Machine Minder/Senior Machine Minder (Bindery) (Roster)	Print Finishing/Book Binding Operator (Roster)

Job Delivery Officer (New Grade)

16.2.14 Management has proposed the creation of a dedicated grade specific to the Job Management/Delivery Section (*formerly Delivery Stores Section*) for the proper monitoring of storage and delivery of printed jobs.

16.2.15 However, the Bureau is of the view that instead of appointing Production Supervisors to carry out a job which does not require knowledge in printing, recruitment may be made from outside candidates having knowledge in stores activities. We are, therefore, making the appropriate recommendation.

Recommendation 3

16.2.16 We recommend the creation of a grade of Job Delivery Officer. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Certificate in Procurement and Supply or an equivalent qualification.

16.2.17 The Job Delivery Officer would be required, among others, to keep an Order Book for job entry and assignation of job number to be recorded for work received, performed and delivered, and to prepare a monthly return of the work performed in the Section; perform warehousing, stock control operations and maintain updated statistics of Job Order for report making and for their submissions to Management; distribute Store Forms to appropriate Sections and liaise with the Finance Section for payment of job orders through Store Form 6; and deliver accomplished work to all clients including members of the public.

Specific Provision for Movement Beyond Qualification Bar

16.2.18 Presently, incumbents in the grades of Pressroom Machine Operator (Roster) *formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)*, Print Finishing/Book Binding Operator (Roster) *formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)*, Phototype-Setting Operator (Roster), Plate Making/Finishing Operator (Roster), Assistant Production Supervisor (Roster), Production Supervisor (Roster) and Production Supervisor (Plate Making/Finishing) (Roster) are allowed to move beyond Qualification Bar (QB) on possession of the relevant qualifications or on reckoning experience of at least 15 years in the relevant field.

16.2.19 With the exception of the grades of Phototype-Setting Operator (Roster) and Plate-Making/Finishing Operator (Roster), the schemes of service for all the other grades have been amended to include the relevant qualifications requirement. Nevertheless, the provision for movement beyond QB for those officers having at least 15 years' experience in the relevant field is being maintained though not possessing the required qualifications.

Recommendation 4

16.2.20 We recommend that officers in post who do not possess the required qualifications to cross the QB but who have acquired at least 15 years' experience in the relevant field, should be allowed to move beyond the QB.

Training of Serving Officers

16.2.21 The fact that the provisions in respect of training of officers of the GDP is meeting its purpose, we are recommending that these provisions be continued.

Recommendation 5

16.2.22 We recommend that Printing Assistant/Senior Printing Assistants (Roster) should be provided facilities to follow courses leading to the NTC 3 in Printing or equivalent qualification.

16.2.23 We also recommend that Management should make necessary arrangements with the MITD for mounting appropriate courses for serving officers of the Department to enable them to upgrade their technical qualifications.

Allowance to Printing Officers

16.2.24 For work being regularly performed over and above normal working hours, Printing Officers are presently paid a monthly allowance equivalent to two increments at the point reached in the salary scale. We are maintaining this provision.

Recommendation 6

16.2.25 We recommend that Printing Officers should continue to be paid a monthly allowance equivalent to two increments at the point reached in their respective salary scale for regularly working over and above normal working hours.

Roster System

16.2.26 Officers in the grades listed below are required to work on a roster system and this element has been taken into account in arriving at the recommended salaries of the corresponding grades:

Assistant Printing Officer

Assistant Production Supervisor

Head, Machine Maintenance Unit

formerly Senior Printer's Mechanic (Roster)

Head Printing Assistant
 Pressroom Machine Operator
formerly Machine Minder/Senior Machine Minder (Pressroom) (Roster)
 Print Finishing/Book Binding Operator
formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)
 Phototype-Setting Operator
 Plate Making/Finishing Operator
 Production Supervisor
 Production Supervisor (Plate Making/Finishing)
 Printer's Mechanic
 Printing Assistant/Senior Printing Assistant

Specific Conditions of Service

Health Surveillance

16.2.27 In our previous Reports, provision has been made for the GPD to make necessary arrangements with the Health Authorities for a medical surveillance, free of charge, and at regular intervals for its staff. **This provision should continue.**

GOVERNMENT PRINTING DEPARTMENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
16 000 107	Rs 110125 Government Printer
16 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Government Printer
16 072 089	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Government Printer
16 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 QB 54200 x 1700 - 55900 Printing Officer

Salary Code	Salary Scale and Grade
16 065 084	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Senior Graphic Artist</p>
16 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Graphic Artist</p>
16 030 033	<p>Rs 16785 x 260 - 17565</p> <p>Trainee Graphic Artist</p>
16 054 078	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Assistant Printing Officer (Roster)</p>
16 054 077	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 QB 40300 x 950 - 42200 x 1300 - 44800</p> <p>Production Supervisor (Roster) Production Supervisor (Plate Making/Finishing) (Roster)</p>
16 046 074	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Head, Machine Maintenance Unit (Roster) <i>formerly Senior Printer's Mechanic (Roster)</i></p>
16 046 074	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 QB 36550 x 900 - 37450 x 950 - 41250</p> <p>Assistant Production Supervisor (Roster)</p>
16 046 073	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 QB 36550 x 900 - 37450 x 950 - 40300</p> <p>Phototype-Setting Operator (Roster) Plate Making/Finishing Operator (Roster)</p>

Salary Code	Salary Scale and Grade
16 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Job Delivery Officer (New Grade)
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 Pressroom Machine Operator (Roster) <i>formerly Machine Minder/ Senior Machine Minder (Pressroom) (Roster)</i> Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i>
16 028 061	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 Printer's Mechanic (Roster)
16 033 060	Rs 17565 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 - 29050 Head Printing Assistant (Roster)
16 022 056	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 Printing Assistant/Senior Printing Assistant (Roster)
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
24 020 050	Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Handy Worker (Roster - day and night)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant



16.3 MAURITIUS POLICE FORCE

- 16.3.1 The Mauritius Police Force (MPF) is the national law enforcement agency for the Republic of Mauritius. It is governed by the Police Act 1974 and operates under the *aegis* of the Home Affairs Division of the Prime Minister's Office. The MPF aims to enhance the quality of life of people by preserving public peace, enforcing the law, ensuring a safer environment and focusing on service excellence.
- 16.3.2 Being at the apex of the MPF, the Commissioner of Police is assisted by Deputy Commissioners of Police, Assistant Commissioners of Police and Police Officers of different ranks. The MPF presently counts around 12500 Police Officers posted in police stations all over the island as well as different Divisions and Branches namely the Groupe d'Intervention de la Police Mauricienne (GIPM), the Anti-Drug and Smuggling Unit (ADSU), Passport and Immigration Office (PIO), paramilitary units- Special Mobile Force (SMF) and Special Support Unit (SSU), the air-wing - Police Helicopter Squadron (PHS) and Maritime Air Squadron (MAS) and the naval-wing - National Coast Guard (NCG), Police Family Protection Unit (PFPU), Brigade Des Mineurs (BDM), IT/Cybercrime Unit and Field Intelligence Unit.
- 16.3.3 Common representations from Management and Unions were mostly geared towards the creation of grades, revision of existing allowances as well as extending a few to other officers of different Units, introduction of new allowances, and provision of travel grant, motor vehicle loans and duty free facilities. Unions additionally requested for the merging of ranks and upgrading of entry requirements.
- 16.3.4 All the submissions have carefully been examined and the Bureau has considered those which are meritorious and capable of improving service delivery. To this end, we are creating the grade of Senior Psychologist, maintaining the continued payment of existing allowances whilst introducing new ones where they are justified. After discussions with Management, no agreement was reached for the merging of ranks and upgrading of qualifications requirement. Furthermore, both Management and Unions were apprised that issues pertaining to the General Conditions of Service would be dealt with holistically.

Police Family Protection Unit (PFPU)

- 16.3.5 Request was received from Management for the payment of an on-call allowance as well as an in-attendance allowance to Police Officers posted to the Police Family Protection Unit. During meeting, Management was apprised that such provision already exists under the Ministry of Gender Equality and Family Welfare.

Recommendation 1

- 16.3.6 We recommend that Police Officers posted to the Police Family Protection Unit should be paid an allowance as per provision made at paragraph 38.50 under the Ministry of Gender Equality and Family Welfare.**

Allowance to Police Officers acting as Neighbourhood Officers

16.3.7 To fight crime and other anti-social behaviour, the MPF has espoused the concept of Community Oriented Policing (COP) laying much emphasis on 'Proximity Policing' whereupon two to three Police Officers are designated to act as Neighbourhood Officers in each Police Station while adopting a proactive approach to crime prevention in order to ensure the safety of the local residents through building ties and working closely with them. Management has averred that this modern policing is yielding positive outcome and has made request for the payment of an allowance to those Police Officers who are performing the duties of Neighbourhood Officers over and above their normal duties. In a bid to ensure crime prevention and the security of the community, we are in favour of this proposal and are making an appropriate recommendation.

Recommendation 2

16.3.8 We recommend the payment of a monthly Special Duty Allowance of Rs 1075 to Police Officers who are performing the duties of Neighbourhood Officers over and above their normal duties.

Pilot Instructional Allowance

16.3.9 In line with what obtains internationally, the MPF has made request for an allowance to be paid to qualified Pilots who undertake conversion training of Pilots, to which we are agreeable.

Recommendation 3

16.3.10 We recommend that qualified Pilots who undertake conversion training of Pilots at the Police Helicopter Squadron should be paid a monthly allowance equivalent to two increments at the initial point of their respective salary scale.

Trainer's Allowance

16.3.11 According to Police Standing Orders, the Police Training School (PTS) is mandated to conduct training and development for new entrants as well as serving Police Officers of all ranks in the MPF. Some 22 Police Officers of different grades are currently dispensing various types of training in first-aid, weapon training, physical training and foot and raffle drill amongst others. The Bureau has been apprised that the MPF is having difficulty in retaining officers in the PTS and request has, thus, been made for the payment of an allowance to the Police Trainers. To enable the MPF to deliver effectively on its mandate, we subscribe to the request.

Recommendation 4

16.3.12 We recommend that qualified Police Officers possessing the necessary skills, as approved by the Commissioner of Police, and who are posted to the Police Training School to act as Trainer, should be paid a monthly allowance of Rs 1545.

Bank Scheme for Police Officers

16.3.13 In our previous Report, provision was made for a Bank of Police Officers Scheme to ensure that the needs of the public in respect of security on a 24-hour basis are met as well as to palliate the shortage of staff in the MPF. Union members have requested for a revision of the quantum of the Bank of Police Officers Scheme. Management has submitted that the provision is meeting its desired objectives and was in favour to maintain same. In this regard, we are re-emphasising on the provision whilst revising the quantum. **The Bureau reiterates that Management should review its staffing complement to deal with the problem of shortage of staff.**

Recommendation 5

16.3.14 **We recommend that officers in the grades of Police Constable, Police Corporal, Police Sergeant, Sub Inspector of Police and Inspector of Police, forming part of the Bank of Police Officers Scheme who effectively work on a shift basis and are recalled for duty whilst on leave or off-duty as and when required by Management, should be paid an allowance as per the Table below for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in:**

Grade	Amount (First 3 hours) Rs
Police Constable Woman Police Constable	640
Police Corporal Woman Police Corporal	685
Police Sergeant Woman Police Sergeant	720
Sub-Inspector of Police Woman Sub-Inspector of Police <i>formerly Woman Police Sub-Inspector</i>	765
Inspector of Police Woman Police Inspector	795

Allowance to drive Specialised Vehicles and Armoured Vehicles

16.3.15 Provision, presently, exists for a monthly allowance of Rs 400 payable to Police Officers of the Special Mobile Force and Special Supporting Unit who possess specific driving licences and who are regularly required to drive specialised vehicles. Following request received that Police Officers are also required to drive armoured vehicles, we are extending this provision.

Recommendation 6

16.3.16 We recommend the payment of a monthly allowance of Rs 420 to Police Officers of the Special Mobile Force and Special Supporting Unit who are regularly required to drive specialised vehicles and armoured vehicles in respect of which they possess a specific driving licence.

Upgrading of Qualifications Requirement

16.3.17 By virtue of the present scheme of service of the source grade, the entry qualifications requirement necessitates a School Certificate with passes in at least five subjects and a good physique with specific Body Mass Index (BMI). For this Report, union members requested for an upgrading of the qualifications requirement of the base grade.

16.3.18 Besides being mindful of the essence of the social aspect of this issue, the Bureau reiterates that rather than upgrading the qualifications requirement, emphasis should be laid on the training dispensed to Police Officers, which is the linchpin to having a workforce equipped with the necessary skills to deliver an effective, ethical and accountable policing service to the community.

Allowance to officers of the National Security Service (NSS)

16.3.19 Police Officers posted at the National Security Service in the grades of Police Constable up to the Superintendent of Police are, presently, granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale. This is due to the fact that the pattern and nature of work of NSS Officers are quite different from those of Police Officers posted in other Units/Divisions. These officers operate undercover and perform duties of a very sensitive and highly confidential nature. Moreover, they are often on duty at unsocial hours. In view of the specific nature of work, we are keeping up with this arrangement.

Recommendation 7

16.3.20 We recommend that Police Officers, in the grades of Police Constable up to the Superintendent of Police, who are posted at the National Security Service, should continue to be granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale.

Trainee Police Constable

Temporary Police Constable

16.3.21 Trainee Police Constables and Temporary Police Constables are granted allowances alike to substantive Police Constables after passing out the parade and depending on their posting. We are reiterating this provision.

Recommendation 8

16.3.22 We recommend that the allowances payable to substantive Police Constables should, depending upon their posting, be extended to Trainee Police Constables and Temporary Police Constables after the conduct of the passing out parade.

Allowance to GIPM Officers

16.3.23 Very often, the Police Force resorts to the services of the Groupe d'Intervention de la Police Mauricienne (GIPM) to tackle complex and risky interventions on land, in air, water and sea as the officers possess special competencies and skills. In that respect, provision was made, in our last Report, for the payment of a monthly allowance equivalent to one increment at the point reached in their respective salary scale to Police Officers of the GIPM. We are, in this Report, enhancing the quantum of this allowance.

Recommendation 9

16.3.24 We recommend that Police Officers of the GIPM should be paid a monthly allowance equivalent to two increments at the point reached in their respective salary scale.

NCG MARCOS

16.3.25 Request has been received to extend the allowance payable to the GIPM Officers to officers of NCG MARCOS. The primary focus of the NCG MARCOS is Maritime Intervention Operations, which encapsulate the tasks to undertake anti-piracy, anti-terrorists and hostage rescue operations; provide support during amphibious operations; and undertake Intelligence, Surveillance and Reconnaissance operations both at sea and on land, amongst others. Taking into account the nature of work of these officers, Management has informed that these officers are currently being paid the Special Duty Allowance. After examination of this proposal, the Bureau considers that the MPF should continue with the present arrangement.

Enhanced Pension Benefit to GIPM Officers and Marine Commandos

16.3.26 The period served by a Police Officer at the GIPM or Marine Commandos is reckoned as pensionable service at the rate of one time and a half, subject to a maximum of 360 months for Police Officers in post as at 30 June 2008 and 414 months for those in post as from 01 July 2008. In view of the exceptional work performed by these officers whilst serving these units, we are echoing the current provision.

Recommendation 10

16.3.27 We recommend that the period served by a Police Officer at the GIPM or Marine Commandos should be reckoned as pensionable service at the rate of one time and a half, subject to a maximum of 360 months for Police Officers in post as at 30 June 2008 and 414 months for those in post as from 01 July 2008.

Allowance to Police Officers performing as Enquiring Officers

16.3.28 In accordance with the existing provision, Police Constables up to the rank of Inspector of Police who are posted in police stations and who are required to perform as Enquiring Officers are granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale. The crux of this provision is to motivate officers to perform as Enquiring Officers as well as to attract other Police

Officers to join this field. For this Review, Unions have represented that this provision should be extended to officers posted at the CID, CCID, ADSU, MCIT, PIO, BDM, IT/Cybercrime Unit as well as Field Intelligence Officers and to which Management is in favour. To enable the MPF to have a motivated workforce, we are also agreeable to the request.

Recommendation 11

16.3.29 We recommend that Police Constables up to the rank of Inspector of Police who are posted in police stations and at the CID, CCID, ADSU, MCIT, PIO, BDM, IT/Cybercrime Unit as well as Field Intelligence Officers and who are required to perform as Enquiring Officers should be granted a monthly allowance equivalent to one increment at the point reached in their respective salary scale.

Pregnant Police Officers

16.3.30 A specific recommendation was made in our last Report for pregnant female Police Officers. Considering this to be a safety measure for female Police Officers in this state, the Bureau reiterates the existing provision.

Recommendation 12

16.3.31 We recommend that Management considers the advisability, to the extent possible, of relieving pregnant female Police Officers from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement.

Hardship Allowance – Officers posted to Agalega and St Brandon

16.3.32 The present provision caters for Police Officers of the NCG who are posted to the Outer Islands (Agalega and St Brandon) for carrying out repairs and maintenance works for a duration of less than four months. They are paid a Hardship Allowance equivalent to 20% of their monthly salary per month, for the degree of disturbance and hardship they endure owing to the rough and haphazard conditions which prevail on these islands. By reason of its pertinence, we are reiterating this provision.

Recommendation 13

16.3.33 We recommend that Police Officers of the NCG who are posted to the Outer Islands (Agalega and St Brandon) for carrying out repairs and maintenance works for a duration of less than four months, should, every month, be paid a Hardship Allowance equivalent to 20% of their monthly salary.

16.3.34 We further recommend that Police Officers who are entitled to the payment of the Hardship Allowance should not be paid Out of Pocket Allowance when posted to these islands.

Special Retention Allowance in Critical Areas**Recommendation 14**

16.3.35 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

16.3.36 We further recommend that all officers who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.

Risk Allowance**Recommendation 15**

16.3.37 We recommend that a Risk Allowance should be granted to eligible Police Officers as hereunder:

Category	Eligible Police Officers	Amount (Rs)
Category I	<ul style="list-style-type: none"> - Police Officers posted at the GIPM, NCG Commandos Unit and Anti-Drug Smuggling Unit (ADSU); and - Police Officers performing as Air Pilot 	1890
Category II	<ul style="list-style-type: none"> - Police Officers posted at the Explosives Handling Unit of the SMF - Aircrew Winchman/Life Savers of the Police Helicopter Squadron - Officers of the Disaster Response Unit (DRU) - Air Observers 	1365
Category III	<ul style="list-style-type: none"> - Police Officers posted at the CID, ERS, Police Stations and those in direct contact with the public working on shift or performing operations duties involving higher than normal risks associated with the nature of their work. 	1½ increments at the initial of their respective salary scale subject to a maximum of Rs 950

16.3.38 We further recommend that in the event the quantum of allowance payable to Police Officers for Risk Allowance as per Category III above is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Night Duty Allowance

16.3.39 The standing provision caters for Police Officers posted in operational units and who effectively work on night shift, to be paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours. Given its appropriateness, we are upholding the payment of Night Duty Allowance to eligible officers.

Recommendation 16

16.3.40 We recommend that Police Officers posted in operational units and who effectively work on night shift, should be paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Rent Allowance

Recommendation 17

16.3.41 We recommend that the monthly Rent Allowance payable to Police Officers in the grades mentioned below and of similar levels should continue to be paid as hereunder:

Grade	Amount Rs
Police Constable	975
Police Corporal	1015
Police Sergeant	1050
Sub-Inspector of Police	1090
Inspector of Police	1125
Chief Inspector of Police	1235
Deputy Assistant Superintendent of Police	1235
Assistant Superintendent of Police	1485
Superintendent of Police	1840
Assistant Commissioner of Police	2200
Deputy Commissioner of Police	2570
Commissioner of Police	2935

Work Related Allowances

16.3.42 Work related allowances are paid to Police Officers based on their posting, nature of work, and/or possession of additional training/qualifications/skills/competencies. Given their validity, we are maintaining the allowances whilst revising their quantum.

Recommendation 18

16.3.43 We recommend that the quantum of the work related and other allowances should be as per the table below:

Allowance	Payable to	Amount (Rs)
Trade Pay	Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police.	420 per month
Examiners' Allowance	(i) Police Officers who have successfully followed the vehicle examiner's course and who are required to examine damaged vehicles after accidents.	445 per month
	(ii) officers of the National Coast Guard who are qualified and who are called upon to examine the extent of damage to pleasure craft/boats during enquiry into accidents at sea.	445 per month
	(iii) in addition to (i) and (ii) above, Police Officers and officers of the National Coast Guard who are required to examine damaged vehicles or pleasure craft/boats outside their scheduled shift.	165 for every hour put in beyond their scheduled shift
Commuted Travelling Allowance	Police Officers who use their auto/motor cycles on official duties.	450 per month
Detective Allowance	Police Officers performing detective duties.	450 per month
Technician Pay	(i) Eligible Police Officers engaged in duties of a specialised nature as determined by the Commissioner of Police. (ii) Police Officers posted at the National Coast Guard who perform the duties of Coxswain	765 per month

Allowance	Payable to	Amount (Rs)
	<p>and possess a relevant certificate or having followed a relevant approved course in the field.</p> <p>(iii) Police Officers posted at the SMF who hold a Skipper's/Coxswain Licence.</p> <p>(iv) Police Officers holding a valid Lifesaving Certificate.</p>	
Allowance in lieu of uniform <i>formerly Clothing Allowance</i>	Police Officers whose duties and functions require them not to wear uniforms.	505 per month
Special Duty Allowance	Police Officers posted in the Special Mobile Force, Special Support Unit, National Coast Guard and Helicopter Squadron.	1075 per month
Prosecutor's Allowance	Police Officers who are required to work as Prosecutor.	1295 per month
Allowance to officers holding professional qualifications	<p>(1) Police Officers called upon to work in the IT Unit and possessing:</p> <p>(i) a Degree in IT</p> <p>(ii) a Diploma in IT</p> <p>(2) Police Officers posted in the Legal Unit and possessing a Degree or a professional qualification in Law.</p> <p>(3) Police Officers called upon to perform duties of a specialised nature (Engineering or others), as determined by the Commissioner of Police, and who regularly make effective</p>	<p>per month</p> <p>2645</p> <p>1545</p> <p>2645</p>

Allowance	Payable to	Amount (Rs)
	<p>use of their knowledge and skills and possess:</p> <p>(i) a Degree/professional qualification</p> <p>(ii) a Diploma or equivalent qualification</p>	<p>2645</p> <p>1545</p>
Commuted Overtime Allowance	<p>(1) Police Officers who perform duties of Driver to Parliamentary Private Secretaries.</p> <p>(2) Police Officers who perform duties of Driver/Security Officer to the Commissioner for Drugs Assets Forfeiture, Members of the National Assembly and in similar postings.</p> <p>(3) Police Officers performing as Police Riders who are posted at the Office of the President and Vice President.</p>	3780 per month
Bodyguard Allowance	Police Officers posted at the VIP Security Unit.	3780 per month
Meal Allowance	Police Officers posted at the VIP Security Unit should be provided either with meals where catering facilities are available or paid an allowance for work performed after 1900 hrs.	150 per meal
Sergeant-at-Arms Allowance	Sergeant-at-Arms of the National Assembly.	4990 per month
Aide-de-Camp Allowance	<p>Aide-de-Camp attached to:</p> <p>(i) President</p> <p>(ii) Vice President</p> <p>(iii) Prime Minister</p>	<p>per month</p> <p>4990</p> <p>3780</p> <p>3780</p>

Allowance	Payable to	Amount (Rs)
Disturbance Allowance	Mauritian Police Officers posted in Rodrigues and Police Officers domiciled in Rodrigues posted in Mauritius.	25% of monthly salary
Driving Allowance	<p>(i) Police Officers holding the service licence and working on shift and who have been entrusted driving duties in government vehicles for policing and other interventions.</p> <p>(ii) Police Officers of the Traffic Branch who hold the service licence, work on shift and perform the duties of Rider.</p>	<p>A monthly allowance equivalent to one increment at the initial of their respective salary scale.</p> <p>In the event the quantum of Driving Allowance payable to Police Officers as per (i) and (ii) above is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.</p>
Diving Allowance	<p>(i) Qualified Divers of the MPF who are called upon to perform scuba diving during official underwater interventions, such as rescue and search operations as well as for training purposes.</p> <p>(ii) Police Officers acting as Dive Leader during official underwater interventions.</p> <p>(iii) For implementation purpose, the qualified diver acting as Dive Leader in an official underwater intervention should be paid only the Diving Allowance as provided at (ii) above.</p>	<p>715 per dive, subject to a maximum of 10710 per month.</p> <p>770 per dive</p>

Allowance	Payable to	Amount (Rs)
	Note: 'Diving' refers to the "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel."	
Duty Allowance	Police Officers of the Special Mobile Force and National Coast Guard for shouldering higher responsibilities.	265 per month.
Allowance to Police Cadet Inspector	Police Cadet Inspector (Male and Female) during their period of training.	830 per month.
Allowance to Police Officers holding a Degree in Police Studies	Police Officers in the grades of Inspector of Police and above who hold a Degree in Police Studies and as a result have been entrusted with additional duties/responsibilities to better utilise their knowledge, skills and abilities.	A monthly allowance equivalent to two increments at the point reached in their respective salary scale. In the event the quantum of the above allowance payable to eligible Police Officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.
Ration Allowance	All eligible personnel of the National Coast Guard and the Helicopter Squadron who must be available for work at any time of the day. Police Officers posted to Agalega and St Brandon on a tour of service.	130 a day for actual days of attendance. 170 a day
Sea-Going Allowance	Officers who form part of the crew or are deputed on board of the National Coast Guard Vessels or any other authorized vessels.	200 on Weekdays and 290 on Sundays and Public Holidays for every completed period of 12 hours at a

Allowance	Payable to	Amount (Rs)
		stretch spent at sea and on a prorata basis for any additional hour spent at sea beyond the 12 hours.
Transfer Allowance	Police Officers who are required to change place of residence on being transferred or when instructed to occupy police quarters.	1050 per month

Attending duty during emergencies

16.3.44 Currently, Police Officers who are off-duty but have to attend duty during cyclonic weather conditions and other emergencies are granted equivalent time-off. Moreover, in case time-off cannot be granted within a period of four months, the Police Officers are paid an allowance at the normal hourly rate for the period covered. Union members have requested that they should be paid an allowance at an increased rate instead of the grant of time-off whereas Management averred that the allowance should be paid as from Cyclone Warning Class III and to exclude other emergencies. The Bureau has examined the requests made by both the staff side and Management. Considering the climatic fluctuations and the advent of unprecedented events like the Covid-19, the Bureau holds the view that the present provision is still valid.

Recommendation 19

16.3.45 We recommend that Police Officers who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies should be granted equivalent time-off. In the event time-off cannot be granted within a period of four months, the Police Officers should be paid an allowance at the normal hourly rate for the period covered.

Early Retirement Scheme

Recommendation 20

16.3.46 We recommend that Police Officers appointed as from 01 July 2008 should:

- (a) be allowed to retire on a proportionate pension after completing 28³/₄ years of service; and
- (b) be eligible to earn pension at an enhanced rate of 1/₄₁₄th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after 34¹/₂ years of service.

16.3.47 We also recommend that Police Officers in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

Work Pattern

16.3.48 By virtue of the Standing Orders, Police Officers in the grades of Police Constable up to Inspector of Police need to work on shift, whereas Chief Inspectors up to Deputy Commissioners are on call and have to attend duty whenever required, irrespective of the length of time. **It should be highlighted that these elements have been taken into account whilst determining the salaries recommended for the grades.**

Special Provision for officers of the Disciplined Forces working on shift

16.3.49 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the leave year it is allocated.

16.3.50 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

16.3.51 At present, officers in the grades of Police Constable up to Inspector of Police are required to work on shift to provide a 24-hour service. It has been submitted that these officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau has examined the request carefully and considers that as the officers are foregoing their leaves to ensure the operational efficiency of the MPF, there should be a mechanism to compensate them for the untaken casual leave. We are, therefore, making a recommendation to that effect.

Recommendation 21

16.3.52 We recommend that Police Officers in the grades of Police Constable up to Inspector of Police who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

16.3.53 We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.

Once in a Career Performance Bonus

Recommendation 22

16.3.54 We recommend that officers in the grades of Police Constable up to Inspector of Police, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

- (i) served for a period of at least 10 years in the Mauritius Police Force;**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (iii) not been adversely reported upon on ground of conduct.**

Police Medical and Scientific Unit

16.3.55 The Police Medical and Scientific Unit (PMSU), which is responsible for carrying out autopsies and exhumation as well as examination of victims and suspects, among others, is headed by a Chief Police Medical Officer. The latter is assisted in his tasks by Principal Police Medical Officers, Police Medical Officer/Senior Police Medical Officers and Trainee Police Medical Officers.

16.3.56 Overall, we consider the three-level structure to be adequate to enable the Unit to deliver effectively on its mandate. Hence, we are not bringing any change related thereto. Besides, most of the representations received from the staff side in the context of this Report pertained to administrative/implementation issues, for which we advised them on the appropriate course of action to be taken. Concerning the request for the payment of a hardship allowance to the Trainee Police Medical Officers and Police Medical Officer/Senior Police Medical Officers, we could not accede to same as the philosophy behind the grant of such allowance to the other category of officers of the MPF posted to the outer islands is not applicable in their case. On the merit of the case, **we are, however, recommending that they be paid the Sea Going Allowance as specified at paragraph 16.3.43.**

On-Call and In-Attendance Allowances

16.3.57 Officers of the Police Medical Officer Cadre are entitled to the payment of an on-call allowance and an additional allowance whenever they are required to attend duty while on call. As the present arrangement would continue to prevail, we are recommending the continued payment of these allowances.

Recommendation 23

16.3.58 We recommend that the Trainee Police Medical Officers, Police Medical Officer/Senior Police Medical Officers, Principal Police Medical Officers and Chief Police Medical Officer should be paid On-Call allowances as hereunder:

On-Call Allowance	Trainee Police Medical Officer (Rs)	Police Medical Officer/Senior Police Medical Officer (Rs)	Principal Police Medical Officer (Rs)	Chief Police Medical Officer (Rs)
Weekday 1600 hours to 0900 hours the following day	525	1030	1145	1170
Saturday 1200 hours to Sunday 0900 hours	790	1525	1715	1765
Sunday and Public Holiday 0900 hours to 0900 hours the following day	790	1525	1715	1765

16.3.59 We also recommend that the Trainee Police Medical Officers, Police Medical Officer/Senior Police Medical Officers, Principal Police Medical Officers and the Chief Police Medical Officer should be paid an in-attendance allowance of Rs 300, Rs 700, Rs 815 and Rs 865 per hour inclusive of travelling time whenever they are required to perform medico-legal examination while on call.

Specific Conditions of Service

16.3.60 At present, certain specific conditions of service that exist for the medical and dental profession at the Ministry of Health and Wellness (MOHW) are equally applicable to officers of the Police Medical Officer Cadre and the Police Dental Surgeon/Senior Police Dental Surgeon of the PMSU. The said provisions should continue to be applicable to these officers.

Recommendation 24

16.3.61 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should be equally applicable to the members of the medical and dental profession serving the PMSU.

Specific Conditions of service	Recommendation under the MOHW	Applicable to
Smart Phone for Medical Cadres	R 29 Para 36.96(i)	Members of the Medical and Dental profession serving the PMSU.
Continuing Professional Development	R 30 Para 36.98	Members of the Medical profession serving the PMSU
Special Medical Service Allowance	R 31 Para 36.101	Members of the Medical and Dental profession serving the PMSU.
Rent Free Telephone and free calls	R 34 Para 36.108	Members of the Medical and Dental profession serving the PMSU.
Special Provision for Officers of the Medical and Dental Profession	R 35 Para 36.110 and 36.111	Members of the Medical and Dental profession serving the PMSU.

Senior Psychologist (New Grade)

16.3.62 Management made submission with respect to the creation of a supervisory level to coordinate and monitor incumbents in the grade of Psychologist. The Bureau examined the matter at length and considers that there are reasonable grounds for providing a new level. We are, therefore, making an appropriate recommendation to that end.

Recommendation 25

16.3.63 We recommend the creation of a grade of Senior Psychologist. Appointment thereto should be by promotion, on the basis of experience and merit, of officers in the grade of Psychologist reckoning at least five years' service in a substantive capacity in the grade.

16.3.64 Incumbent would be required, among others, to: plan, co-ordinate and monitor the work of Psychologists; make assessment and therapy of selected, difficult and complex cases; evaluate the effectiveness of counselling or psychological treatments and the accuracy and completeness of diagnoses and modify plans and diagnoses as deemed appropriate; ensure that records and logging systems are well kept regarding all interventions carried out by the Psychologists and ensure confidentiality of all collected data in accordance with existing policies; assist the Chief Police Medical Officer in audit, research projects and publication of pamphlets related to psychological health; and assist the Chief Police Medical Officer in organising psychological training programmes, seminars and workshops for police officers.

Catering Cadre

- 16.3.65 The Catering Cadre comprises five levels namely Chief Catering Administrator, Senior Catering Officer, Catering Officer, Assistant Catering Officer and Catering Supervisor. The main demands of both Management and staff side pertain to the creation of additional level; abolition of grade; and provision of training and duty free facilities as well as specific allowances. Management has submitted that there has been an evolution in the nature and complexity of work involved in the Catering Unit as well as a considerable increase in the number of meals being prepared. Hence, there is need to restructure the Unit with the creation of an additional level of Deputy Chief Catering Administrator and abolition of the grade of Catering Supervisor. During discussions, Management was apprised that grades are created on organisational needs and functional requirements. They were equally made aware that eligibility or otherwise for duty free facilities would depend on the findings of the Survey on Travelling and Car Benefits.
- 16.3.66 Union on its side has made a case for the creation of a grade of Principal Catering Administrator to assist the Chief Catering Administrator and take charge of the operational management of the Catering Cadre of the Rodrigues Regional Assembly. This request could not be acceded to as a scrutiny of the proposed scheme of service has revealed that there is major overlapping of duties between the proposed grade and the existing position of Chief Catering Administrator. As such, this request could not be acceded to.
- 16.3.67 Management also averred that during cyclone warning class II and above and until the waiving of same, a skeleton staff of the Police Catering Unit belonging to both manual and non-manual group, has to remain at their workplace to provide catering services to members of the Police Force who are on duty. A case for the payment of an allowance to these officers was, therefore, made to the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) in 2018 and the latter approved the payment of an allowance at the rate of 25% of the normal hourly rate at the salary point reached for every hour during the lying-in time from 21 00 hours to 04 00 hours. However, Management informed that they had to seek the approval of the MPSAIR for the payment of this allowance after the waiving of subsequent cyclone warnings. They, therefore, requested for a firm recommendation to be made on this issue to avoid the delay in payment of the allowance. Against this backdrop, we are making appropriate recommendation to address the issue.

Recommendation 26

- 16.3.68 We recommend that employees of the Police Catering Unit who are required to stay overnight, beyond their normal working hours, to provide meals to Police Officers on duty, during officially declared cyclone warning class II and above and up to the waiving of these cyclone warnings, be paid an allowance at the rate of 25% of the normal hourly rate at the salary point reached for every hour during the lying-in time from 21 00 hours to 04 00 hours.**

Plan Printing Operator

16.3.69 Presently, provision is made for incumbents in the grade of Plan Printing Operator (PPO) who possess a Certificate in Autocad in addition to the prescribed qualification of the grade, to proceed beyond the top salary of their grade by one increment provided they satisfy the set criteria. This provision was introduced as an inducement for PPOs to upgrade their qualification to better equip them to cope with technical issues. We are, in this Report, reviewing this provision.

Recommendation 27

16.3.70 We recommend that Plan Printing Operators should, on obtention of a Certificate in Autocad or a relevant equivalent qualification, be granted one additional increment subject to the top salary recommended for the grade.

Risk Insurance Scheme for officers of the MPF

16.3.71 In view of the level of risk faced in the performance of their duties, request has been made to set up an insurance scheme for Police Officers of the MPF. As provision related thereto has been made in Volume I of this Report: Conditions of Service – Risk, Insurance and Compensation, **the Bureau holds that the MPF considers the advisability of implementing a Risk Insurance Scheme for Police Officers, in collaboration with the Ministry of Public Service, Administrative and Institutional Reforms, Ministry of Finance, Economic Planning and Development and other relevant organisations in line with recommendations made at paragraphs 16.16.38 and 16.16.39.**

MAURITIUS POLICE FORCE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
14 000 120	Rs 163250 Commissioner of Police
14 000 110	Rs 119500 Commanding Officer Deputy Commissioner of Police Director-General, National Security Service Woman Deputy Commissioner of Police

Salary Code	Salary Scale and Grade
14 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Assistant Commissioner of Police Assistant Commissioner of Police (Engineer Squadron) Deputy Director-General, National Security Service Woman Assistant Commissioner of Police</p>
14 079 096	<p>Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Bandmaster Superintendent of Police Superintendent of Police (Engineer Squadron) Woman Police Superintendent</p>
14 069 087	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000</p> <p>Assistant Superintendent of Police Assistant Superintendent of Police Band Deputy Bandmaster Woman Police Assistant Superintendent</p>
14 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Deputy Assistant Superintendent of Police Woman Police Deputy Assistant Superintendent</p>
14 064 082	<p>Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Chief Inspector of Police Chief Inspector of Police Band Woman Police Chief Inspector</p>
14 060 078	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Band Inspector Inspector of Police Woman Police Inspector</p>

Salary Code	Salary Scale and Grade
14 054 077	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Band Sub-Inspector Sub-Inspector of Police Woman Sub-Inspector of Police <i>formerly Woman Police Sub-Inspector</i></p>
14 051 075	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Band Sergeant Police Sergeant Woman Police Sergeant</p>
14 048 073	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Band Corporal Police Corporal Woman Police Corporal</p>
14 037 071	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Band Constable Police Constable Woman Police Constable</p>
14 052 063	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Cadet Officer (Communication Engineer) Cadet Officer (Electrical and Mechanical Engineer) Cadet Officer (Graduate) Police Cadet Inspector (Male) Police Cadet Inspector (Female)</p>
14 049 062	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700</p> <p>Cadet Officer (Others)</p>

Salary Code	Salary Scale and Grade
14 027 029	Rs 16005 x 260 – 16525 Trainee Band Constable (Personal) Trainee Police Constable (Personal)
09 000 110	Rs 119500 Chief Police Medical Officer
09 000 107	Rs 110125 Principal Police Medical Officer
09 089 105	Rs 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875 Police Medical Officer/Senior Police Medical Officer
09 074 096	Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 – 77950 Trainee Police Medical Officer
09 073 096	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 – 77950 Police Dental Surgeon/Senior Police Dental Surgeon
19 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Psychologist (New Grade)
19 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Psychologist
11 070 088	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Chief Catering Administrator

Salary Code	Salary Scale and Grade
11 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Senior Catering Officer
11 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Catering Officer
11 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Assistant Catering Officer
11 033 067	Rs 17565 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 Catering Supervisor
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>
16 026 065	Rs 15745 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 - 33175 Plan Printing Operator
25 052 070	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Master Leather Worker (New Grade) Master Tailor

Salary Code	Salary Scale and Grade
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Assistant Master Leather Worker (New Grade) Assistant Master Tailor Chief Tradesman (Personal)
25 026 059	Rs 15745 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 - 28225 Carpenter Gun Fitter Leather Worker Tailor
24 041 062	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700 Head Cook
24 034 060	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050 Senior Cook
24 039 059	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225 Head Police Attendant
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 Swimming Pool Attendant
24 027 057	Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725 Cook (Roster)

Salary Code	Salary Scale and Grade
24 022 055	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525 Police Attendant/Senior Police Attendant
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Range Warden Senior Gardener/Nursery Attendant
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant Wardress (Roster)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Sanitary Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



16.4 RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY DIVISION

- 16.4.1 **The Rodrigues, Outer Islands and Territorial Integrity Division** is responsible for: the enhancement of national security and territorial integrity; an evidence-based criminal justice system; the management and rehabilitation of offenders; the administration of maritime zones; and the sustainable development of the outer islands.
- 16.4.2 In the context of this review exercise, Management submitted a request on behalf of two Police Officers posted in Seychelles and Madagascar serving as International Liaison Officers for the Regional Coordination of Operations and Regional Information Fusion Centre under the Maritime Security (MASE) Programme, regarding an extension of certain benefits granted to diplomatic officers. After duly examining the issue, we hold that granting additional benefits to the two Police Officers does not fall under the purview of the Bureau, but instead should be dealt with administratively, after consulting the parties concerned, the more so a contractual agreement exists between the officers and the funding agency.

RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY DIVISION
02 000 114	Rs 132000 Permanent Secretary
23 053 081	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Public Relations and Welfare Officer
08 030 067	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 Clerk (Personal)

Salary Code	Salary Scale and Grade
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
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Resident Caretaker
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



16.5 REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE

- 16.5.1 Operating under the *aegis* of the Prime Minister's Office, the Rehabilitation Youth Centre (RYC) is governed by the Reforms Institutions Act 1988 and the Juvenile Offenders Act 1935. Its purpose is the rehabilitation of juvenile offenders who are below the age of 18 whilst ensuring the safeguard of their fundamental rights.
- 16.5.2 The RYC provides a whole panoply of activities to ease the re-integration of the juvenile delinquents in the community. These include academic programmes comprising the PSAC examinations, sports and artistic programmes, vocational training such as bakery and floral arrangements, and the participation in various events which are jointly organised by other Ministries or NGOs.
- 16.5.3 There are two centres for the Rehabilitation of the youth: one for the boys and one for the girls. Both Centres are located at Barkly, Beau-Bassin and each can accommodate some 44 residents. Presently, the Rehabilitation Youth Centre for boys counts 23 inmates and that for the girls has 22 inmates.
- 16.5.4 The RYC is headed by a Superintendent who is responsible for the management and day-to-day operations of the Centres. She is supported by officers in the grades of Assistant Superintendent, RYC/Woman Assistant Superintendent, RYC; Chief Officer, RYC/Chief Woman Officer, RYC; Principal Officer, RYC/Principal Woman Officer, RYC; Senior Officer, RYC/Senior Woman Officer, RYC; and Officer, RYC/Woman Officer, RYC.
- 16.5.5 Common representations have been received from Management and Unions for upgrading of salaries; granting of new allowances as well as enhancing existing ones; creation of grades and filling of vacancies of different grades; reviewing certain specific conditions of service including the grant of duty-free facilities; car loan and other travelling-related benefits and the upgrading of qualifications requirement.
- 16.5.6 The parent Ministry informed that the organisation is functioning properly. We are, therefore, keeping the current structure which is fit-for-purpose and making other recommendations, as appropriate, to proposals deemed meritorious. **As regards the request for filling of vacancies, the Bureau reiterates that Management should carry out an HRP exercise to assess the adequacy of its staff for better service delivery.**

Risk Allowance

- 16.5.7 As they operate in a hostile environment consisting of juvenile offenders, officers of the RYC Cadre up to the level of Chief Officer, RYC and their corresponding female grades in the RYC are, presently, eligible for a Risk Allowance. Management has made a request to extend the grant of Risk Allowance up to the level of the Superintendent. However, during consultation, the latter was informed that same is generally granted to officers at operational level. The Bureau is, thus, upholding the current provision.

Recommendation 1

16.5.8 We recommend that officers of the Rehabilitation Youth Centre Cadre performing operations duties up to the grade of Chief Officer, RYC and their corresponding female grades in the RYC, should be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale, subject to a maximum of Rs 950.

16.5.9 We additionally recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Trade Allowance

16.5.10 In our previous Report, provision was made for the payment of a Trade Allowance *formerly Trainer's Allowance* to officers in the grades of Officer, RYC and Senior Officer, RYC together with their corresponding female grades who are required to train inmates in various trades and to get involved in their rehabilitation. We are retaining this provision.

Recommendation 2

16.5.11 We recommend that officers in the grades of Officer, RYC and Senior Officer, RYC as well as their corresponding female grades, possessing a related Certificate approved by the MQA or MITD and who effectively dispense vocational or industrial or technical training to inmates, should be paid a monthly Trade Allowance of Rs 400.

Pregnant Female Officers

16.5.12 A specific recommendation was made in our last Report for pregnant female RYC Officers. Considering it to be a safety measure for the female RYC Officers in this state, the Bureau is reiterating the existing provision.

Recommendation 3

16.5.13 We recommend that Management considers the advisability, to the extent possible, of relieving pregnant female RYC Officers from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement.

Allowance in lieu of uniform

16.5.14 Officers of the RYC Cadre are paid a monthly allowance in lieu of uniform *formerly Clothing Allowance* of Rs 250 as their duties require them not to wear uniforms. Both Management and Union have requested for a review of this allowance to which we are agreeable.

Recommendation 4

16.5.15 We recommend that the monthly allowance in lieu of uniform payable to officers of the RYC be reviewed to Rs 505.

Bank of RYC Officers Scheme

16.5.16 There is, currently, a Bank of RYC Officers Scheme, comprising Officers, RYC; Woman Officers, RYC; Senior Officers, RYC; Senior Woman Officers, RYC; Principal Officers, RYC; and Principal Woman Officers, RYC. They perform duties of RYC Officers who are off-duty or on leave, as and when required by Management in order to palliate the shortage of staff or in cases of emergencies. They are paid an allowance of Rs 640 for the first three hours worked and remunerated on a *pro rata* basis for additional hours of work put in. We are keeping this provision which remains valid.

Recommendation 5

16.5.17 We recommend that Officers of the Bank of RYC Officers Scheme, who are called upon by Management to attend duty in cases of shortage of staff or emergencies, should be paid Rs 675 for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in.

Rent Allowance**Recommendation 6**

16.5.18 We recommend that officers of the RYC Cadre who do not occupy government quarters should continue to be paid a monthly Rent Allowance as per the table below:

Grade	Amount (Rs)
Officer, Rehabilitation Youth Centre	735
Woman Officer, Rehabilitation Youth Centre	735
Senior Officer, Rehabilitation Youth Centre	1010
Senior Woman Officer, Rehabilitation Youth Centre	1010
Principal Officer, Rehabilitation Youth Centre	1010
Principal Woman Officer, Rehabilitation Youth Centre	1010
Chief Officer, Rehabilitation Youth Centre	1090
Chief Woman Officer, Rehabilitation Youth Centre	1090
Welfare Officer, Rehabilitation Youth Centre (Male) Welfare Officer, Rehabilitation Youth Centre (Female)	1180
Assistant Superintendent, Rehabilitation Youth Centre	1180
Woman Assistant Superintendent, Rehabilitation Youth Centre	1180
Superintendent, Rehabilitation Youth Centre	1380

Night Attendance Bonus**Recommendation 7**

16.5.19 We recommend that officers performing operations duties at the RYC, should be paid a monthly Night Attendance Bonus for attending duty on all scheduled nights during the month, as per the Table below:

Grade	Reckoning up to 10 years' service	Reckoning over 10 years' service
Principal Officer, RYC Principal Woman Officer, RYC	Rs 770	Rs 1015
Senior Officer, RYC Senior Woman Officer, RYC	Rs 615	Rs 770
Officer, RYC Woman Officer, RYC	Rs 615	Rs 770

Night Duty Allowance

16.5.20 Generally, officers of the RYC Cadre who effectively perform night shift are paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours. We are retaining this provision.

Recommendation 8

16.5.21 We recommend that officers of the RYC Cadre who effectively perform night shift should continue to be paid a monthly Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours.

Attending Duty during Emergencies

16.5.22 By virtue of the current provision, incumbents in the grades of Officer, RYC up to Chief Officer, RYC as well as their corresponding female grades, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, are paid an allowance at the normal hourly rate for such period of duty, if they cannot be granted time-off within a period of four months. The present provision is appropriate.

Recommendation 9

16.5.23 We recommend that officers performing operations duties at the RYC, up to the grade of Chief Officer, RYC and their corresponding female grades, should continue to be granted time-off in respect of work performed during cyclonic weather conditions or other emergencies whilst being off duty. Whenever time-off cannot be granted within a period of four months, they should be paid an allowance at the normal hourly rate for such period of duty.

Medical Examination

16.5.24 Presently, provision exists for Management to make the necessary arrangement for officers of the RYC Cadre who have reached the age of 60 to undergo a medical examination every year so as to certify their fitness for continued employment.

Recommendation 10

16.5.25 We recommend that Management should make necessary arrangement for officers of the RYC Cadre who have reached the age of 60 to undergo a medical examination, every year, to certify their fitness for the job.

16.5.26 We, further, recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.53(c)(i) and (ii) of Volume 1 of this Report.

Early Retirement Scheme

Recommendation 11

16.5.27 We recommend that incumbents in the grades of the Officer, RYC Cadre should:

- (a) be allowed to retire on a proportionate pension after completing 28¾ years of service; and**
- (b) be eligible to earn pension at an enhanced rate of 1/414th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.**

16.5.28 We further recommend that incumbents in the grades of the Officer, RYC Cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.

Special Provision for officers of the RYC working on shift

16.5.29 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the year it is allocated.

16.5.30 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

16.5.31 At present, officers in the grades of Officer, RYC up to Principal Officer, RYC, as well as their corresponding female grades, are required to work on shift to provide a 24-hour service. It has been submitted that these officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau has examined the

request carefully and considers that as the officers are foregoing their leaves to ensure the operational efficiency of the RYC, there should be a mechanism to compensate them for the untaken casual leave. We are, therefore, making a recommendation to that effect.

Recommendation 12

16.5.32 We recommend that incumbents in the grades of the Officer, RYC Cadre up to Principal Officer, RYC, as well as their corresponding female grades, who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

16.5.33 We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.

Once in a Career Performance Bonus

Recommendation 13

16.5.34 We recommend that incumbents in the grades of the Officer, RYC Cadre up to Chief Officer, RYC, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a once in a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

- (i) served for a period of at least 10 years in the Rehabilitation Youth Centre;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and
- (iii) not been adversely reported upon on ground of conduct.

REFORM INSTITUTIONS AND REHABILITATION YOUTH CENTRE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
23 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Head, Institutional Care Division

Salary Code	Salary Scale and Grade
17 069 087	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Superintendent, Rehabilitation Youth Centre
17 064 081	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Superintendent, Rehabilitation Youth Centre Woman Assistant Superintendent, Rehabilitation Youth Centre
17 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Welfare Officer, Rehabilitation Youth Centre (Male) Welfare Officer, Rehabilitation Youth Centre (Female)
17 060 078	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Chief Officer, Rehabilitation Youth Centre Chief Woman Officer, Rehabilitation Youth Centre
17 054 075	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Principal Officer, Rehabilitation Youth Centre Principal Woman Officer, Rehabilitation Youth Centre
17 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Officer, Rehabilitation Youth Centre Senior Woman Officer, Rehabilitation Youth Centre
17 034 069	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Officer, Rehabilitation Youth Centre Woman Officer, Rehabilitation Youth Centre
17 027 029	Rs 16005 x 260 - 16525 Trainee Officer, Rehabilitation Youth Centre Trainee Woman Officer, Rehabilitation Youth Centre

Salary Code	Salary Scale and Grade
19 063 088	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Psychologist (Clinical and Social)</p>
23 033 068	<p>Rs 17565 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 - 35650</p> <p>Matron</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>



PROBATION AND AFTERCARE SERVICE

- 16.5.35 The Probation and After Care Service operates under the *aegis* of the Prime Minister's Office (Reform Institutions and Rehabilitation). It provides services to the Judiciary, Office of the Director of Public Prosecutions as well as to other agencies such as the National Adoption Council, among others. Its main objectives are, *inter alia*, assisting the Courts in planning sentences for offenders; rehabilitating offenders in the community; aiming at the reduction of crime and protection of the public; assisting families in conflict and safeguarding the welfare of children; and educating people on social problems through the preventive work programme.
- 16.5.36 Its main services include: carrying out independent enquiries in civil and criminal matters referred by courts and other institutions; supervising and rehabilitating offenders in the community; providing a range of alternatives to custodial sentence so that as many offenders as possible, in accordance with public safety, can be maintained in the community under supervision; providing residential treatment to minors on probation or subjected to a committal order and whose home conditions are un conducive to proper rehabilitation; working with offenders before and after their release from institutions with the aim of assisting in their rehabilitation; providing a through care service to residents of the Rehabilitation Youth Centre, the Probation Hostel for boys and the Probation Home for girls; among others.
- 16.5.37 The direct responsibility of the Probation and Aftercare Service, together with its planning and development to meet the needs of the society, rests with the Commissioner. He is supported in his tasks by the Deputy Commissioner and officers in the grades of Assistant Commissioner, Principal Probation Officer, Senior Probation Officer and Probation Officer.
- 16.5.38 In the context of this review exercise, the Bureau had consultative meetings with both the Union and Management to discuss their proposals for the Probation Officer Cadre. The Union's main representations pertained, *inter alia*, to upgrade the qualifications' requirement for the grade of Probation Officer; waive certain provision which no longer serve its purpose such as payment of an allowance for the Hot Line Service; payment of a risk allowance; review the number of excess hours required to put in for eligibility to compensation for time off/allowance; improve certain existing conditions of service; and upgrade the salary scale of the different levels in the hierarchy.
- 16.5.39 Management, on the other hand, requested for the payment of an allowance to Probation Officers who do not perform more than 15 extra hours a month.
- 16.5.40 Both parties were informed during meetings that any upgrading in salary is considered following re-assessment of the grade; general conditions of service would be dealt with holistically after analysing submissions from all stakeholders; and upgrading in qualifications is warranted in areas where the complexity/nature of duties have undergone major changes. Due explanations were also provided for all requests which could not be entertained.

16.5.41 The existing structure of the Probation and Aftercare Service is presently apt to deliver on its mandate. We are, therefore, bringing no changes thereto.

Probation Officer

16.5.42 In our last Report, provision was made to compensate those Probation Officers who hold a Degree in the relevant field to move incrementally in the Master Salary Scale after drawing their top salary for a year. This arrangement is still effective.

Recommendation 14

16.5.43 We recommend that incumbents in the grade of Probation Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 46100 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

16.5.44 The Qualification Bar which is inserted in the salary scale of the grade of Probation Officer, is still being maintained. **Incumbent should possess a Diploma in Social Work or an equivalent qualification to proceed incrementally beyond the QB in the salary scale recommended for the grade.**

Black Jacket Allowance

16.5.45 Officers of the Probation Cadre are currently paid an annual Black Jacket Allowance of Rs 2890 as they are required to work in a Court environment and where, by nature of their duties, the wearing of a black jacket and a tie is a necessity. We are, in this Report, revising the quantum of the allowance.

Recommendation 15

16.5.46 We recommend that the annual Black Jacket Allowance paid to officers of the Probation Cadre who are required, by nature of their duties, to appear in Court in a black jacket with tie be revised to Rs 3035.

Allowance (Hot Line Service)

16.5.47 The Probation and Aftercare Service was previously operating a 24-hour Hot Line Service to provide counselling and advice to the public on matters related to the prevention of suicide. Incumbents in the grades of Principal Probation Officer, Senior Probation Officer and Probation Officer attending to the Hot Line Service were being paid an all-inclusive allowance (excluding travelling).

16.5.48 However, in the context of this review exercise, both the Union and Management informed that the Hot Line Service is no longer operational and payment of the all-inclusive allowance (excluding travelling) for same should lapse. **We recommend accordingly.**

Risk Allowance

16.5.49 Provision was made in our last Report for a Risk Assessment Exercise in view of determining the degree of risk faced by the Probation Officers. For this review, the staff side has, once again, requested for the payment of a risk allowance given that they are called upon to regularly deal directly with violent offenders. Upon seeking its views, Management informed that the recommendation for a Risk Assessment Exercise has not been implemented. However, Management representatives were agreeable to the fact that Probation Officers do face a certain level of risk in the performance of their duties. After examining the issue, we are making an appropriate recommendation.

Recommendation 16

16.5.50 We recommend that a Risk Assessment Exercise be carried out by the Departmental Safety and Health Committee of the Ministry in line with provisions made in Chapter Risk, Insurance and Compensation in Volume 1 of this Report.

Time Off Facilities

16.5.51 Provisions exist for the grant of equivalent time off or compensation, whichever applicable, to officers of the Probation Officer Cadre who regularly put in extra hours. This arrangement should continue.

Recommendation 17

16.5.52 We recommend that arrangements should continue to be made for officers of the Probation Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job to be granted, on application, equivalent time off for the extra hours put in. However, where the officers cannot be granted time off within a period of four months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of 15 extra hours in a month.

PROBATION AND AFTERCARE SERVICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
23 097 103	Rs 80100 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625 Commissioner of Probation and After Care

Salary Code	Salary Scale and Grade
23 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Commissioner of Probation and After Care
23 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant Commissioner of Probation and After Care
19 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Psychologist (Clinical and Social)
23 061 082	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Probation Officer
23 055 079	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Probation Officer
23 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 x 1300 - 44800 Probation Officer
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



16.6 DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES ADMINISTRATION AND EXPLORATION

- 16.6.1 The Department for Continental Shelf and Maritime Zones Administration and Exploration is mandated to delineate and establish the maritime zones of Mauritius in accordance with international laws and conventions and ensure their effective management. It is mainly responsible for: the formulation of policies and administration of the Maritime Zones and the establishment of legal and regulatory frameworks governing the sustainable management of the non-living resources in the maritime zones of Mauritius, including hydrocarbons and minerals exploration and development; and the implementation of the provisions of the Maritime Zones Act 2005.
- 16.6.2 The main strategic objectives of the Department are: delimitation of the maritime boundary including the development and implementation of the National Marine Spatial Planning, the regulation of Marine Scientific Research in our Maritime Zones; developing regulatory and operational framework to enable exploration and exploitation activities in our Maritime Zones; ensuring the sustainable development of the Joint Management Area of the Mauritius-Seychelles Extended Continental Shelf; and developing an Ocean Observatory E-Platform.
- 16.6.3 A Director-General is the Accounting Head of the Department and is directly responsible to the Secretary to the Cabinet and Head of the Civil Service. He is assisted by four Directors who are in charge of the Department's Units and Research Development Officer/Senior Research Development Officers, whilst staff of the General Services provide administrative support. In the last Report, we consolidated the organisational structure to enable the Department to function effectively.
- 16.6.4 For this review exercise, only Management submitted representations. These related to an enhancement of certain general conditions of service, including travelling and car benefits, Internet Allowance, Continuous Professional Development and enhanced pension benefits for PhD holders; and the payment of Sea-Going Allowance and Diving Allowance to eligible officers.
- 16.6.5 After examining the various proposals, we wish to point out that requests on general conditions of service have been considered holistically; a few issues do not fall under the purview of the Bureau; and certain proposals which pertained to implementation should be dealt with administratively.
- 16.6.6 We are, in this Report, recommending the payment of a Sea-Going Allowance and Diving Allowance for certain grades on account of their specific working conditions.

Sea-Going Allowance

- 16.6.7 At present, officers in the grades of Director General, Director and Research Development Officer/Senior Research Development Officer are called upon to go at sea for: undertaking Marine Scientific Research on board of International Research

Vessel; conducting marine surveys with regard to Maritime Boundary Delimitation, Marine Spatial Planning and deployment of scientific instrument at sea; monitoring any petroleum and mineral related activities, including surveys; and capacity building/training in the course of their duties. In this respect, request has been made for the payment of a Sea-Going Allowance in line with what obtains in other quarters. Given that going at sea is a more or less regular feature of the work, we are making a specific recommendation for the payment of a Sea-Going Allowance.

Recommendation 1

16.6.8 We recommend that:

- (i) Directors and Research Development Officer/Senior Research Development Officers who are required to go at sea for: undertaking Marine Scientific Research on board of International Research Vessels; conducting marine surveys with regard to Maritime Boundary Delimitation, Marine Spatial Planning and deployment of scientific instrument at sea; monitoring any petroleum and mineral related activities, including surveys; and capacity building/training in the course of their duties, and who are not entitled to the payment of overtime, should be paid a Sea-Going Allowance of Rs 1050 a day, for working for a period of five days at a stretch; and**
- (ii) in the event the officers work for a lesser period, the Sea-Going Allowance should be paid as hereunder:**
 - (a) one day's pay for working in the open sea for four hours up to 12 hours on working days.**
 - (b) one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**
 - (c) one day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.**

Diving Allowance

16.6.9 Management has apprised that during the performance of their duties, the Directors and Research Development Officer/Senior Research Development Officers are required to dive for: undertaking marine survey for the inventory of underwater cultural heritage; assisting in deployment and maintenance of scientific measuring instrument; and carrying out Marine Scientific Research for the purpose of Marine Spatial Planning. Request has, therefore, been made for the payment of a Diving Allowance and to which we are agreeable.

Recommendation 2

16.6.10 We recommend that a Diving Allowance should be paid to Directors and Research Development Officer/Senior Research Development Officers who are required to dive in the performance of their duties, at the rate of Rs 695 per dive, subject to a maximum of six dives per month.

16.6.11 For the purpose of implementation of the above recommendation, "diving" is referred to the "activity of working below the surface of water/underwater with the aid of a breathing apparatus, excluding a snorkel".

**DEPARTMENT FOR CONTINENTAL SHELF AND MARITIME ZONES
ADMINISTRATION AND EXPLORATION**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 113	Rs 128875 Director General
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Director
02 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Research Development Officer/Senior Research Development Officer



16.7 FORENSIC SCIENCE LABORATORY

- 16.7.1 The Forensic Science Laboratory (FSL) is an autonomous laboratory which operates under the Prime Minister's Office. It is the sole provider of forensic and advisory service to law enforcement agencies in Mauritius. To this end, it entertains close professional relationship with Police and Judicial Departments. In addition, it collaborates with the international forensic community, thus, making it an increasingly prominent forensic service provider in the region.
- 16.7.2 Due to its commitment to provide a quality service that meets the challenges presented by changing customer needs and emerging technologies, the FSL has become a key player in the provision of forensic services in Mauritius and the region. A few areas of prime importance in which the FSL provides forensic examination and analysis are, among others, crime scene investigation; evidence recovery; examination of biological materials; and DNA profiling.
- 16.7.3 The present structure has, therefore, been designed with a view to enable the FSL to effectively fulfil its mandate. A Director is at the apex of the organisation and she is assisted by officers in the professional and technical cadres, namely the Forensic Scientist and Forensic Technologist Cadres whereas support is provided to the core staff by officers from the General Services grades and employees of the Workmen's Group.
- 16.7.4 For this review exercise, the different staff associations have made representations to the Bureau and they were informed of those requests that could not be entertained. Union members made further submissions with respect to the filling of posts and increasing the mileage ceiling. They were informed that these implementation issues should be dealt with by Management.
- 16.7.5 Union members also laid emphasis for an upgrade in the entry qualifications requirement of both professional and technical grades and a consequential upward review of salaries due to extensive use of state of the art technology at the FSL. They were explained the relationship between use of technology and salaries. They were equally apprised that the qualifications requirement must commensurate the level of duties that need to be performed. It was also averred that new technology does not entail more deliverables but rather contributes in rendering the service delivery more effective and efficient. Hence, they were informed that in the circumstances, the provision of appropriate training would be more beneficial to officers concerned.
- 16.7.6 Acting upon the recommendations of the Commission of Enquiry on Drug Trafficking Report (July 2018), Management proposed the merging of the Biology and Chemistry sections. As it is an issue relating to the functional arrangement in the organisation, the onus rests with Management and they were duly informed.

- 16.7.7 The Liaison Service Desk (LSD) plays a pivotal role at the FSL in securing exhibits for all criminal cases that require analysis. Thus, the LSD is responsible for registering receipt of all such exhibits/samples, ensuring storage and registering movement of same when required for testing/analysis. For an efficient, effective and smooth running of the LSD, Management reviewed the working arrangement by posting officers of Forensic Technologist Cadre there. In order to better understand the activities carried out at the LSD, the FSL requested the Bureau to carry out a site visit. Details of same are provided hereafter.
- 16.7.8 Bearing in mind all the above, the current structure, which is considered fit for purpose, is being maintained while the existing allowances are being revised.

Allowance for performing duties at the Liaison Service Desk

- 16.7.9 A site visit was effected at the FSL during which the Bureau observed that officers from the Forensic Technologist Cadre are performing duties to ensure the smooth running of daily activities at the LSD. Request was made for the payment of a monthly allowance to these officers. As these duties did not fall within their scheme of service, the Bureau recommended that a monthly allowance of Rs 650 be paid to the Forensic Technologist/Senior Forensic Technologists and Principal Forensic Technologists who are called upon to perform the said duties on a rotational basis.
- 16.7.10 However, a proposal was made for the creation of a dedicated grade to handle the activities at the LSD in a spirit to avoid the misuse of scarce manpower and salary grading for same was provided by the Bureau.
- 16.7.11 We are, therefore, making provision for the continued payment of the monthly allowance pending filling of the post of Forensic Support Officer.

Recommendation 1

- 16.7.12 We recommend that pending filling of the post of Forensic Support Officer, the Forensic Technologist/Senior Forensic Technologists and the Principal Forensic Technologists who are called upon to perform duties at the LSD should continue to draw the monthly *ad hoc* allowance which has been revised to Rs 685.**

Incremental Movement for officers of the Forensic Technologist Cadre

- 16.7.13 Provisions with respect to incremental movement beyond top salary for the Forensic Technologist Cadre are being reviewed in this Report. We are making the necessary recommendations.

Recommendation 2

16.7.14 We recommend that officers in the grade of Forensic Technologist/Senior Forensic Technologist possessing a Diploma in Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 43500 on a personal basis; and**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

16.7.15 We further recommend that officers in the grade of Forensic Technologist/Senior Forensic Technologist possessing a Degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 46100 on a personal basis; and**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by another one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

16.7.16 We also recommend that officers in the grades of Principal Forensic Technologist and Chief Forensic Technologist possessing a Degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Criminal Justice or Molecular and Cellular Biology or Quality Management or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 57600 and Rs 66200 respectively on a personal basis; and**

- (ii) **join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

16.7.17 We additionally recommend that the Principal Forensic Technologists and Chief Forensic Technologists should not be granted additional increment for the same qualification if already granted at the lower level.

Chief Forensic Technologist

16.7.18 Currently, appointment to the grade of Chief Forensic Technologist is made by promotion, on the basis of experience and merit, of officers in the grade of Principal Forensic Technologist reckoning at least two years' service in a substantive capacity in the grade.

16.7.19 In view of meeting international standards, forensic analysis in criminal cases has become more complex coupled with the use of sophisticated technologies and test methods. Against this backdrop, it is considered that the work at the level of the Chief Forensic Technologist should be more professional as he is at the head of a technical cadre which provides support to the Forensic Scientist Cadre at the FSL. The Bureau considers that an upgrading of the qualifications requirement to degree level is necessary to operate at Chief Forensic Technologist level. Appropriate recommendations are being made to that effect.

Recommendation 3

16.7.20 We recommend that, in future, appointment to the grade of Chief Forensic Technologist should be made by selection from among officers in the grade of Principal Forensic Technologist possessing a Degree in either Forensic Science or Chemistry or Biology or Biotechnology or Biology with minor Forensic Science or Chemical Analysis and Instrumentation Techniques or Molecular and Cellular Biology or an equivalent qualification and reckoning at least two years' service in a substantive capacity in the grade.

16.7.21 We also recommend that the above provision should apply to officers appointed Principal Forensic Technologist as from the date of publication of the 2021 Report.

On-Call and In-Attendance Allowances

16.7.22 On-Call and In-Attendance allowances are presently paid to officers of the FSL for being on-call beyond working hours and for attending duty whilst being on-call. This present arrangement is important as officers are often required to attend to cases at any time of the night or day during Weekends and Public Holidays. We are, therefore, maintaining the allowances while revising the quantum thereof.

Recommendation 4

16.7.23 We recommend that officers of the Forensic Science Laboratory should be paid On-Call and In-Attendance Allowances when attending work whilst on-call, as per the table below:

Grades	On-Call Allowance				In-Attendance Allowance per hour inclusive of travelling time Amount (Rs)
	Weekdays 0600 hours to 0845 hours 1600 hours to 1800 hours Amount (Rs)	Weekdays 1800 hours to 0600 hours the following day Amount (Rs)	Saturdays 0600 hours to 0600 hours the following day Amount (Rs)	Sundays and Public Holidays 0600 hours to 0600 hours the following day Amount (Rs)	
Director, FSL	140	350	840	1010	350
Deputy Director, FSL	125	320	765	910	315
Chief Forensic Scientist	115	295	685	825	290
Forensic Scientist/Senior Forensic Scientist	100	240	605	730	255
Chief Forensic Technologist	80	185	440	525	190
Principal Forensic Technologist	70	170	415	485	170
Forensic Technologist/Senior Forensic Technologist	55	120	295	350	120

Risk Allowance

16.7.24 Officers of the Forensic Scientist and Forensic Technologist Cadres are presently paid a monthly Risk Allowance. Union members submitted that employees of the Forensic Laboratory Auxiliary Cadre are regularly exposed to: chemicals which are hazardous, inflammable and carcinogenic; body fluids as well as post-mortem specimens; pesticides; insecticides and herbicides, among others. They also assist officers in the Forensic Technologist as well as Forensic Scientist Cadres in the process of analysing exhibits. After examination of the requests, the Bureau considers that there is merit in the demand of staff side and we are extending the payment of the allowance to officers of the Forensic Laboratory Auxiliary Cadre.

Recommendation 5

16.7.25 We recommend that officers of the Forensic Scientist, Forensic Technologist and Forensic Laboratory Auxiliary Cadres should be paid a monthly Risk Allowance equivalent to one and half increments at the initial of their respective salary scale.

16.7.26 We also recommend that officers of the Forensic Scientist and Forensic Technologist Cadres as at eve of the publication of the 2021 Report, drawing a higher quantum as Risk Allowance than what is recommended above, should continue to draw same on a personal basis.

Allowance for Accreditation and ISO Certification

16.7.27 During consultations, union members made submissions to extend the allowance paid to Forensic Scientist/Senior Forensic Scientist and Chief Forensic Scientist for accreditation and ISO Certification duties to the technical cadre. Management on its side proposed an allowance to be paid to the Quality Team set up to perform these duties. After examining the requests of both the staff side and Management, the Bureau is of the view that the present arrangement is appropriate.

Recommendation 6

16.7.28 We recommend that an officer of the Forensic Scientist Cadre who has been designated to perform duties related to ISO Certification and accreditation of the Laboratory on a rotational basis, should be paid a monthly allowance of Rs 2700.

FORENSIC SCIENCE LABORATORY**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
19 000 110	Rs 119500 Director, Forensic Science Laboratory
19 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Forensic Science Laboratory
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Chief Forensic Scientist

Salary Code	Salary Scale and Grade
19 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Forensic Scientist/Senior Forensic Scientist
19 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Chief Forensic Technologist
19 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Principal Forensic Technologist
19 039 073	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Forensic Technologist/Senior Forensic Technologist
19 032 069	Rs 17305 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 - 35650 x 900 - 36550 Forensic Support Officer
24 043 068	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 Senior Forensic Laboratory Auxiliary
24 026 063	Rs 15745 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 Forensic Laboratory Auxiliary
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



16.8 MAURITIUS PRISON SERVICE

- 16.8.1 Operating under the *aegis* of the Prime Minister's Office, the Mauritius Prison Service (MPS) envisions to make a safer Mauritius by delivering quality custodial and rehabilitative services. Its primary role is to serve society by keeping detainees in safe, humane custody and prepare them for a useful life.
- 16.8.2 Its objectives, *inter alia*, are to: monitor all statutory to intramural sentences; provide a safe and healthy environment for the detainees which favours their rehabilitation and spiritual enhancement and vocational training; facilitate and safeguard ways and means for the detainees' contact with the outside world; and apprise and sensitise detainees on the ill-effects of substance abuse and empower them so that they may lead a drug-free life. The MPS, currently, comprises 12 penal institutions including two Correctional Youth Centres and has some 2130 detainees.
- 16.8.3 Pursuant to the Reform Institutions Act 1988, the Commissioner of Prisons is vested with the administration of the institutions and the control and supervision of detainees. He is supported by officers of the Prisons Officer Cadre, Hospital Officer Cadre and Prisons Welfare Officer Cadre. Other grades on the establishment of the MPS belong to General Services staff and other occupational groups.
- 16.8.4 Aiming at reducing the rate of re-offending in Mauritius, the MPS has developed a ten-year strategic plan (2013 – 2023) wherein much emphasis has been laid on the reformation of detainees through rehabilitation and resettlement. Besides, it has also embarked on the e-Prison Project, since 2014, in a bid to revamp its operational systems.
- 16.8.5 Proposals made by Management were mainly geared towards an enhanced salary for all officers of the MPS; increasing the rate of existing allowances; and reviewing of certain provisions of the general Conditions of Service. The main representations from the staff side pertained to non-implementation of the provisions made for 'Lead Prisons Officer'; the introduction of several allowances; creation of grades; reviewing the quantum of existing allowances; change in appellation of a few grades; and review of the hours of work and other aspects of the general Conditions of Service including duty free exemption.
- 16.8.6 Whilst studying the various submissions, the Bureau has taken into account the aim and objectives of the MPS. We are, therefore, upholding the organisation structure which is fit for purpose and we are also maintaining the existing allowances whilst revising the quantum. In the light of representations made by Staff Associations and considering Management's proposal for appellation that is in line with international standards, we are changing the appellation of certain grades. As regards, proposals regarding the general Conditions of Service, both Management and the staff side were informed that same would holistically be dealt with on a policy basis.

Change in Appellation

16.8.7 To better reflect the work being performed by officers of the Hospital Officer Cadre, Union requested for a change in appellation. Management has supported this request to which we are also agreeable.

Recommendation 1

16.8.8 We recommend that Hospital Staff should be restyled Prisons Health Service Staff.

16.8.9 We further recommend that the following grades be restyled as hereunder:

From	To
Chief Hospital Officer	Head, Prisons Health Service
Principal Hospital Officer (Female)	Principal Prisons Health Service Officer (Female)
Principal Hospital Officer (Male)	Principal Prisons Health Service Officer (Male)
Senior Hospital Officer (Female)	Senior Prisons Health Service Officer (Female)
Senior Hospital Officer (Male)	Senior Prisons Health Service Officer (Male)
Hospital Officer (Female)	Prisons Health Service Officer (Female)
Hospital Officer (Male)	Prisons Health Service Officer (Male)

Equipment to Prisons Officers

16.8.10 Union represented that Prisons Officers should be provided with a Tonfa baton and pepper spray in order to ensure their safety. This issue was raised with Management who informed that all equipment has to be kept out of the sight of detainees and further indicated that a Tonfa baton has to be handheld all the times and as such only staff of the CERT are equipped with same when they intervene in case of emergencies. **The Bureau holds that the administration and control of the Prisons Department rest with the Management of the MPS.**

Lead Prisons Officers

16.8.11 Prior to the restructuring exercise carried out in the 2008 Report, Prisons Officers Grade I were exercising control and authority over Prisons Officers Grade II. The former grade was in charge of a ward or unit on night shift. Following the merging of the grades, the Bureau was apprised that the reporting, control and authority of a senior officer was not clearly established and the then prevailing situation was giving rise to certain operational and status problems. Subsequently, in our 2013 Report, provision was made for a departmental grade of "Lead Prisons Officer" considering the fact that rank and command are central for the smooth running of the operations in the Disciplined Forces.

16.8.12 For this review exercise, Union has reported that a Committee has been set up by the MPS to determine eligibility for the designated grade of 'Lead Prisons Officer' and requested the Bureau to make an appropriate recommendation to facilitate its implementation. The Union was apprised that the recommendation made in the Report, in respect of 'Lead Prisons Officer', is clear and its implementation rests with Management. The issue was also raised with Management and we were informed that the said Committee aims at emphasising on the selection of Prisons Officer/Senior Prisons Officer and Woman Prisons Officer/Senior Woman Prisons Officer as 'Lead Prisons Officer'. We are, thus, reiterating the existing provision.

Recommendation 2

16.8.13 We recommend that:

- (i) **Prisons Officer/Senior Prisons Officers should be known as "Lead Prisons Officer" on completing 15 years of service, subject to being favourably reported on their performance, conduct and attendance;**
- (ii) **Management should assign additional responsibilities to the "Lead Prisons Officer" and the latter should be given the authority to control Prisons Officer/Senior Prisons Officers and oversee a ward or unit on night shift, among others; and**
- (iii) **a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the "Lead Prisons Officer".**

Bank of Prisons Officers Scheme

16.8.14 Presently, there is a Bank of Prisons Officers Scheme under which Prisons Officer/Senior Prisons Officers up to Assistant Superintendent of Prisons, who are off duty or on leave or retired, are called upon to perform Prisons Officers' duties in cases of emergency. There is also provision for the payment of an allowance for the first three hours worked as well as remuneration on a *pro rata* basis for additional hours of work put in. Union contended that the Bank System is not being implemented and this has led to a high level of demotivation amongst Prisons Officers. Management acknowledged the contention, however, justified its position on account that it does not have any shortage of personnel for the time being. We have re-examined the issue and we are maintaining the existing provision until the publication of the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Recommendation 3

16.8.15 We recommend that eligible officers working under the Bank of Prisons Officers Scheme and who would be called upon to attend duty in emergency cases, should be paid an allowance of Rs 675 for the first three hours and thereafter on a *pro rata* basis for any additional hour put in, until the publication of the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Driving Allowance to Prisons Officers/Senior Prisons Officers performing driving duties

16.8.16 Management has submitted that, presently, some 30 Prisons Officers/Senior Prisons Officers, holding a valid service licence, are performing driving duties on a full-time basis to convey sick detainees to hospital; transfer of detainees from one prison to another; despatch of correspondence from prisons institutions to Prisons Headquarters as well as for the transportation of food items among others. In this respect, proposal has been made for these officers to be compensated appropriately. The Bureau has studied the request and considers that there is merit in the case.

Recommendation 4

16.8.17 We recommend that Prisons Officers/Senior Prisons Officers who possess a valid service licence and are performing driving duties on a full-time basis, should be paid a monthly allowance equivalent to one increment at the initial of their salary scale.

Trainer's Allowance

16.8.18 Prison staff who are posted at the Prison Training School and performing as Training Instructor on a regular basis are paid a monthly allowance. As the services provided by these designated Training Instructors are of utmost importance and being given that the allowance is also a source of motivation to retain these officers, we are keeping the allowance whilst revising the quantum.

Recommendation 5

16.8.19 We recommend the payment of a monthly allowance of Rs 1545 to prison staff who are posted at the Prison Training School to perform as Training Instructor on a regular basis.

Physical Training Instructor's Allowance

16.8.20 By virtue of the present provision, Prisons Officers who are called upon to act as Physical Training Instructor and possess a Physical Training Instructor's Certificate from a recognised institution are paid a monthly allowance equivalent to one increment at the point reached in their salary scale. These officers are using their competencies and skills for the benefit of the MPS. The present provision, therefore, remains valid.

Recommendation 6

16.8.21 We recommend that Prisons Officers who are called upon to act as Physical Training Instructor and possess a Physical Training Instructor's Certificate from a recognised institution should be paid a monthly allowance equivalent to one increment at the point reached in their salary scale.

16.8.22 We also recommend that the above should not apply to officers who are eligible for the payment of the Trainer's Allowance.

Allowance to officers of the Prison Band

16.8.23 Officers who form part of the Prison Band are, currently, paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale. The Union has requested for the allowance to be paid at a fixed rate irrespective of grades. During consultative meeting, the latter was apprised by the Bureau that such proposal would be disadvantageous to the officers. Subsequently, we are, upholding the current provision.

Recommendation 7

16.8.24 We recommend that officers forming part of the Prison Band should continue to be paid a monthly allowance equivalent to one increment at the point reached in their respective salary scale.

Allowance to officers of the IT Unit

16.8.25 Presently, Prisons Officers who are posted and called upon to work effectively in the IT Unit and possessing a Degree in IT are paid a monthly allowance of Rs 2520, whereas those possessing a Diploma in IT are paid Rs 1470 per month. These officers are called upon to maintain the e-Prison System and provide training to end users. In view of its relevance, the Bureau is in favour of the provision.

Recommendation 8

16.8.26 We recommend that Prisons Officers who are posted and called upon to work effectively in the IT Unit and possessing a Degree in IT should be paid a monthly allowance of Rs 2645, whereas those possessing a Diploma in IT should be paid Rs 1545 per month.

Dog Training Allowance

16.8.27 At present, Prisons Officers who are posted in the Dog Section are paid an allowance of Rs 730 per month to train dogs in effecting searches with a view to detecting drugs, mobile phones and prohibited items. We are keeping up the provision whilst revising the quantum.

Recommendation 9

16.8.28 We recommend that Prisons Officers who are posted in the Dog Section and are required to train dogs should be paid a monthly allowance of Rs 770.

Special Allowance

16.8.29 Since the previous Report, officers who after performing their night shift are retained for security reasons on their site of work, until the opening of the Prisons' gate in the morning, are being paid an allowance at the rate of 25% of their normal hourly rate for every hour they remain on site after completing their scheduled night shift. We are maintaining this provision.

Recommendation 10

16.8.30 We recommend that officers who, after performing their night shift, are retained on their site of work for security reasons until the opening of the Prisons' gate, should continue to be paid an allowance at the rate of 25% of their normal hourly rate for every hour they remain on site after completing their scheduled night shift.

Allowances**Recommendation 11**

16.8.31 We recommend that the existing allowances payable in the MPS should be as displayed in the table below:

Allowance	Eligible Officers	Monthly Quantum/Rate (Rs)
Risk Allowance	<p>(i) Officers of the MPS performing operations duties, up to the grade of Superintendent of Prisons/Senior Superintendent of Prisons</p> <p>(ii) Prisons Health Service staff <i>formerly Hospital staff</i> of the MPS</p> <p>(iii) Prisons Catering Administrator</p> <p>(iv) Prisons Drivers (Shift)</p> <p>(v) Vulcaniser</p> <p>(vi) Employees of the Workmen's Group-Tradesman Cadre of the Prisons Department</p>	<p>1½ increments at the initial of their salary scale subject to a maximum of 950</p> <p>1½ increments at the initial of their respective salary scale.</p> <p>In the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.</p>
Trade Allowance	Prisons Officer/Senior Prisons Officers posted in the Trade Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.	400

Allowance	Eligible Officers	Monthly Quantum/Rate (Rs)
Night Duty Allowance	(i) Officers of the Prisons Officer Cadre who effectively work on night shift. (ii) Prisons Drivers (Shift) of the MPS who effectively work on night shift.	25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.
Night Attendance Bonus	For attending duty on all scheduled nights during the month: (i) Principal Prisons Officer reckoning Up to 10 years' service Over 10 years' service (ii) Prisons Officer/Senior Prisons Officer reckoning: (a) an aggregate of up to 10 years' service as Prisons Officer Grade I, Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer (b) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal), Prisons Officer Grade II and Prisons Officer/Senior Prisons Officer	775 925 630 775
Allowance to Prisons Security Squad	Officers of the Prisons Security Squad	1470

Rent Allowance**Recommendation 12**

16.8.32 We recommend that Rent Allowance payable to officers of the MPS who perform operations duties and do not occupy government quarters should continue to be as hereunder:

Grade	Amount (Rs)
Woman Prisons Officer/Senior Woman Prisons Officer	815
Prisons Officer/Senior Prisons Officer	815
Principal Woman Prisons Officer	1010
Principal Prisons Officer	1010
Principal Prisons Officer (Industries)	1010
Principal Prisons Officer (Works)	1010
Prisons Health Service Officer (Female) <i>formerly Hospital Officer (Female)</i>	1010
Prisons Health Service Officer (Male) <i>formerly Hospital Officer (Male)</i>	
Woman Assistant Superintendent of Prisons	1180
Assistant Superintendent of Prisons (Industries)	1180
Assistant Superintendent of Prisons (Works)	1180
Assistant Superintendent of Prisons	1180
Prisons Welfare Officer	1180
Senior Prisons Health Service Officer (Female) <i>formerly Senior Hospital Officer (Female)</i>	1180
Senior Prisons Health Service Officer (Male) <i>formerly Senior Hospital Officer (Male)</i>	
Prisons Catering Administrator	1180
Senior Prisons Welfare Officer	1180
Principal Prisons Welfare Officer	1550
Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons	1550
Superintendent of Prisons/Senior Superintendent of Prisons	1550

Grade	Amount (Rs)
Superintendent of Prisons/Senior Superintendent of Prisons (Industries)	1550
Superintendent of Prisons/Senior Superintendent of Prisons (Works)	1550
Principal Prisons Health Service Officer (Female) <i>formerly Principal Hospital Officer (Female)</i> Principal Prisons Health Service Officer (Male) <i>formerly Principal Hospital Officer (Male)</i>	1550
Head, Prisons Health Service <i>formerly Chief Hospital Officer</i>	1550
Chief Prisons Welfare Officer	1550
Assistant Commissioner of Prisons	1930
Assistant Commissioner of Prisons (Trades)	1930
Woman Assistant Commissioner of Prisons	1930
Deputy Commissioner of Prisons	2305
Commissioner of Prisons	2690

Attending Duty during Emergencies

16.8.33 Currently, Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, are paid an allowance at the normal hourly rate, for such period of duty, if they cannot be granted time off within a period of four months. The present provision is appropriate.

Recommendation 13

16.8.34 We recommend that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should continue to be paid an allowance at the normal hourly rate for such period of duty, if they cannot be granted time off within a period of four months.

Pregnant Prisons Officers

16.8.35 A specific recommendation was made in our last Report for pregnant female Prisons Officers. Considering it to be a safety measure for female Prisons Officers in this state, the Bureau is reiterating same.

Recommendation 14

16.8.36 We recommend that Management considers the advisability, to the extent possible, of relieving pregnant female Prisons Officers from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement.

Injury Leave

16.8.37 At present, provision exists for an officer of the Prisons Officer Cadre who sustains injury, as a result of assault on his way to attend duty or when returning home after leaving his site of work, to be eligible for Injury Leave provided the incident has occurred within two hours from the time duty starts or duty finishes.

Recommendation 15

16.8.38 We recommend that an officer of the Prisons Officer Cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should also be eligible for Injury Leave as per provisions laid down in Chapter – Conditions of Service: Injury Leave in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or duty finishes.

Medical Examination

16.8.39 Management is presently required to make necessary arrangements for officers of the Prisons Officer Cadre to undergo a medical examination to ensure their fitness for the job once every two years; and every year for officers who have reached the age of 60. For this Report, Union has requested that night duty be made optional for officers who have reached 60 years as this is affecting their health. During meeting, Management has apprised the Bureau that internal arrangements would be made for the officers concerned to undergo regular medical checkups, over and above the existing provision.

Recommendation 16

16.8.40 We recommend that Management should continue to make the necessary arrangements for officers of the Prisons Officer Cadre:

- (i) to undergo a medical examination once every two years; and**
- (ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

16.8.41 We, further, recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.53(c)(i) and (ii) of Volume 1 of this Report for shift workers.

Early Retirement Scheme

16.8.42 In respect of the Early Retirement Scheme, officers of the Prisons Officer Cadre, appointed on or after 01 July 2008 are allowed to retire on a proportionate pension after 28¾ years' service whereas officers in post as at 30 June 2008 benefit from the early retirement scheme applicable as at that date.

Recommendation 17

16.8.43 We recommend that:

- (i) officers of the Prisons Officer Cadre appointed on or after 01 July 2008 should continue to be allowed to retire on a proportionate pension after 28¾ years' service; and**
- (ii) officers of the Prisons Officer Cadre in post as at 30 June 2008 should continue to benefit from the early retirement scheme applicable as at that date.**

Special Provision for officers of the Disciplined Forces working on shift

16.8.44 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the leave year it is allocated.

16.8.45 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

16.8.46 At present, officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer are required to work on shift to provide a 24-hour service. These officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau considers that as the officers are foregoing their leaves to ensure the operational efficiency of the MPS, there should be a mechanism to compensate them for the untaken casual leave. We are, therefore, making a recommendation to that effect.

Recommendation 18

16.8.47 We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

16.8.48 We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.

Once in a Career Performance Bonus

Recommendation 19

16.8.49 We recommend that officers in the grades of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

- (i) served for a period of at least 10 years in the Mauritius Prison Service;**
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (iii) not been adversely reported upon on ground of conduct.**

Welfare Unit

Work beyond normal working hours

16.8.50 In consonance with the present provision, Prisons Welfare Officers and Senior Prisons Welfare Officers, who perform duties beyond their normal working hours at the Induction Unit, as per an established plan of work, are granted equivalent time-off for extra hours worked or paid an allowance at the normal hourly rate, for such period of duty, if time-off cannot be granted within a period of four months. This provision is still relevant.

Recommendation 20

16.8.51 We recommend that Prisons Welfare Officers and Senior Prisons Welfare Officers should be granted equivalent time-off for extra hours worked or paid an allowance at the normal hourly rate, for such period of duty, if time-off cannot be granted within a period of four months.

On-Call and In-Attendance Allowance

16.8.52 Prisons Welfare Officers who are On-Call and have to attend duty to cater for an emergency are, presently, compensated as per provision made at paragraph 16.8.51. We are upholding the provision.

Recommendation 21

16.8.53 We recommend that Prisons Welfare Officers who are On-Call and have to attend duty to cater for an emergency should be compensated as per provision made at paragraph 16.8.51 above.

Prisons Health Service Staff

- 16.8.54 Both Management and Union have reported that the MPS is having difficulty to recruit and retain officers in the Prisons Health Service Officer Cadre *formerly Hospital Officer Cadre*. **The Bureau suggests that the MPS should consider advertising vacancies in the grade of Prisons Health Service Officer *formerly Hospital Officer* by emphasising on the Total Remuneration Package.**
- 16.8.55 In case, the MPS encounters difficulties to fill vacancies in the Prisons Health Service Officer Cadre *formerly Hospital Officer Cadre*, the grant of a negotiable point of entry in the salary scale may be envisaged.

Motor Vehicle Loan

- 16.8.56 Officers of the Prisons Health Service Officer Cadre *formerly Hospital Officer Cadre* are required to attend to different prisons in order to provide treatment to sick detainees. On this ground, request has been made, from both Management and Union, for the grant of duty free facilities to these officers. After examination of the information submitted, the mileage run does not meet our established criteria for duty free exemption. Alternatively, as these officers have to travel from one prison to another, **we recommend that they be granted loan facilities for the purchase of a car in line with the provisions laid down in the Chapter Conditions of Service – Travelling and Car Benefits: “Motor Vehicle Loans” in Volume 1 of this Report.**

Handing Over Time

- 16.8.57 Prisons Health Service Staff *formerly Hospital Staff* who are involved in handing over are, currently, compensated for the handing over time up to a maximum of 30 minutes through the grant of time-off when effective working hours and notional time exceed 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle. Considering the fact that handing over time is counted as effective working hour for Prisons Health Service Staff *formerly Hospital Staff*, same should continue to prevail.

Recommendation 22

- 16.8.58 We recommend that Prisons Health Service Staff *formerly Hospital Staff* who are involved in handing over should be compensated for the handing over time up to a maximum of 30 minutes through the grant of time-off when effective working hours and notional time exceed 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle.**

Incremental Movement for Prisons Health Service Officers

- 16.8.59 In accordance with the current provision, Prisons Health Service Officers *formerly Hospital Officers* possessing the National Diploma Level 6 in Nursing are allowed to proceed beyond their top salary subject to satisfying some conditions. It has been represented that officers, other than the source grade in the Prisons Health Service Officer Cadre *formerly Hospital Officer Cadre*, also possess the National Diploma Level

6 and should also be allowed the movement. After examination of this proposal, the Bureau considers that the current provision is adequate.

Recommendation 23

16.8.60 We recommend that Prisons Health Service Officers formerly Hospital Officers possessing the National Diploma Level 6 in Nursing should be allowed to proceed beyond their top salary in the Master Salary Scale by two increments provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Bank of Prisons Health Service Staff Scheme

16.8.61 At present, Prisons Health Service Officers *formerly Hospital Officers* and Senior Prisons Health Service Officers *formerly Senior Hospital Officers* who work on a sessional basis under the Bank of Prisons Health Service Staff Scheme *formerly Bank of Hospital Staff Scheme* are paid an all-inclusive allowance of Rs 735 for performing day duty and Rs 840 for performing night duty per session of four hours. Furthermore, the allowance is paid on a *pro rata* basis whenever the officer is required to work for more, or less than the specified number of hours. It has been submitted that the MPS regularly resorts to the services of the officers forming part of the Bank of Prisons Health Service Staff Scheme *formerly Bank of Hospital Staff Scheme* to palliate any shortage of Prisons Health Service Officers *formerly Hospital Officers*. In this regard, the Bureau is maintaining this Scheme.

Recommendation 24

16.8.62 We recommend that the all-inclusive allowance (excluding travelling) payable to Prisons Health Service Officers formerly Hospital Officers and Senior Prisons Health Service Officers formerly Senior Hospital Officers who work on a sessional basis under the Bank of Prisons Health Service Staff Scheme formerly Bank of Hospital Staff Scheme be revised to Rs 770 for performing day duty and Rs 880 for performing night duty per session of four hours.

16.8.63 The allowance should thereafter be paid on a *pro rata* basis for any additional hour put in.

Incentives to Prisons Health Service Staff

16.8.64 Prisons Health Service Staff *formerly Hospital Staff* are, presently, granted some incentives so as to attract and retain them to work in a challenging environment. Both Management and Union have submitted that the MPS is still having difficulties to recruit and retain Prisons Health Service Officers *formerly Hospital Officers*. Consequently, we are upholding the incentives.

Recommendation 25

16.8.65 We recommend that Prisons Health Service Staff *formerly Hospital Staff* should:

- (i) be allowed to continue to accumulate their vacation leave over and above their authorised ceiling until the publication of the next Report. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of $\frac{1}{30}$ of their last monthly salary per day at the time of retirement;
- (ii) with effect from 01 January 2021 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be allowed to accumulate their untaken casual leave and such leave should be refunded annually at the rate of $\frac{1}{66}$ of their last monthly salary per day in the corresponding year;
- (iii) continue to be refunded all unutilised accumulated casual leaves as at 31.12.2015 at the rate of $\frac{1}{30}$ of the last monthly salary per day at the time of retirement;
- (iv) when proceeding on retirement, be refunded their unutilised casual leave on a *pro rata* basis in that particular year;
- (v) who effectively work on shift, be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the recommendations made at paragraph 16.4.43(iii) in Volume 1 of this Report;
- (vi) be paid a monthly Night Duty Allowance at the rate of 25% based on 8 hours for the present night shift of 13½ hours; and
- (vii) be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled nights during the month, up to the publication of the next Overall Review on Pay and Grading Structures and Conditions of Service in the Public Sector, as follows:

Grade	Amount (Rs)
Prisons Health Service Officers <i>formerly Hospital Officers</i> reckoning	
Up to 10 years' service	615
Over 10 years' service	765
Senior Prisons Health Service Officers <i>formerly Senior Hospital Officers</i> reckoning	
Up to 5 years' service	765
Over 5 years' service	920

Retention Allowance

16.8.66 Provision was previously made for the Prisons Health Service Officer Cadre *formerly Hospital Officer Cadre* to draw a Retention Allowance up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. We are in this Report, making provision for officers retiring or leaving the service before the compulsory retirement age to cease refunding the Retention Allowance.

Recommendation 26

16.8.67 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

16.8.68 We further recommend that all officers who have left or retired from the service as from 01 January 2021, and who have been required to refund the allowance, should be reimbursed the amount refunded by them.

Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician *formerly Prisons Pharmacy Technician*

16.8.69 In our previous Report, the grade of Prisons Pharmacy Technician was created on the establishment of the MPS. During consultative meetings, Management has apprised the Bureau that it is facing recruitment difficulties owing to the fact that selection is made from Prisons Officer/Senior Prisons Officers who are unwilling to forego their benefits in the latter grade to join the grade of Prisons Pharmacy Technician with no benefits. The Bureau has studied this issue and considers that the dispensing of drugs should be done by a technical person and with a view to attracting candidates in the grade, we are providing for a merged appellation. It is to be pointed out that, with the merger there would be no need of additional level for supervisory duties in the future.

Recommendation 27

16.8.70 We recommend that the grade of Prisons Pharmacy Technician be restyled Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician.

Prisons Catering Unit

16.8.71 The Prisons Catering Unit has, as main object, to ensure that the fundamental rights, health, well-being and special dietary needs of all detainees are catered for through the provision of nutritious as well as safe food and potable water. In delivering on its objective, the Prisons Catering Administrator, who is at the helm of the Unit, is assisted by officers of the Prisons Officer Cadre and supported by employees in the grade of Cook (on roster).

16.8.72 Both Management and staff side have requested to restyle the grade of Prisons Catering Administrator to Prisons Catering Manager. During oral discussion, Management was apprised of its technical implications. In view of the evolution of the catering services, Management also requested for the creation of a grade of Prisons Catering Officer who would perform the administrative duties as well as assist the Prisons Catering Administrator. It has been submitted that in the absence of the Prisons Catering Administrator, the supervisory duties are entrusted to the Prisons Officer/Senior Prisons Officers possessing the relevant qualifications. Hence, Management urged that, given the specificity of the Unit and the strict control required therein, the new grade of Prisons Catering Officer be filled from the Prisons Officer/Senior Prisons Officers as they have acquired the relevant experience in catering services. However, considering the lean structure of the Catering Cadre, Management was advised to create a grade of Catering Supervisor, which would be the first level in the Cadre, to which they were not agreeable. Taking into account the specificity of operation and the working environment of the MPS, the Bureau holds the view that the present arrangement should continue.

Medical Coverage Allowance

16.8.73 Medical and Health Officer/Senior Medical and Health Officers (MHO/SMHOs) on secondment at the MPS provide coverage of hospitals after normal working hours, Saturday afternoon, Sundays and Public Holidays against payment of a specific allowance as recommended in our last Report.

16.8.74 A round-the-clock medical coverage was introduced at the MPS in September 2013 for security reasons. However, this matter was not referred to the Bureau even in the context of our last Report for the payment of an appropriate compensation.

16.8.75 Thereafter, it was found that payment was erroneously being made and consequently the MPS sought for an authority to enable it to continue with the said payment. The matter was referred to the High Powered Committee (HPC) and it was decided that the MPS should stand guided by the existing provisions concerning the MHO/SMHOs posted there. The HPC also recommended that the matter be referred to the Bureau for consideration in the context of this review exercise. Eventually the MPS did make out a case for the payment of an adequate allowance to the MHO/SMHOs for the said medical coverage.

16.8.76 Taking into consideration that the MHO/SMHOs are now required to stay on the premises of the MPS to provide night coverage, there is need to compensate these officers in accordance with set principles which are applicable in the public sector.

Recommendation 28

16.8.77 We recommend that the Medical and Health Officer/Senior Medical and Health Officers on secondment to the Prisons Department should be paid a monthly allowance of Rs 6000 for providing coverage of hospitals at night, on Saturday afternoons, Sundays and Public Holidays.

Inducement Allowance to Doctors posted to the Prisons Department

16.8.78 The MHO/SMHOs at the MPS claim that they are required to work in difficult conditions. As a means to attract, encourage and retain them to work in these conditions, an inducement allowance equivalent to two increments is accordingly payable to them. Given that the current arrangement is working smoothly there is, therefore, need for the continued payment of this allowance.

Recommendation 29

16.8.79 We recommend that Medical and Health Officer/Senior Medical and Health Officers on secondment to the Prisons Department should continue to be paid a monthly allowance equivalent to two increments at the salary point reached in the scale of the grade.

MAURITIUS PRISON SERVICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
17 000 113	Rs 128875 Commissioner of Prisons
17 101 104	Rs 91375 x 3125 - 100750 Deputy Commissioner of Prisons
17 085 101	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Assistant Commissioner of Prisons Assistant Commissioner of Prisons (Trades) Woman Assistant Commissioner of Prisons
17 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Chief Prisons Welfare Officer
17 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Prisons Welfare Officer

Salary Code	Salary Scale and Grade
17 069 088	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Superintendent of Prisons/Senior Superintendent of Prisons Superintendent of Prisons/Senior Superintendent of Prisons (Industries) Superintendent of Prisons/Senior Superintendent of Prisons (Works) Woman Superintendent of Prisons/Senior Woman Superintendent of Prisons</p>
17 067 084	<p>Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Senior Prisons Welfare Officer</p>
17 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Assistant Superintendent of Prisons Assistant Superintendent of Prisons (Industries) Assistant Superintendent of Prisons (Works) Prisons Welfare Officer Woman Assistant Superintendent of Prisons</p>
17 054 075	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Principal Prisons Officer Principal Prisons Officer (Industries) Principal Prisons Officer (Works) Principal Woman Prisons Officer</p>
17 037 072	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Prisons Officer/Senior Prisons Officer Woman Prisons Officer/Senior Woman Prisons Officer</p>
17 052 063	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Senior Officer Cadet (Female) (Graduate) Senior Officer Cadet (Male) (Graduate)</p>

Salary Code	Salary Scale and Grade
17 049 062	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700 Senior Officer Cadet (Female) (Others) Senior Officer Cadet (Male) (Others)
17 077 094	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Head, Prisons Health Service <i>formerly Chief Hospital Officer</i>
17 070 088	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Prisons Health Service Officer (Female) <i>formerly Principal Hospital Officer (Female)</i> Principal Prisons Health Service Officer (Male) <i>formerly Principal Hospital Officer (Male)</i>
17 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Prisons Health Service Officer (Female) <i>formerly Senior Hospital Officer (Female)</i> Senior Prisons Health Service Officer (Male) <i>formerly Senior Hospital Officer (Male)</i>
17 048 079	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Prisons Health Service Officer (Female) <i>formerly Hospital Officer (Female)</i> Prisons Health Service Officer (Male) <i>formerly Hospital Officer (Male)</i>
09 074 096	Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Prisons Medical and Health Officer/Senior Prisons Medical and Health Officer

Salary Code	Salary Scale and Grade
19 063 092	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Prisons Psychologist/Senior Prisons Psychologist <i>formerly Prisons Psychologist</i></p>
17 039 080	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Prisons Pharmacy Technician/Senior Prisons Pharmacy Technician <i>formerly Prisons Pharmacy Technician</i></p>
11 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Prisons Catering Administrator</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Automobile Electrician Blacksmith Carpenter Mason Motor Diesel Mechanic Motor Mechanic Panel Beater Plumber and Pipe Fitter Tinsmith</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 028 061	<p>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</p> <p>Prisons Driver (Shift)</p>

Salary Code	Salary Scale and Grade
24 034 060	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050 Senior Cook (New Grade)
24 026 059	Rs 15745 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 - 28225 Vulcaniser
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
24 027 057	Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725 Cook (Roster)
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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



17. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING AND LAND USE PLANNING

- 17.1 The Ministry of Housing and Land Use Planning has the important role of satisfying the housing and land needs of the citizens and economic operators in Mauritius. Its main function is to provide a solid basis for the long-term physical development of the nation. A new national development strategy has been put in place so as to direct development in a manner which will integrate economic competitiveness with environmental sustainability and social equity. The Ministry also provides the special context for a coordinated approach to a physical infrastructure planning and programming which supports national development objectives; and integrates land use planning with the forthcoming new transport choice.
- 17.2 To facilitate the delivery of its services, the activities of the Ministry are structured under three main Divisions, namely the Housing Division, the Planning Division and the Survey Division. Issues relating to their respective structure as well as those discussed with Management and Unions during the consultative meetings are dealt with under each division. However, some common requests pertaining to grades in all the three divisions were upgrading of salary which would be looked into by the Bureau after examining the Job Description Questionnaires; and requests related to Travelling and Car Benefits and Continuous Professional Development would be dealt with in accordance with the general policy evolved following a careful study.

Housing Division

- 17.3 The Housing Division is responsible for the formulation of strategies and policies in the social housing sector and implementation of Government Social Housing Programmes. Its activities, among others, are the: provision of housing units; assistance to owners of ex-CHA housing unit who are facing difficulties in acquiring their plot of land; rehabilitation of existing utilities infrastructures on NHDC housing estates; and Government grant for casting of roof slabs and purchase of building materials.
- 17.4 The Division is staffed by officers of the Housing Development Officer Cadre who are responsible for the technical aspects of the work devolving on the Unit and they are assisted by officers in supporting grades.
- 17.5 In the context of this Report, Unions canvassed on several representations which were discussed thoroughly during consultative meetings. For requests that needed to be considered by the Bureau, a study was carried out prior to taking a decision, which Unions were apprised of. Such requests included restructuring of the Housing Division with reinforcement at sub professional and supervisory levels with the creation of the grades of Assistant Housing Development Officer and Senior Housing Development Officer, and reviewing downwards the number of years of service that Housing Development Officers should reckon to be eligible for appointment to the grade of Principal Housing Development Officer.

- 17.6 The above issues were also discussed with Management. However, the Bureau has noted that the duties proposed for the grade of Assistant Housing Development Officer overlap considerably with those of the existing grade of Assistant Housing Officer. As regards the request for the creation of the grade of Senior Housing Development Officer, same could not be acceded to in the absence of functional justifications.
- 17.7 Since Management did not make any submission specific to the Housing Division and after examination of the proposals made by Union, the Bureau considers that the present structure is adequate for the Division to deliver on its mandate.

Planning Division

- 17.8 The Planning Division is responsible for land use planning including policy formulation with respect to land development. Its main objective is to ensure that development in the country takes place in a well-planned and sustainable manner and that judicious use is made of our scarce resources. The main functions of the Division include: the preparation and review of the National Development Strategy and the Planning Policy Guidance as and when required; the issue of planning clearances for main developments on State Land; and the provision of planning advice and views to relevant stakeholders.
- 17.9 This Division is manned by officers belonging to grades in the Town and Country Planning Officer, Development Control Officer and Technical Design Officer Cadres.
- 17.10 Proposals were made for the restyling of the grades of Chief Town and Country Planning Officer and Deputy Chief Town and Country Planning Officer to Director and Deputy Director respectively; and for the creation of a grade of Assistant Director, Planning. In the light of the comparisons made with grades at the same salary level, duties and responsibilities, it would not be appropriate to restyle the grades. Moreover, creation of the grade of Assistant Director, Planning is not warranted as the proposal is linked to an increase in workload. In the circumstances, reviewing the establishment size of the existing grades may provide the necessary impetus for the smooth running of the Division. As far as appointment to the grade of Senior Development Control Officer (SDCO) is concerned, the required years of service by DCOs for promotion to SDCO was found to be reasonable. Whereas for merging of the grades of DCO and SDCO, same could not be entertained as the overlapping of duties between these two grades is quite superficial and the SDCO is called upon to supervise the work of the DCO.
- 17.11 Our findings that the organisation structure is fit for purpose coupled with Management's stand, are the pillars on which our decision of not bringing any major change rests.

Survey Division

- 17.12 The Survey Division provides information on available state lands that may be leased for residential, industrial, commercial, socio-religious, agricultural or other purposes and in case of non-availability of state lands. The Division also helps to identify and

acquire privately owned lands for proposed development projects. Since 2011, the Survey Division through the dedicated Cadastre Unit, is also responsible for the maintenance, updating and enhancement of the Digital Cadastral Database.

- 17.13 Currently, the Survey Division comprises the Cartography Section and a Hydrographic Unit, and support is provided by the Surveyor, Survey Technician and Cartographer Cadres.
- 17.14 Several representations pertaining to the Survey Division were made by Unions in the context of this Report. Some of the proposals concerned implementation, hence the Unions were informed that same should be addressed by Management. Regarding the request for Survey Technician (ST) to be eligible for enlistment as Trainee Surveyor, the fact that STs are already eligible for appointment to the grade of Surveyor provided they possess qualification of the Land Surveyor's Commission, it would not be in order for STs to join at a lower level. Moreover, request for the creation of the grade of Chief Survey Technician could not be acceded to as there is no functional justification in support to the request. Further, the Bureau considers that the present structure of the ST Cadre is appropriate for the smooth delivery of service. It was also submitted that the entry requirement for the grade of Cartographer/Senior Cartographer be upgraded from HSC to Diploma level. However, after re-assessment of the freshly written Job Descriptions for the grade, the Bureau found it more appropriate to maintain the present qualifications requirement.
- 17.15 For the Hydrography Unit, requests were made for the creation of an array of grades. Based on the fact that the duties are being performed by officers in the Surveyor Cadre against payment of an allowance and after consultation with Management, it was found that the proposed grades specific to the Hydrography Unit are not warranted at this stage.
- 17.16 Given that the number of levels in each cadre is adequate to meet the requirements of the Survey Division, the present structure requires no change.

Allowance for Hydrographic Surveys

- 17.17 Presently, officers in the Survey Division who are required to continuously monitor and handle data sets for hydrographic surveys in difficult marine environment, are being paid an allowance of Rs 780 per day. According to Management, with the present arrangement, the work is being carried out smoothly when officers concerned are being granted the allowance. Given the continued need for the hydrographic surveys, we are, therefore, maintaining this provision while revising the quantum of the allowance.

Recommendation 1

- 17.18 We recommend that officers of the Survey Division who are required to perform duties in respect of Hydrographic Surveys should be paid an allowance of Rs 840 a day.**

Training Scheme in Land Surveying

17.19 For the obtention of the qualification of Land Surveyor's Commission, trainees are required to undergo training under the direct supervision of a Surveyor. During this period, they draw a monthly fee, which is being revised as hereunder.

Recommendation 2

17.20 We recommend that the monthly fee payable to trainees undergoing training in Land Surveying be revised to Rs 25525.

Plan Printing Operator

17.21 Presently, provision is made for incumbents in the grade of Plan Printing Operator (PPO) who possess a Certificate in Autocad in addition to the prescribed qualification of the grade, to proceed beyond their top salary by one increment provided they satisfy the set criteria. This provision was introduced as an inducement for PPOs to upgrade their qualification to better equip them to cope with technical issues. We are, in this Report, reviewing this provision.

Recommendation 3

17.22 We recommend that Plan Printing Operators should, on obtention of a Certificate in Autocad or a relevant equivalent qualification, be granted one additional increment subject to the top salary recommended for the grade.

Health Surveillance

17.23 The Bureau recommended in its last Report that necessary arrangements be made for Plan Printing Operators to benefit from medical/health checkup free of charge. According to these officers, they are constantly exposed to substances emanating from the printing machines which may be hazardous to health. Given the provision for Health Surveillance is still valid, we are maintaining same.

Recommendation 4

17.24 We recommend that Management should continue to arrange with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

**DEPUTY PRIME MINISTER'S OFFICE,
MINISTRY OF HOUSING AND LAND USE PLANNING**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
26 000 110	Rs 119500 Chief Technical Officer
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
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
HOUSING DIVISION	
26 100 103	Rs 88250 x 3125 - 97625 Chief Housing Development Officer
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Housing Development Officer
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Housing Development Officer
26 056 062	Rs 26050 x 675 - 27400 x 825 - 30700 Housing Development Cadet

Salary Code	Salary Scale and Grade
08 037 076	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Assistant Housing Officer</p>
08 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Executive Officer (Ex-SMEDA) (Personal)</p>
08 030 067	<p>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</p> <p>Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)</p>
08 029 067	<p>Rs 16525 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</p> <p>Housing Clerk</p>
23 037 073	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Social Facilitator</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Housing Attendant</p>
PLANNING DIVISION	
26 102 105	<p>Rs 94500 x 3125 - 103875</p> <p>Chief Town and Country Planning Officer</p>
26 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Deputy Chief Town and Country Planning Officer</p>

Salary Code	Salary Scale and Grade
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Town and Country Planning Officer
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Town and Country Planning Officer
26 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Town and Country Planning Officer
26 071 090	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Chief Technical Design Officer
26 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Principal Technical Design Officer
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Technical Design Officer
26 041 073	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Technical Design Officer
26 031 033	Rs 17045 x 260 - 17565 Trainee Technical Design Officer
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Development Control Officer

Salary Code	Salary Scale and Grade
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Development Control Officer</p> <p style="text-align: center;">SURVEY DIVISION</p>
26 102 105	<p>Rs 94500 x 3125 - 103875</p> <p>Chief Surveyor</p>
26 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Deputy Chief Surveyor</p>
26 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Principal Surveyor</p>
26 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Surveyor</p>
26 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Surveyor</p>
26 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Survey Technician</p>
26 055 076	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior Survey Technician</p>

Salary Code	Salary Scale and Grade
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Survey Technician
26 031 034	Rs 17045 x 260 - 17825 Trainee Surveyor
26 073 094	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Chief Cartographer
26 067 087	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Principal Cartographer
26 043 081	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Cartographer/Senior Cartographer
26 031 033	Rs 17045 x 260 - 17565 Trainee Cartographer
26 026 068	Rs 15745 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 - 35650 Plans and Records Officer (Personal)
08 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Secretary, Morcellement Board

Salary Code	Salary Scale and Grade
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
16 026 065	<p>Rs 15745 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 - 33175</p> <p>Plan Printing Operator</p>
24 040 065	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 33175</p> <p>Head, Survey Field Worker</p>
24 021 058	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Survey Field Worker/Senior Survey Field Worker</p>
NATIONAL PLANNING AND DEVELOPMENT COMMISSION	
08 060 089	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400</p> <p>Secretary, National Planning and Development Commission</p>



17.1 VALUATION DEPARTMENT

- 17.1.1 The role of the Valuation Department is to provide independent, impartial and objective Valuation and Real Estate Consultancy Services to the Government in matters pertaining to property taxation; compensation payable in cases of compulsory acquisition of land property by Government; and rent payable and receivable by Government.
- 17.1.2 To keep pace with developments in the sector and to embrace technology for that perspective, the Department is presently involved in two major projects, namely the upgrading of the Land Administration and Valuation Information Systems (LAVIMS) to LAVIMS 2.0 and the Valuation Roll. The LAVIMS project is being upgraded to meet the requirement of the Valuation Roll which is an electronic cadastre system for the whole island of Mauritius.
- 17.1.3 The present structure provides for a professional as well as a technical cadre. The professional cadre comprises grades in the Government Valuer Cadre while the technical cadre is constituted of grades in the Property Valuation Inspectorate (PVI) Cadre. The Director, who is at the apex of the Department, is assisted by the Deputy Directors and incumbents belonging to the professional and technical cadres provide support to the former.
- 17.1.4 In the context of this Report, Unions made several representations. During consultation, Unions were informed of those requests that would be subject to general policy. For instance, such requests are: upgrading of salary of the professional cadre to be at par with Registered Professionals; and request that the refund amount of Continuous Professional Development be increased. For requests that needed to be addressed by Management, Unions were so informed and even advised at times. During consultative meeting with Management, these issues were discussed and their views were sought thereon. Issues falling under this category are, namely, request for training facilities, provision of appropriate working tools and amendments in schemes of service for a few grades.
- 17.1.5 Concerning requests that fall to be considered by the Bureau, we discussed same with the union members, responding to each of their query. For requests pertaining to the provision of the Special Professional Retention Allowance (SPRA), we informed them that a considered decision would be taken based on the findings of the survey on recruitment and retention. As regards the reinstatement of the grade of Trainee Property Valuation Inspector, the Bureau carried out an in-depth study prior to taking a decision. Based on the survey results on recruitment and retention, the Bureau did not accede to the request.
- 17.1.6 Taking into consideration the Department's mission, it is believed that the present organisation structure is adequate for it to deliver on its mandate. On the other hand,

Management also did not make any submission regarding the organisation structure. In the circumstances, we are not bringing any change to the present set up.

Recruitment and Retention Problems

17.1.7 Triggered by a perceived recruitment and retention problem, in the previous Report, provision was made for a higher salary point for new entrants in the grade of Government Valuer. However, the Bureau was informed that this recommendation has not been implemented. An examination of the findings of the survey carried out in the context of this Report has revealed that the problem is rather specific to recruitment. Hence, the recommendation made still holds its validity. Consequently, the Bureau is reiterating the said recommendation until publication of the next Report.

Recommendation 1

17.1.8 We recommend that the Ministry of Public Service, Administrative and Institutional Reforms may, subject to the approval of the High Powered Committee, grant a higher salary point for new entrants in the grade of Government Valuer, based on their qualifications and experience and such adjustments in salary as may be required for officers in post. This recommendation shall lapse with the publication of the next Report.

Special Professional Retention Allowance

17.1.9 Provision was previously made for officers of the Government Valuer Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Property Valuation Inspector Cadre

17.1.10 For this review exercise, Unions requested for a salary upgrading on the ground that they have to carry out extensive work. They averred that the staff has been overburdened by the increasing workload. It has also been reported that working on the Valuation Roll Project entails the use of new software and equipment. During meeting, we informed them that growing workload cannot be addressed by an increase in salary.

17.1.11 It is also important to note that the use of new equipment and technology is a means to improve efficiency. Hence, an upgrading in salary is not warranted. **However, we consider that the workload problem may be real and a human resource planning exercise may help to formulate the course of action that may be followed as provided in the Chapter on Recruitment, Promotion and Retention of Volume 1 of this Report.**

Abolition of Grade

17.1.12 Management has submitted to abolish the grade of Trainee Government Valuer since the post is currently vacant and it would no longer be required.

Recommendation 2

17.1.13 We recommend that the grade of Trainee Government Valuer be abolished.

VALUATION DEPARTMENT**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
26 000 107	Rs 110125 Director, Valuation Department
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Valuation Department
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Lead Government Valuer
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Government Valuer
26 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Government Valuer
26 068 085	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Chief Property Valuation Inspector
26 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Property Valuation Inspector

Salary Code	Salary Scale and Grade
26 055 076	Rs 25525 x 525 – 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Property Valuation Inspector
26 034 071	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 Property Valuation Inspector
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



18. DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF TOURISM

- 18.1 The Ministry of Tourism is responsible for the formulation and implementation of strategies and policies for the harmonious and sustainable development of the tourism sector and the promotion of leisure for the benefit of the citizens and tourists. With a view to rejuvenating the tourism industry and repositioning Mauritius as a leading island destination, the Ministry has adopted a customer centric approach.
- 18.2 Its main objectives include, *inter alia*, to: assist in tourism planning through the development of tourism policies and preparation of long-term plan; extend support for the development and upgrading of tourism structures and infrastructures; work in close collaboration with all its stakeholders, including international organisations for the development and promotion of sustainable tourism; appraise and monitor tourism projects; elaborate and implement standards, norms and guidelines for tourism activities; formulate legislation to regulate the tourism sector; and make leisure and recreational activities accessible and affordable to the population at large.
- 18.3 The activities of the Ministry are organised under the Technical and Administration Section. The Technical Section is organised into three distinct units namely, the land-based, sea-based and leisure units. The land-based unit deals with projects, policies and programmes relating to the accommodation sector, restaurants, among others. On the other hand, the sea-based unit deals with projects and policies pertaining to nautical activities such as zoning of lagoons, pleasure craft activities, skippers and canvassers and also prepares guidelines and regulations in respect of sea-based activities. Ultimately, the leisure unit is responsible for promoting leisure and recreational activities for the citizens and tourists; organising leisure activities at national and international level; and providing assistance in terms of logistic support to other leisure-oriented organisations.
- 18.4 The land-based and sea-based units are headed by the Director Tourism and are manned by officers of the Tourism Planner Cadre which comprises the grades of Tourism Planner; Senior Tourism Planner and Principal Tourism Planner. The leisure unit is headed by the Leisure Events Organiser who is supported by officers of the Leisure Events Officer Cadre.
- 18.5 For this review exercise, the main requests of the Union representing the Leisure Events Officer Cadre were the: creation of a grade of Principal Leisure Events Officer; review of the initial salary for the grades of Leisure Events Officer and Leisure Events Organiser; and the grant of 70% duty remission to the Senior Leisure Events Officer and Leisure Events Organiser. The Union also sought clarifications on the mode of granting time-off to officers of the Leisure Events Officer Cadre. The main demands of the Union in respect of the Tourism Planner Cadre were to: restyle the grades; review the salaries; create additional units to manage the tourism sector; and provide enhanced conditions of service.

- 18.6 During consultations, the Union representatives were apprised of the Bureau's general policy on the determination of salary and creation of grades and they were informed that the Bureau would seek Management's views of the functional need of the additional grade requested. As regards the other proposals which could not be acceded to, parties concerned were provided with relevant explanations. Moreover, the request for 70% duty remission to the Senior Leisure Events Officer and Leisure Events Organiser has been examined based on the findings of our Survey on Travelling and Car Benefits.
- 18.7 During consultative meeting, Management apprised the Bureau that the Tourism Industry which emerged in the late 1970s triggered a paradigm shift from a monocrop sugar-based economy to a serviced-oriented economy; the tourism sector is a key economic pillar contributing immensely towards the socio-economic development of the country; and the sector accounted for 8% of GDP and 10% of total employment in year 2017.
- 18.8 Management also submitted that the sector is currently at crossroads due to the COVID-19 pandemic where several countries, including Mauritius had to close frontiers to contain the spreading of the virus. In view thereof, Management had no firm proposals in respect of the tourism sector for this Report and commented on the Unions' representations and viewed that creation of a grade of Principal Leisure Events Officer would lead to a duplication of duties.
- 18.9 We are, therefore, bringing no change to the existing structure. However, we are restyling the grades of the Tourism Planner Cadre considering that the job title should commensurate with the duties being performed. Additionally, the grade of Leisure Events Organiser is being restyled. We are also waiving some specific provision which is no longer justified.

Restyling of the Tourism Planner Cadre

Recommendation 1

- 18.10 We recommend that the grades in the Tourism Planner Cadre should be restyled as hereunder:**

From	To
Principal Tourism Planner	Principal Tourism Planning Executive
Senior Tourism Planner	Senior Tourism Planning Executive
Tourism Planner	Tourism Planning Executive

Time-off in lieu of Extra Hours of Work

- 18.11 Incumbents of the Leisure Events Officer Cadre are often required to work outside their normal office hours due to the nature of their activities. The Union during meetings, requested for incumbents of the Leisure Events Officer Cadre to be granted one day's time-off for every 6.5 extra hours of work performed instead of 2 half days'

time-off. The Bureau considers that such specific arrangements should be dealt with administratively. We are, in this Report, maintaining the general provisions for time-off facilities.

Recommendation 2

18.12 We recommend that arrangements should continue to be made for officers of the Leisure Events Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of 15 extra hours in a month.

MINISTRY OF TOURISM

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
02 102 105	Rs 94500 x 3125 - 103875 Director Tourism
10 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Tourism Planning Executive <i>formerly Principal Tourism Planner</i>
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Tourism Planning Executive <i>formerly Senior Tourism Planner</i>
10 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Tourism Planning Executive <i>formerly Tourism Planner</i>

Salary Code	Salary Scale and Grade
18 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Tourism Enforcement Officer (Personal to incumbent in post as at 31.12.20)
23 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Organiser, Leisure Events <i>formerly Leisure Events Organiser</i>
23 055 079	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Leisure Events Officer
23 038 077	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Leisure Events Officer
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



19. VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY

- 19.1 The Vice-Prime Minister's Office, Ministry of Education, Tertiary Education, Science and Technology envisions to create the next generation of forward-looking and innovative leaders contributing to the transformation of the Republic of Mauritius into a high ranking and prosperous nation.
- 19.2 Its mission consists of, *inter alia*, to: re-engineer the education and skills development system to construct a cohesive, inclusive and productive society; foster a holistic education that makes of learners upholders of values and resilient, globally-minded citizens; create an enabling environment for a higher education system that both generates and equips learners with innovative, cutting edge knowledge and deep skills for increased competence in a dynamic work environment; and sustain existing and motivating conditions towards the recognition of Mauritius as a major Regional and Continental Education Hub.
- 19.3 The main objectives of the Education Sector are to:
- (i) ensure that all children aged 3 to 5 years in Mauritius have the opportunity to develop their individual intellectual, socio-emotional and psycho-motor skills to the best of their capacity in order to build the confidence and self-esteem in learning that will not only prepare them for the next level (primary school) but, more importantly, lay the foundations for learning that support them throughout their lifetime;
 - (ii) sustain equitable access to quality education, ensuring that all learners attain high levels of achievement in Literacy, Numeracy, Information and Communications Technology and such essential life skills as sound human values, healthy lifestyle and so forth as the basis for lifelong learning and good citizenship;
 - (iii) ensure that all students are given the opportunity to embark on and complete higher secondary education for employability, and higher and further education and training with the required maturity and confidence;
 - (iv) build a system that ensures a supply of quality personnel that work collegially with a strong management and quality assurance system to improve and support learning and achievement and overall development of all learners;
 - (v) provide an efficient and effective TVET system of greater public esteem responsive to the present and future needs by having a skilled and flexible workforce;
 - (vi) make Mauritius an intelligent island, a knowledge Hub to serve the region and a Centre for Higher Learning and Excellence;
 - (vii) build a creative and competent human resource base for Mauritius for sustainable national development; and

- (viii) develop the Ministry into an efficient, effective, and accountable functioning public institutions that exemplifies 'best practices' at all levels of the organisation.
- 19.4 The Ministry is responsible for the pre-primary, primary, secondary education as well as the Special Education Needs (SEN). It also covers the tertiary education sector which is dealt with in a separate section of this Chapter.
- 19.5 The pre-primary education is under the responsibility of the Early Childhood Care and Education Authority which is a parastatal body operating under the *aegis* of the Ministry of Education, Tertiary Education, Science and Technology. Appropriate recommendations for this organisation have been made in Volume 2 Part II of this Report.
- 19.6 A Senior Chief Executive is the Supervising and Accounting Officer of the Ministry. He is assisted by Permanent Secretaries and the Chief Technical Officer. The latter is responsible to efficiently monitor and evaluate the overall operational procedure, regulatory compliance and service delivery of the whole education sector with a view to improving the process of quality education and lifelong opportunities to all.
- 19.7 Apart from its core functions, the Ministry also operates a Quality Assurance and Inspection Division and a Library Service. Moreover, 14 Parastatal Bodies, involved in educational activities, operate under its *aegis*.

NINE YEAR CONTINUOUS BASIC EDUCATION

- 19.8 Education reforms will focus on curriculum review and performance improvement at all levels. Remedial education at an early stage of the primary and secondary education cycles will remain a priority in order to deal with learning deficits, early drop-outs and failures." It was further stated in the same document that "Government will introduce a nine-year basic continuous schooling and the Certificate of Primary Education (CPE) will be replaced by an end-of-primary cycle assessment."
- 19.9 The overall goals of the Nine Year Continuous Basic Education can be summarised as ensuring that all children complete nine years of quality basic education and achieve relevant learning outcomes and successfully complete the secondary education cycle, whether general or technical.
- 19.10 Its specific objectives are to:
- (i) equip all students with knowledge, foundational skills and attitudes that will guarantee success to all in their future learning;
 - (ii) inculcate in all students a set of values and a strong sense of moral responsibility and belonging to the country;
 - (iii) promote the holistic and integral development of learners;

- (iv) provide learning opportunities to all students, including those with special education needs, for them to attain high levels of achievement according to their abilities and strengths;
 - (v) achieve a smooth transition for the completion of secondary education; and
 - (vi) give greater recognition to the value of TVET in building human capital that will spearhead the transformation of the country into a knowledge-based, skills-driven economy.
- 19.11 In the context of this review exercise, the Ministry has submitted that the Nine Year Continuous Basic Education is well-anchored in the education sector and the first sitting of the National Certificate Examinations has been set in 2021. The Ministry also informed that all measures pertaining to the smooth implementation of the Nine Year Continuous Basic Education were promptly taken, *viz.* revision of the curricula; transformation of learning environments; remedial education; and introduction of new approaches to assessments and professional development of Educators and school leaders.

IMPACT OF COVID-19 PANDEMIC ON THE EDUCATION SECTOR

- 19.12 In 2020, schools and universities have been closed in most countries around the world in an attempt to limit the spread of the novel coronavirus disease (COVID-19). Mauritius also faced this same unprecedented situation. The Vice-Prime Minister, Minister of Education, Tertiary Education, Science and Technology stated in the National Assembly on the 14th of May 2020 that it is the duty of Government to maintain a continuity of teaching and learning for all through remote learning and to mitigate the immediate impact of school closures, particularly for the most vulnerable. Therefore, an Education Resilience strategy was set up and several measures were enumerated as follows:
- to ensure continuity of learning, a host of educational programmes were broadcasted on the National TV channels as well as online during the COVID-19 confinement period. These programmes were prepared by Educators in collaboration with the Quality Assurance and Inspection Division of the Ministry of Education, Tertiary Education, Science and Technology; the Mauritius Institute of Education; the Mahatma Gandhi Institute; and the Open University of Mauritius;
 - several subjects were taught at primary and lower secondary schools including Kreol Morisien, Arabic, Asian languages, among others;
 - in addition to the above, incumbents in the grade of Educator (Secondary) conducted online classes for secondary students as per their school timetables using online platforms; and
 - the Technical Education Centres operating under the *aegis* of the Ministry also delivered online educational programmes for the students; among others.

- 19.13 The Ministry has also informed that the Education Act 1957 has been amended through the COVID-19 (Miscellaneous Provisions) Act 2020 to provide, *inter alia*, for the dispensing of distance education and online learning programmes during the temporary closure of educational institutions.
- 19.14 After the upliftment of the 2020 confinement and following the Government decision for schools to resume on a full-fledged basis on 01 July 2020, a new school calendar was devised to cover the loss of school days. As such the academic year was extended to 26 March 2021. This implied the review of the timing for the holding of the main national and international assessments/examinations, namely, PSAC, NCE, SC and HSC.
- 19.15 With the second wave of COVID-19 in 2021, the academic year 2021-2022 was once again disrupted whereby the date of school resumption was deferred to July 2021 instead of June 2021. Several measures have been undertaken by the Ministry for the resumption of studies in a phased manner and in strict compliance with the sanitary protocol. On this basis, a "guideline for safe operations of schools" has been drafted specifying the measures to be followed. The moreso, remote learning has once again been implemented by way of educational TV programmes to be broadcasted on the national channels of the MBC.

Major Achievements

- 19.16 The Ministry of Education, Tertiary Education, Science and Technology was allocated a budget of around Rs 17 Billion in the Budget 2021-2022 highlighting the importance of this sector. Some major achievements of the Ministry in 2020 include:
- (i) *Early Childhood Development*
- With a view to providing adapted learning and a conducive environment to early learners, 122 private pre-primary schools in poverty areas have been provided with pedagogical tools and materials to upgrade their infrastructure.
- (ii) *Free Textbook Scheme*
- The Free Textbook Scheme has been implemented as from January 2020 for the benefit of students of Grades 7, 8 and 9 for both Mainstream and Extended programme of State Secondary Schools (SSS) and for grant-aided Private Secondary Schools (PSS).
- (iii) *Early Digital Learning Programme (EDLP)*
- The EDLP aims at aligning the integration of ICT into teaching and learning of pupils in the primary education subsector through the use of adapted tablets.

(iv) Primary School Supplementary Feeding Project

- As enunciated in the Government Programme 2020-2024, to alleviate financial burden, improve education attainment and child health, pupils of the Bois des Amourettes Government School are being provided with hot meals (in line with the recommendations of the Ministry of Health and Wellness) since January 2020.
- This project would be extended to all ZEP schools.

(v) Secondary Education

- In pursuit of the ongoing educational reforms, a new curriculum for Grade 9 is being implemented in the State and Private grant-aided Secondary Schools. New textbooks have been prepared and are being used for all subjects.
- Launched in 2018 for Grade 7 students, the Online Student Support Programme, which is a digital platform for accessing educational contents at secondary level, was extended to Grade 8 students in 2019 and to Grade 9 in 2020.

(vi) Special Education Needs (SEN)

- The Special Education Needs Authority (SENA) has been set up to provide the appropriate regulatory framework for learners with special education needs and facilitate the implementation of Government policies on special education needs.

*(vii) Tertiary Education**Free Tertiary Education Scheme*

- The Free Tertiary Education Scheme came into operation in 2019 and applies for students, both on full time and part time studies, enrolling for a first Certificate, first Diploma or a first Degree.
- The Scheme has led to an upsurge in tertiary education resulting in an additional enrolment of around 3,000 students for a first Certificate, first Diploma and undergraduate programme in 2019 as compared to 2018.

(viii) Health and Wellness

- The Healthy Kids Programme has been extended to all primary schools in 2019 and is currently being implemented in Grades 2 to 5 with the aim of promoting healthy eating habits and physical activity in pupils since a young age.
- To further ascertain that pupils adopt and maintain a certain level of physical activity, several projects such as the Kid's Athletics, the "Natation Scolaire" and "After School Sports and Fitness Programme" are being implemented. 4100 pupils in 100 Primary Schools participated in the "Natation Scolaire" programme and 35000 pupils in Mauritius and Rodrigues benefitted from the After School Sports and Fitness Programme.

PRIMARY SCHOOL SECTOR

- 19.17 The primary school sector currently consists of 207 primary schools in Mauritius, 17 in Rodrigues and two in Agalega. It covers the curriculum from Grade 1 to Grade 6. The total primary sector population stood at around 82500 as at March 2021. It has been observed that since the publication of the last Report, the total enrolment in primary schools is still on the decline due to demographic factors.
- 19.18 With the introduction of the Nine Year Continuous Basic Education, a broader curriculum has been introduced in the primary sector which now consists of holistic education which includes the non-core subjects, the Arts, Civil Values Education, Health and Physical Education and Road Safety and other core subjects such as Kreol Morisien.
- 19.19 A Head Master is responsible for the day-to-day management of a primary school and for creating a qualitative teaching and learning environment by making optimal use of the human, physical and financial resources available in primary schools. The Head Master is assisted, in the daily school administration, by one or more Deputy Head Master or Deputy Head Teacher (Oriental Languages). The teaching personnel of the primary sector consists of officers in the grades of Primary School Educator, Primary School Educator (Oriental Languages), Health and Physical Education Instructors, Support Teachers, among others. Some Deputy Head Masters and Deputy Head Teachers are also assigned full responsibility of classroom teaching.
- 19.20 The Bureau has examined several requests submitted by the Ministry, Federations, Unions as well as from individuals forming part of the education sector. Wide consultations were also held with both Management and the Unions of the primary education sector.
- 19.21 The main representations of the Unions in the primary education sector are, *inter alia*, as follows:
- (i) alignment of salary of Primary School Educator to that of Educator (Secondary) following the sponsoring of personnel for the Bachelor in Education (B.Ed);
 - (ii) creation of supervisory levels for the grades teaching new subjects i.e. kreol morisien and holistic education;
 - (iii) increase in establishment size of several grades including Deputy Head Teacher (Oriental Languages), grades of the Inspectorate Cadre and Supervisor Cadre, among others;
 - (iv) creation of an intermediate level between Primary School Educator and Deputy Head Master;
 - (v) an increase in the quantum of existing allowances;
 - (vi) upgrading in the salary scale of all grades in the primary sector;
 - (vii) restyling of some grades;

- (viii) upgrading in the salary of Liaison Officers;
 - (ix) provision of appropriate training to all officers; and
 - (x) several other requests pertaining to both general conditions of service and those specific to the Education Sector.
- 19.22 Several meetings were also held with Management of the Ministry of Education, Tertiary Education, Science and Technology which submitted a host of proposals for the main grades in the primary sector namely for Primary School Educator, Support Teacher, ICT Support Officer, Teaching Assistant, Health and Physical Education Inspector, Supervisory Cadre, among others.
- 19.23 The Bureau has examined all the requests of the different Unions and Management. All the requests which do not fall to be considered by the Bureau, as they relate to Management's policy, have been duly transmitted to the relevant authorities during the consultative meetings. All parties were also apprised of the Bureau's policy for the creation of grades which is based on the functional need of the organisation. Several requests were also received from both Unions and Management to make officers in some grades integrate in higher or other grades. Such requests cannot be entertained as it tantamount to giving promotion which is outside the mandate of the Bureau. Requests for the upgrading in salaries are considered after analysing the results of the job evaluation exercise based on the updated scheme of service and Job Description Questionnaires filled in the context of this review.
- 19.24 Several Unions have requested for an alignment in the salary scale for the grade of Primary School Educator to that of Educator (Secondary) on the basis that the Bachelor in Education (B.Ed) has been launched by the Mauritius Institute of Education and several officers in different grades, namely Primary School Educator, Deputy Head Master, Deputy Head Teacher (Oriental Languages) and Head Master have embarked on the course.
- 19.25 The Ministry has informed that two batches from Mauritius and two batches from Rodrigues consisting 248 Primary School Educators, 86 Primary School Educators (Oriental Languages) (Personal); 74 Deputy Head Masters; four Deputy Head Teachers (Oriental Language) (Personal); 5 Head Masters and some officers in other grades namely Mentor and Health and PE Instructor have already embarked on the B.Ed programme.
- 19.26 During consultative meetings, it has been argued that the B.Ed is not a qualifications requirement for appointment to the grade of Primary School Educator while appointment to the grade of Educator (Secondary) is carried out from among Degree holders. Additional information was sought from the MIE which informed that the B.Ed is a two years' part-time course which is, in principle, a development programme for Primary School Educators to upgrade their professional skills.
- 19.27 The Bureau has considered the importance of the education sector, and its specificity and sensitivity in nation building while making its recommendations.

Assistant Supervisor**Supervisor**

- 19.28 Presently, the grade of Assistant Supervisor (Oriental Languages) is filled by selection from among Deputy Head Teacher (Oriental Languages) who reckon at least three years' service and who have obtained a credit in the appropriate Oriental Languages at School Certificate. Candidates are also required to successfully complete the In-Service Course for Deputy Head Teacher (Oriental Languages). There is also the grade of Supervisor which is filled by promotion from Assistant Supervisor (Oriental Languages) of the relevant Oriental Language in which vacancy occurs and who reckon at least three years' service in a substantive capacity.
- 19.29 During consultations, the Ministry made some proposals for the grades of Assistant Supervisor and Supervisor taking into consideration that, with the Nine Year Continuous Basic Education, new fields such as Kreol Morisien and Non-Core subjects have been introduced in the primary school curriculum.
- 19.30 The submissions made by Management for the grades of Assistant Supervisor and Supervisor were thoroughly examined by the Bureau and we have foreseen some implementation problems due to the existing mode of clustering of subjects. On this basis, the proposals made by Management may not be plausible.
- 19.31 However, in a bid to avoid any hindrance in the smooth dispensing of classes in these specific subjects, we are making an appropriate recommendation to provide the Ministry with a leeway to re-consider its proposal and assess its implications.

Recommendation 1

- 19.32 We recommend that the Ministry of Education, Tertiary Education, Science and Technology considers the advisability of creating supervisory levels for the new fields/subjects introduced in the curriculum at primary school level on the basis of its functional and operational needs. The Ministry should ensure that any such request is not fraught with implementation problems.**

Primary School Educator (ICT)**ICT Support Officer (Personal)**

- 19.33 At present, ICT Support Officers are recruited from among candidates possessing a Cambridge School Certificate with credit in at least five subjects, a Cambridge Higher School Certificate and a Certificate of Proficiency in ICT from a recognised institution. ICT Support Officers are posted in all primary schools and according to its scheme of service, incumbent in the grade is entrusted with duties mainly for helping teachers in the preparation and delivery of the lesson plans using ICT; providing support to teachers/pupils in the use of ICT resources when classes are run; and providing user support for standard hardware, software and network, among others.
- 19.34 The Union has requested that ICT Support Officers be recognised as teaching personnel, the appellation be amended to "Educator" and subsequently the salary

scale be aligned with that of the Primary School Educator. On the other hand, Management made a request to integrate the incumbents in the grade of ICT Support Officer in the grade of Primary School Educator.

- 19.35 Management was apprised that it would not be appropriate for the Bureau to accede to such a request which, in other words, tantamounts to giving promotion to all these officers without going through the promotion process. Moreover, appointment to the grade of Primary School Educator is made from among Trainee Primary School Educators who have completed their Teacher's Diploma.
- 19.36 However, since ICT skills is a non-core subject which is taught up to Grade 6 at primary level, we consider that there is need for a dedicated grade for the teaching of ICT skills with the relevant profile required to perform the duties. We are, herewith, making appropriate recommendations.

Recommendation 2

- 19.37 We recommend that the Ministry of Education, Tertiary Education, Science and Technology considers the advisability of creating the grade of Primary School Educator in the field of ICT. Appointment thereto should be made from among Trainee Primary School Educators who have successfully completed their training course leading to a Teacher's Diploma.**
- 19.38 We also recommend that the grade of ICT Support Officer be made evanescent.**
- 19.39 We further recommend that, with the above amendments to the grade of ICT Support Officer, consequential amendments should be brought to the scheme of service for the grade of ICT Technician/Senior ICT Technician by Management through the Ministry of Public Service, Administrative and Institutional Reforms.**

Scheme of Service

- 19.40 With the lockdown due to COVID-19 Pandemic, teaching personnel of the primary education sector had to make use of a variety of technology-based software/IT tools as alternatives to the traditional classroom, provide lessons through video conferencing and online teaching platforms as well as radio and national television programmes. We are, in this Report, making appropriate provision to cater for such instances.

Recommendation 3

- 19.41 We recommend that the duties in the respective scheme of service for the teaching personnel of the primary education sector, as appropriate, be enlarged to include online teaching, assessment and evaluation, whenever necessary. This element has been considered in arriving at the salary scales recommended for the relevant grades.**

Deputy Head Master**Deputy Head Teacher (Oriental Languages)****Health and Physical Education Instructor (Personal)**

19.42 In our last Report, a Qualification Bar (QB) was inserted in the salary scale for the grades of Deputy Head Master, Deputy Head Teacher (Oriental Languages) and Health and Physical Education Instructor (Personal). **Incumbents should possess the Diploma in Educational Management (DEM) or Certificate in Educational Management (CEM) to proceed incrementally beyond the Qualification Bar in the respective salary scale recommended for the grades.**

Primary School Educator

19.43 Primary School Educators and Primary School Educators (Oriental Languages) (Personal) who have successfully followed the Teacher's Diploma are allowed to move incrementally beyond the Qualification Bar in the relevant salary scale. This provision should continue.

Recommendation 4

19.44 We recommend that officers in the grades of Primary School Educator and Primary School Educator (Oriental Languages) (Personal) who possess the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar inserted in the respective salary scale.

Support Teacher

19.45 Support Teachers are, in principle, recruited from among candidates who possess a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate. They are called upon, *inter alia*, to: provide support to teaching staff of primary schools on handling children facing problems in acquiring foundational learning skills so as to give them an opportunity to catch up with academic programmes; work collaboratively with the class teacher for developing appropriate teaching lessons for pupils having learning difficulties; and ascertain the re-integration of pupils in mainstream classes after catch up programmes through *ad hoc* assessments and continuous counselling and coaching.

19.46 Most of the Unions have requested that the work being performed by Support Teachers be given due recognition and their salary scale be upgraded. During consultations, Management apprised the Bureau that once recruited in a temporary capacity, Support Teachers are required to undergo training, for a period of at least one year, both theoretical and on-the-job, leading to a Teacher's Certificate. Upon successful completion of the Certificate, candidates are appointed in a substantive capacity.

19.47 A perusal of the scheme of service for the grade of Support Teacher indicates that the requirement to follow a one-year course and consideration for appointment upon successful completion of the course is already included as a "NOTE" therein.

Moreover, the Bureau carried out a fresh assessment exercise of the grade based on (i) newly written Job Description Questionnaires certified by their immediate supervisors; (ii) the requirement to follow a one-year course leading to a Teacher's Certificate; and (iii) the major role, responsibilities and functions of this grade for the re-integration of pupils facing problems in foundational learning skills which is a vital aspect of the inclusive-driven policy adopted by the Ministry.

19.48 We have carefully considered all the above elements in arriving at the salary scale recommended for the grade of Support Teacher.

Teaching Assistant (Personal)

19.49 The grade of Teaching Assistant is an evanescent one wherein incumbents are required, among others, to: teach subjects forming part of the school curriculum; be responsible to the Head Master for assessing the progress of pupils by way of observation, written/oral test, examination set by a team of Educators; communicating all results to the pupils and recording them in the pupils' progress books; and conduct evaluation tests and end-of-year examinations.

19.50 Management has submitted that incumbents in the grade of Teaching Assistant (Personal) are called upon to perform similar duties as counterparts in the grade of Primary School Educator and as such they should be provided with an appropriate training and compensated accordingly. We are, therefore, making an appropriate recommendation to address this issue.

Recommendation 5

19.51 We recommend that the Ministry of Education, Tertiary Education, Science and Technology should, in collaboration with the relevant authorities, organise a Work Oriented Award Course for Teaching Assistants (Personal).

19.52 We also recommend that Teaching Assistants (Personal) who have successfully completed the course be allowed to move incrementally in the Master Salary Scale up to salary point Rs 33175.

Zones D' Education Prioritaires (ZEP)

19.53 At present, there are 30 primary schools classified as ZEP including two in Rodrigues and one in Agalega. The teaching and non-teaching staff of these schools are paid a monthly allowance in view of the extra effort put in for the education of the children. Payment of the allowance should continue.

Recommendation 6

19.54 We recommend that staff of ZEP schools should continue to be paid a monthly ZEP allowance as hereunder:

Grade	Monthly ZEP Allowance (Rs)
Head Master	3810
Mentor (Personal)	3580
Deputy Head Master Deputy Head Teacher (Oriental Languages)	3350
Primary School Educator Primary School Educator (Oriental language) (Personal) Health and Physical Education Instructor (Personal)	3000
Support Teacher	2100
Teaching Assistant (Personal)	2100
ICT Support Officer (Personal)	1850
School Clerk	1050
Ancillary Staff	765

Allowance to oversee Pre-Primary Schools

19.55 Provisions exist for the payment of a monthly allowance to Head Masters who are required to oversee pre-primary schools operating under the *aegis* of the Early Childhood Care and Education Authority and are found on the premises of primary schools. The quantum of the allowance was revised substantially by the EOAC Report 2013 from Rs 1000 to Rs 2000.

Recommendation 7

19.56 We recommend the continued payment of a monthly allowance of Rs 2000 to Head Masters who are required to oversee pre-primary schools which are on the premises of Government Primary Schools.

Bibliobus Project

19.57 Presently, incumbents performing the duties of Animateur in the Bibliobus are being paid a monthly allowance of Rs 1200. We are revising the quantum of the allowance.

Recommendation 8

19.58 We recommend that the monthly allowance being paid to incumbents in the grade of Primary School Educator who are performing duties of Animateur in Bibliobus be revised to Rs 1260.

Risk Allowance

19.59 In our previous Report, provision was made for the payment of a risk allowance to teaching staff who are posted in the Prisons Department to dispense teaching classes to detainees in line with the prevailing school curriculum. This arrangement is still valid.

Recommendation 9

19.60 We recommend the continued payment of a monthly Risk Allowance equivalent to one and a half increments at the initial of the relevant salary scale to incumbents in the grades of Primary School Educator; Primary School Educator (Oriental Languages) (Personal); Deputy Head Master and Deputy Head Teacher (Oriental Languages) who are posted in the Prisons Department for teaching duties.

19.61 However, in the event the quantum of the above allowance payable is lower than that drawn as at the eve of the publication of the Report, incumbents should continue to be paid the higher quantum on a personal basis.

Refund of travelling by bus to Trainee Primary School Educator

19.62 Provision exists for the refund of travelling expenses to Trainee Primary School Educator. This provision should continue.

Recommendation 10

19.63 We recommend that Trainee Primary School Educators should continue to be refunded travelling expenses incurred by bus from residence to the place of work/training and back.

Special Education Needs (SEN) Sector

19.64 The Ministry of Education, Tertiary Education, Science and Technology also has a Special Education Needs sector under its umbrella. Learners with special needs are today enrolled in special schools, integrated units or mainstream schools. The Ministry has set up 13 integrated units in Government Primary Schools around the island so as to reach out to those who would otherwise have to travel long distances despite their disabilities. Some of these units are run in partnership with Non-Governmental Organisations (NGOs).

19.65 The SEN sector at the Ministry consists of officers in the grades of Educator (SEN); Deputy Head, Specialised Schools; and Head, Specialised Schools, among others.

Educator (SEN)

- 19.66 An Educator (SEN) is required to, *inter alia*, teach subjects forming part of the school curriculum through appropriate media, including sign language, Braille and any other appropriate assisting devices; help in the planning and implementation of an Individual Educational Plan to be prepared at least once a year to meet the educational needs of students; and help in the organisation of extra-curricular activities relevant to children with special needs.
- 19.67 In the context of this review exercise, while carrying out a site visit at the D. Hurry Government School, the Bureau has had the opportunity to also visit the integrated units found on the premises of the aforementioned primary school. The Bureau has observed the dedication and soft skills of those officers in the grade of Educator (SEN). We have also visually assessed the complexity of their duties.
- 19.68 The Bureau has carried out a fresh assessment exercise of the grade based on the newly written Job Description Questionnaires certified by their immediate supervisors. **All the above elements have been carefully considered in arriving at the salary scale recommended for the grade of Educator (SEN).**

Allowance – Special Education Needs

- 19.69 Incumbents in the grade of Primary School Educator; Primary School Educator (Oriental Languages) (Personal); Deputy Head Master and Deputy Head Teacher (Oriental Languages) on secondment to specialised schools, penal institutions, probation hostels, rehabilitation centres and shelters for women are paid a monthly allowance to teach all subjects as in the mainstream. We are revising the quantum of the allowance.

Recommendation 11

- 19.70 **We recommend that the monthly allowance being paid to incumbents in the grades of Primary School Educator (Oriental Languages) (Personal); Deputy Head Master and Deputy Head Teacher (Oriental Languages) on secondment to serve at the Specialised Schools, Penal Institutions, Probation Hostels, Rehabilitation Centres and Shelters for women be revised to Rs 3415.**
- 19.71 **We also recommend that incumbents in the grades of Primary School Educator and Primary School Educator (Oriental Languages) (Personal) who have successfully completed the training courses and are presently seconded for duty to serve in the SEN Schools should also be considered for appointment to the grade of Educator (SEN).**
- 19.72 **We further recommend that following appointment of Primary School Educators and Primary School Educators (Oriental Languages) (Personal) on secondment at the Specialised Schools to the grade of Educator (SEN), incumbents should be granted:**

- (i) EITHER the next incremental salary point obtained on integration of the monthly allowance of Rs 3415 into their salary which should then lapse OR
- (ii) increments in accordance with paragraph 16.8.6 in Volume 1 of this Report; whichever is the higher, subject to the revised top salary of the grade.

Recommendation 12

19.73 We recommend that Educators (SEN) possessing the Diploma (Special Education Needs) who are subsequently appointed to the grade of Deputy Head, Specialised Schools or Head, Specialised Schools should draw salary in the scale as hereunder:-

Salary Code	Salary Scale and Grade
06 058 081	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Deputy Head, Specialised Schools
06 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Head, Specialised Schools

SECONDARY SCHOOL SECTOR

- 19.74 Secondary Education is free in Mauritius since 1977 and as from 2005, it became compulsory for all up to the age of 16. With the introduction of the Nine Year Continuous Basic Education, children are required to complete the first six years of basic education, that is, Grade 1 to 6 in their primary school and move on to Grade 7 in a secondary school. Grades 7 to 9 correspond to the last three years of the Nine Year Continuous Basic Education Cycle.
- 19.75 Upon completion of their basic education, students pursue their secondary education in Grades 10 to 11 at the end of which they sit for the Cambridge School Certificate. Successful students move on to upper secondary education in Grades 12 and 13 leading to the Cambridge Higher School Certificate. Technical and Vocational Education and Training (TVET) offers alternative pathways to students for post Grade 9, post-Grade 11 or post-Grade 13 studies leading to the award of National Certificates, National Diplomas or Higher National Diplomas in specific fields.
- 19.76 To date, there are 180 secondary schools out of which 69 are State Secondary Schools. A Rector, who heads a State Secondary School, implements the educational policies of the Ministry and ensures the provision of quality education to all students. He/She is also responsible for the overall Management of a State Secondary School/State College. He/She is assisted by a Deputy Rector and an array of grades such as School Superintendent, Assistant School Superintendent, School Clerk, among others, who provide support in the day-to-day administration of the secondary school.

- 19.77 With the Nine Year Continuous Basic Education, all students now progress from Grade 6 in Primary Schools to Grade 7 in Regional Secondary Schools. The criteria for admission in a Regional Secondary School is based on parental choice, aggregate at the Primary School Achievement Certificate (PSAC) and proximity of residence to the secondary school. The learning areas include both core subjects and non-core subjects from Grades 7 to 9. At the end of Grade 9, students take part in a national assessment that leads to the award of the National Certificate of Education (NCE). This assessment is carried out by the Mauritius Examinations Syndicate. Following the National Certificate of Education, students may opt to (i) continue their studies in the respective Regional Secondary School where they will pursue upper secondary education and sit for the SC/GCE 'O' level and HSC/HSC Pro/GCE 'A' level examinations; or (ii) apply for admission in an Academy; or (iii) seek admission in a Vocational Training Centre to obtain a TVET or Vocational/Technical qualification at the level of NC3 and NC4.
- 19.78 An Extended Four-Year Programme has also been introduced in a bid to give sound learning opportunities to students needing more time to attain the required level of competencies. Every Regional Secondary School is required to have a special class for students who have not met the minimum standards at the PSAC. These students complete their Basic Education Cycle in four years instead of three and sit for the National Certificate of Education Assessment at the end of the cycle. With the introduction of the Extended Four-Year Programme, the prevocational sector has phased out.
- 19.79 In the context of this Report, the Bureau had consultative meetings with both Management and the staff side of the Secondary Sector. The Unions mainly requested for: the duration of teaching of an Educator (Secondary) to include activity and replacement classes; an upward review of headship allowance; to review the ratio of Senior Educator to Educator (Secondary) and ratio of Educator to students; the workload of Head of Department to be a certain maximum number of periods; upgrading of salaries for different grades in the Secondary Sector; creation and restyling of some grades as well as an increase in the establishment size of existing grades; among others.
- 19.80 On the other hand, the main submissions of Management for the Secondary Sector pertained to the integration of grades in the prevocational sector into the mainstream grades as the latter has phased out with the introduction of the Nine Year Continuous Basic Education; the scheme of service for the grade of Educator (Secondary) to be reviewed to include online teaching, assessment and evaluation; to maintain the duration of teaching of Educator (Secondary) to 1190 minutes; an upward review of headship allowance; reviewing the qualifications requirement of certain grades; upgrading of salaries of grades at top most level; to review the structure of the Quality Assurance and Inspection Division; and the setting up of and creation of several grades in a specific Directorate for Technical Education and a Directorate for Science and Technology; among others.

- 19.81 From the numerous requests spelled out by the Unions, many do not fall within the ambit of the Bureau as they relate to Management's responsibility. They were also apprised of the Bureau's policy for the creation of grades which is based on the functional needs of the organisation. Moreover, upgrading in salary is determined through a Job Evaluation exercise and changes in the appellation of a grade are considered to better reflect the nature of duties being performed.
- 19.82 We are, in the ensuing paragraphs, making appropriate recommendations for the Secondary Sector taking into consideration several factors such as the introduction of the Nine Year Continuous Basic Education, the phasing out of the prevocational sector and the COVID-19 Pandemic.

Educator (Secondary) (Prevocational) (Personal)

Teacher (Secondary) (Prevocational) (Personal)

- 19.83 The grades of Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational) presently exist on the establishment of the Ministry of Education, Tertiary Education, Science and Technology. The Ministry has informed that, with the upcoming of the Nine Year Continuous Basic Education, the Prevocational Stream has phased out at the end of the 2019 Academic Year and the grades of Inspector (Prevocational), Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational) should be made evanescent.
- 19.84 The Ministry has also submitted proposals for the integration of incumbents in these grades into the regular stream, that is, to absorb them in the grade of Educator (Secondary). We have been informed that there are 77 Educators (Secondary) (Prevocational) and 51 Teachers (Secondary) (Prevocational). We are, therefore, making appropriate recommendations to enable the Ministry to effectively make use of these officers.

Recommendation 13

- 19.85 We recommend that the Ministry of Education, Tertiary Education, Science and Technology should set up an Implementing Committee to look into the redeployment of officers in the grades of Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational) with the phasing out of the Prevocational Stream.**
- 19.86 We also recommend that the grades of Educator (Secondary) (Prevocational) and Teacher (Secondary) (Prevocational) be made evanescent and abolished on vacancy. A personal salary has been provided for incumbents in post.**

Educator (Secondary)

Educator (Secondary) (Physical Education)

- 19.87 In our last Report, provisions were made for the Ministry of Education, Tertiary Education, Science and Technology to ensure that incumbents in the grades of Educator (Secondary) and Educator (Secondary) (Physical Education) recruited in a

temporary capacity, be appointed in a substantive capacity only upon successful completion of a one year course leading to an Educator's Licence to be provided by the Ministry. The Bureau was apprised that this recommendation has not yet been implemented and we reiterate the implementation of the recommendation.

Recommendation 14

19.88 We again recommend that, the Ministry of Education, Tertiary Education, Science and Technology should ensure that officers in the grades of Educator (Secondary) and Educator (Secondary) (Physical Education), recruited in a temporary capacity, be appointed in a substantive capacity only upon successful completion of a one year course leading to an Educator's Licence to be provided by the Ministry. Furthermore, the modules taken in the one year training course shall be banked towards a PGCE to be completed within a period of five years.

19.89 We also recommend that the Ministry of Education, Tertiary Education, Science and Technology should take the necessary steps to avoid any further delay in the implementation of the above recommendation.

19.90 With the lockdown due to COVID-19 Pandemic, Educators had to make use of a variety of technology-based software/IT tools as alternatives to the traditional classroom, provide lessons through video conferencing and online learning platforms as well as radio and national television programmes. We are, in this Report, making appropriate provision to cater for such instances.

Recommendation 15

19.91 We recommend that the duties in the respective scheme of service for the teaching personnel of the secondary sector be enlarged to include online teaching, assessment and evaluation, whenever necessary. This element has been considered in arriving at the salary scale recommended for the grades.

19.92 Provisions were made in the PRB Report 2016 for Educators (Secondary) to teach one or more subjects relating to their academic qualifications for approximately 1190 minutes in a week. In the context of this Report, most of the Unions have requested to reduce the duration of teaching per week; the 1190 minutes of teaching to be inclusive of activity periods, among others. The Management side, however, has expressed that the 1190 minutes of teaching is appropriate.

19.93 We are, in this Report, bringing some clarifications which were provided at the Conciliation Service of the Ministry of Public Service, Administrative and Institutional Reforms regarding the meaning of "approximately" during deliberations.

Recommendation 16

19.94 We recommend that Educators (Secondary) should continue to teach for approximately 1190 minutes in a week, one or more subjects relating to their academic qualifications.

- 19.95 We also recommend that the 1190 minutes should be inclusive of activity periods. Heads of Departments should ensure that a proper programme is submitted.**
- 19.96 The term "approximately" for the above recommendation is deemed to mean a few minutes less or a few minutes more but not a period less or a period more. It has been used because of divisibility as the duration of a period differs in different schools/colleges.
- 19.97 We are making additional specific provisions for the grade of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal).

Recommendation 17

- 19.98 We recommend that candidates possessing a post 'A' level Degree should, upon appointment as Educator (Secondary) or Educator (Secondary) (Physical Education) join the recommended salary scale at the salary point Rs 27400.**
- 19.99 We also recommend that incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal), who possess a post 'A' level Diploma or a post Cambridge School Certificate Degree and drawing salary which is less than Rs 27400 should, on obtention of the qualifications required to cross the QB, be allowed to join the recommended salary scale at salary point Rs 27400.**
- 19.100 Incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal), who satisfy the requirements to cross the QB, are presently allowed on reaching the top salary point of Rs 56450 to move incrementally in the Master Salary Scale up to salary point Rs 61325 subject to meeting certain criteria. We are providing the corresponding salary points in the PRB 2021 pay structure.

Recommendation 18

- 19.101 We recommend that incumbents in the grades of Educator (Secondary), Educator (Secondary) (Physical Education) and Educator (Secondary) (Prevocational) (Personal) who satisfy the requirements to cross the QB in the respective salary scale should, on reaching the top salary point of Rs 62700 be allowed to move incrementally in the Master Salary Scale up to salary point Rs 68000 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**
- 19.102 Educators (Secondary) who are assigned the duties of Head of Department are required to teach subjects of specialisation for approximately 840 minutes weekly against the payment of a monthly allowance of Rs 2000. Both the Unions and Management side have requested for an upward revision of the allowance. We have

rationalised the payment of this allowance throughout the public sector as the EOAC Report granted disproportionate increases giving rise to genuine representations.

Recommendation 19

19.103 We recommend that Educators (Secondary) assigned the duties of Head of Department on the basis of seniority should continue to teach subjects of specialisation for approximately 840 minutes weekly.

19.104 The term "approximately" for the above Recommendation is deemed to mean a few minutes less or a few minutes more but not a period less or a period more. It has been used because of divisibility as the duration of a period differs in different schools/colleges.

19.105 We also recommend that Educators (Secondary) who are assigned the duties of Head of Department should continue to be paid a monthly allowance of Rs 2000.

Allowance

19.106 Educators (Secondary) who do not possess the qualifications required to cross QB and are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods per week are being paid a monthly allowance of Rs 2360. The quantum of the allowance is being revised.

Recommendation 20

19.107 We recommend that Educators (Secondary) who do not possess the qualifications required to cross the QB and who are called upon to teach Grade 12 and Grade 13 subjects in scarcity areas for at least eight periods weekly, should continue to be paid a monthly allowance of Rs 2480. On obtention of the qualifications required to cross the QB, Educators (Secondary) would be eligible (i) to a salary point arrived at after adding the allowance to the basic salary OR (ii) to draw the higher salary point where the sum thus obtained is between two salary points and would draw the new determined salary or Rs 27400, whichever is the higher.

Officer-in-Charge Allowance

Recommendation 21

19.108 We recommend that the most senior Educators (Secondary) (Prevocational) (Personal) assigned duties of Officer-in-Charge in State Secondary Schools (Vocational) should continue to be paid a monthly non-pensionable allowance equivalent to three increments at the salary point reached in the salary scale of the grade.

Educational Social Worker Cadre

Risk Allowance

19.109 Officers in the grade of Educational Social Worker are, by nature of their work, exposed to risky situations/environment. Hence, provision was made for the payment of a risk allowance. This arrangement is still valid.

Recommendation 22

19.110 We recommend that incumbents in the grade of Educational Social Worker, who by nature of their work, are exposed to risky situations/environment should continue to be paid a monthly risk allowance equivalent to one and a half increments at the initial of their salary scale.

19.111 However, in the event the quantum of the above allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

QUALITY ASSURANCE AND INSPECTION DIVISION

19.112 The Quality Assurance and Inspection Division was set up in 2012 at the Ministry of Education, Tertiary Education, Science and Technology. This Division acts as an interface between the Ministry, the State Secondary Schools and other stakeholders in the education sector with the main purpose of ensuring that the vision and objectives of the Ministry are achieved. Quality Assurance in education is a process of monitoring, assessing, evaluating and reporting objectively on all aspects of school life. Its processes and practices are dynamic and provide the needed guidance as well as support to schools for consistent improvement in learning outcomes.

19.113 Presently, the Quality Assurance and Inspection Division comprises the grades of Director, Quality Assurance; Senior Quality Assurance Officer and Quality Assurance Officer. The Director, Quality Assurance is responsible for the management and administration of the Quality Assurance and Inspection Division.

19.114 For this review, Management has submitted that there is need to restyle some grades in the Cadre to better reflect the nature of duties being performed and level of operations, to which we are agreeable.

Recommendation 23

19.115 We recommend that the grade of Quality Assurance Officer be restyled Quality Assurance Officer/Senior Quality Assurance Officer.

19.116 We also recommend that the grade of Senior Quality Assurance Officer be restyled Assistant Director, Quality Assurance.

19.117 The above has been taken into consideration in arriving at the salary scale recommended for the respective grade.

Director (Health and Wellness)**Assistant Director (Health and Wellness)****Recommendation 24**

19.118 We recommend that provision as set out at paragraph 36.98 in Chapter Ministry of Health and Wellness of this Volume should be applicable to incumbent in the grade of Director (Health and Wellness) and Assistant Director (Health and Wellness).

Directorate for Technical Education**Directorate for Science and Technology**

19.119 In line with its Reforms Strategy, the Ministry has proposed the setting up of a specific Directorate for Technical Education and another one for Science and Technology. Requests were made for the creation of several grades for the manning of the new divisions.

19.120 However, the profiles for all the new grades requested were not submitted to the Bureau for salary grading and inclusion in this Report. Therefore, these requests may be considered on an *ad hoc* basis by the Bureau, whenever required by the Ministry, provided all documents pertaining to these grades are submitted accordingly.

LIBRARY SERVICES

19.121 The Library Services falling under the *aegis* of the Ministry of Education, Tertiary Education, Science and Technology, is responsible for the administration and management of school libraries (Primary, State Secondary Schools and State Colleges) and documentation centres of Ministries and public libraries. Its main functions are to: advise on policies, legislation and development in the library sector; ensure proper staffing of libraries including the deployment and placement of officers in the Cadre; monitor and control library expenditure; monitor development and use of library materials; plan and ensure implementation of library projects; and ensure optimum use of library resources through the organisation of activities.

19.122 The staffing structure of the Library Services presently comprises the grade of Head, Library Cadre at the apex, professionals in the grades of Senior Librarian and Librarian and officers in the grades of Senior Library Officer, Library Officer, Senior Library Clerk, Library Clerk and Library Attendant.

19.123 For this review exercise, the Unions requested, among others, to: restyle a few grades; amend the qualifications requirement of certain positions along with an upgrading of their salary; create additional levels; restrict the posting of Library staff in State Secondary Schools; abolish the grade of Trainee Library Clerk given that there are qualified officers in the market; provide training to officers of the Library Cadre leading to a Certificate in Pedagogy; merge the grades of Library Clerk and Senior Library Clerk as well as those of Library Officer and Senior Library Officer; and post Library and Animation Officers in primary schools.

- 19.124 During the consultative meetings, parties concerned were informed of the outcome of most of their demands. In addition, we consider that: restyling of grades should commensurate with the level and nature of duties performed; it is up to Management to increase the establishment size of grades; grades are created based on their functional needs; the scheme of service of existing grades may be reviewed to cater for job enlargement so as to avoid the proliferation of dead-end positions; there is still need to maintain the position of Trainee Library Clerk so as to uphold a degree of flexibility in the recruitment of Library Clerks; and certain representations pertain to internal issues which should be looked into administratively at the level of Management/Ministry.
- 19.125 Among the various proposals made, there are a few which we consider as meritorious. In this context, we are: reviewing the mode of appointment to the grade of Librarian to enable filling of the post from qualified serving officers; providing for the Ministry to consider the advisability of increasing the establishment size of the grade of Librarian; merging the grades of Library Clerk and Senior Library Clerk; and maintaining the payment of an allowance to officers concerned for working at odd hours in public libraries.

Librarian

- 19.126 At present, appointment to the grade of Librarian is made by selection from among candidates possessing a Degree in Library and Information Science or a Degree together with a postgraduate Diploma in Library and Information Science and who are registered as Professional Librarian with the Mauritius Council of Registered Librarians.
- 19.127 The Union has requested to review the mode of appointment of the grade whereby recruitment be made by selection from among serving officers of the Library Cadre of the Ministry of Education, Tertiary Education, Science and Technology.
- 19.128 After carefully examining the request and taking on board the views of parties concerned, we hold that same is meritorious as it would provide better promotional prospects to serving qualified officers of the Library Cadre who reckon long years of practical experience at the Ministry. We further view that the establishment size of the grade needs to be increased for a better service delivery.

Recommendation 25

- 19.129 We recommend that, in future, appointment to the grade of Librarian should be made by selection from among serving officers of the Library Cadre of the Ministry of Education, Tertiary Education, Science and Technology who possess a Degree in Library and Information Science or a Degree together with a postgraduate Diploma in Library and Information Science and who are registered as Professional Librarian with the Mauritius Council of Registered Librarians.**

19.130 We further recommend that the Ministry should carry out a Human Resource Planning exercise as per provisions made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to considering an increase in the establishment size of the grade of Librarian for a more efficient and effective service delivery.

Library Clerk/Senior Library Clerk
formerly Library Clerk
Senior Library Clerk

19.131 The Union has proposed for a merger of the grades of Library Clerk and Senior Library Clerk. After examining the schemes of service and newly written Job Description Questionnaires from officers in the two grades, we consider that the request may be acceded to, given that there is considerable overlapping of duties between the two grades and limited supervision at the level of the Senior Library Clerk. To this effect, we are making an appropriate recommendation.

Recommendation 26

19.132 We recommend that the grades of Library Clerk and Senior Library Clerk be merged and restyled Library Clerk/Senior Library Clerk. Incumbents in the merged grade would be required to perform the duties of the former grades of Library Clerk and Senior Library Clerk.

19.133 We further recommend that with the merger of the grades of Library Clerk and Senior Library Clerk, consequential amendments be brought to the scheme of service of the grade of Library Officer.

Library Officer

19.134 At present, Library Officers of the Ministry of Education, Tertiary Education, Science and Technology are allowed to move incrementally in the salary scale of the grade of Senior Library Officer up to a salary point. The Union has proposed to merge the grades of Library Officer and Senior Library Officer.

19.135 After examining the qualifications requirement and duties of both grades, we view that they should be maintained separately given that there is need for a supervisory level. To this end, we consider the present structure appropriate while reviewing the provision for movement.

Recommendation 27

19.136 We recommend that officers in the grade of Library Officer of the Ministry of Education, Tertiary Education, Science and Technology in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Public Libraries

19.137 Officers in the grades of Library Officer, Library Clerk and Library Attendant/Senior Library Attendant, posted in public libraries, are presently paid a monthly allowance for working beyond normal working hours. We are maintaining the payment of the allowance.

Recommendation 28

19.138 We recommend that officers in the grades of Library Officer, Library Clerk/Senior Library Clerk *formerly Library Clerk and Senior Library Clerk*, and Library Auxiliary/Senior Library Auxiliary *formerly Library Attendant/Senior Library Attendant* should be paid a monthly allowance, equivalent to one increment at the salary point reached in their respective salary scale, for working beyond normal working hours in public libraries.

Administrative Support Unit

19.139 The School Clerk Cadre comprises the grades of School Superintendent, Assistant School Superintendent and School Clerk.

19.140 The main representations from the staff side pertain to: upgrading of salaries, amending the mode of appointment to the grade of School Superintendent; postings of staff; restyling the grade of School Clerk; creation of additional level; repositioning of the QB in the salary scale of School Superintendent; providing training courses; reviewing the hours of work; and providing duty free exemptions and enhanced conditions of service. Union members were apprised on issues that could be entertained by the Bureau as well as on the philosophy behind the creation of grades and change in appellation. They were also informed that conditions of service would be looked into holistically.

19.141 After examining all the other requests, we hold that the current structure is fit for purpose. However, we are addressing the issue of positioning the QB for the grade of School Superintendent.

School Management Course

19.142 In the 2016 PRB Report, provision was made for the mounting of a work related Certificate course in School Management for School Superintendents and Assistant School Superintendents. During consultations, the Bureau was apprised that the work related Certificate course run for the School Superintendent differs from that of Assistant School Superintendent. The views of Management were sought on this issue and it responded that the appellation for the work related Certificate course in School Management is the same. However, the course contents are different as a tailor-made course was mounted for each grade. The moreso, their level of responsibilities are distinct.

Recommendation 29**19.143 We recommend that:**

- (i) **progression beyond the QB in the salary scale of the grades of School Superintendent would be subject to successful completion of the work related course Certificate in School Management; and**
- (ii) **School Superintendents who have successfully completed the Certificate 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 reaching the top salary of the scale should be granted an additional increment at the salary point reached for the computation of their pensionable emoluments.**

19.144 We further recommend that Assistant School Superintendents who have successfully completed the Certificate course and who have attained compulsory retirement age or have attained compulsory retirement age while opting to cash their accumulated Vacation Leave in full should be granted an additional increment at the salary point reached for the computation of their pensionable emoluments.

E-Government Unit

19.145 The E-Government Unit is responsible for the management, implementation, monitoring and driving of all ICT related projects in the Ministry including primary and secondary schools. It is headed by the Manager (ICT) who is assisted by Assistant Managers (ICT) and officers of the ICT Technician Cadre.

19.146 The main proposals received for the E-Government Unit were to restyle the grade of Principal ICT Technician and ICT Technician/Senior ICT Technician to ICT Coordinator and ICT Officer/Senior ICT Officer respectively. For technical reasons and other implications, we could not accede to the request. As regards the demand made for upgrading of the qualifications requirement of the grade of ICT Technician/Senior ICT Technician from a Diploma to Degree level, we have to this effect, re-assessed the grade and on this basis consider that the level of duties being performed do not warrant the possession of higher qualifications.

19.147 Upon examination, we consider the structure of the E-Government Unit to be appropriate to enable it to effectively deliver its services. Hence, the present set up is being maintained. Following representations received from the staff side, we are, however, reiterating the recommendation made in our last Report for the qualifications requirement of the grade of Assistant Manager (ICT) to be reviewed.

Assistant Manager (ICT)

19.148 In our last Report, we recommended that the qualifications requirement of the grade of Assistant Manager (ICT) be amended so that officers of the ICT Technician Cadre possessing the prescribed qualifications requirement and experience may be eligible for same particularly as they operate in the same field and possess the relevant

experience as far as software and maintenance of hardware is concerned. In the course of this exercise, the staff side have re-iterated their demand for the scheme of service of the grade of Assistant Manager (ICT) to be amended to enable recruitment from qualified serving officers. Given that appropriate recommendation to that effect was already made in our previous Report, Management is, therefore, requested to look into the matter.

Workshop Assistant/Senior Workshop Assistant

19.149 Both Management and staff side have urged for an upgrading of salary commensurate with the qualifications and evolution in the nature and complexity of duties shouldered by incumbents in the grade of Workshop Assistant/Senior Workshop Assistant. A scrutiny of the freshly written Job Description Questionnaires has revealed that there has been an evolution in the work complexity of this grade. We are making a provision to this effect.

Recommendation 30

19.150 We recommend that employees in the grade of Workshop Assistant/Senior Workshop Assistant, who have reached the top salary of their salary scale should be allowed to move incrementally in the Master Salary Scale by one increment.

Abolition of Grade

19.151 Management has submitted that the post of Seamstress (Personal) is vacant. **We are, therefore, abolishing this grade.**

SPECIFIC CONDITIONS (EDUCATION)

Vacation Leave

19.152 This section should be read along with the Chapter on Leave in Volume 1 of the 2021 Report.

19.153 Specific provisions for Vacation Leave and Casual Leave exist for Teaching Personnel due to the specificities of the Education Sector. Several Unions from both the primary and secondary sectors have represented for some flexibility in the grant of Vacation Leave in specific circumstances.

19.154 The Bureau has analysed all proposals and we are, in the ensuing paragraphs, making appropriate recommendations regarding the specific conditions for teaching personnel in the Education Sector. We are also providing our views on a specific representation regarding vacation leave taken as on and off during third term.

Recommendation 31

19.155 We recommend that the teaching personnel:

- (a) subject to the exigencies of the service, may be granted a maximum of up to 19 days' vacation leave during term time; and**

- (b) who do not take advantage of the annual vacation leave entitlement during term time in a calendar year should be allowed to accumulate up to the normal vacation leave ceiling. Additionally, the maximum vacation leave which may be accumulated over and above the vacation leave ceiling should not exceed 50% of the maximum accumulated vacation leave entitlement for the incumbent. Such leave may be taken as leave prior to retirement. If the services of the officer are required during the leave prior to retirement, they should be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.

19.156 We also recommend that notwithstanding provision at paragraph 19.155(a) above, vacation leave exceeding 19 days during term time should be granted, subject to the exigencies of the service, to officers for:

- (i) medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment cannot be dispensed locally;
- (ii) convalescence purposes following depletion of the officer's sick leave accumulated in bank;
- (iii) immediately after maternity leave;
- (iv) attending to the graduation ceremony of an immediate member of the family abroad;
- (v) the wedding of the officer or the officer's children;
- (vi) proceeding on pre-retirement leave;
- (vii) a male officer, following his wife's confinement; and
- (viii) any other case, (1) once for officers reckoning less than 20 years' service; and (2) not more than twice for those reckoning over 20 years' service inclusive of (1) above.

19.157 We further recommend that vacation leave may be granted only for reasons specified at paragraph 19.156 above during third term.

19.158 The term "immediate member of the family", for the purpose of paragraph 19.156 above is deemed to mean the officer's father, mother, brother, sister, husband, wife, son, daughter, father-in-law and mother-in-law.

19.159 We further recommend that members of the teaching personnel should attend to training course/seminars, talks and workshops organised during school vacation.

Vacation Leave taken as on and off

19.160 The Bureau had received a request from the Ministry of Education, Tertiary Education, Science and Technology, on an *ad hoc* basis, concerning leave which may be taken as on and off from the accumulated vacation leave. The gist of the request was whether

the leave which may be taken on and off from the accumulated vacation leave, after exhaustion of the casual leave, is considered as casual leave or vacation leave. Upon information gathered, it was observed that there was no consistency in the implementation of these recommendations across the different Zones. As such some Zones were granting the five days on and off during third term as it was deemed to be casual leave while some Zones were not granting same as it was being interpreted as vacation leave.

- 19.161 The Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) ruled out that the vacation leave taken on and off is and remains, to all intents and purposes, vacation leave and thereafter requested for the Bureau's concurrence on its stand.
- 19.162 After an in-depth analysis of the aforementioned request of the Ministry of Education, Tertiary Education, Science and Technology, it was observed that (i) officers do not earn passage benefits during both vacation leave and vacation leave taken as casual leave; and (ii) no accrual of leave is permitted during both vacation leave and vacation leave taken as casual leave. In light of the foregoing, the Bureau considers that the stand of the MPSAIR that vacation leave taken on and off, after exhaustion of casual leave remains vacation leave, is appropriate. The Bureau also considers that the Ministry of Education, Tertiary Education, Science and Technology should ensure consistency in the implementation of the recommendations across all the Zones.

Casual Leave (Education)

- 19.163 Members of the teaching personnel are eligible to 11 working days of casual leave per calendar year. Specific provisions exist for the annual refund of unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year to members of the teaching personnel who are assigned full responsibility of classroom teaching during a whole calendar year and who effectively perform teaching duties.
- 19.164 In the context of this Report, several Unions have requested to review the rate at which the unutilised casual leave is refunded. Given that the rate was reviewed in the PRB Report 2016, we consider that the existing provisions are appropriate and should continue.

Recommendation 32

- 19.165 We recommend that members of the teaching personnel who, during a whole calendar year are assigned full responsibility of classroom teaching and who effectively perform teaching duties, should continue to be refunded annually their unutilised casual leave up to a maximum of 10 days at the rate of 1/66 of their last monthly salary per day in the corresponding year.**
- 19.166 We also recommend that up to a maximum of 10 days of unutilised casual leave should be refunded to teaching personnel on a *pro-rata* basis for the year in which the officer proceeds on retirement or passes away while in service.**

Loan Facilities to purchase Laptop/PC

19.167 In view of the fact that teaching personnel are now required to use different techniques to carry out their pedagogical duties, the Bureau is making appropriate recommendation to enable those teaching personnel to avail of the proper tools and equipment.

Recommendation 33

19.168 We recommend that teaching personnel should be provided with loan facilities of up to a maximum of Rs 25000 at an interest rate of 2% per annum for a duration of 24 months for the purchase of a Laptop/PC, as appropriate.

19.169 For the purpose of this section on SPECIFIC CONDITIONS (EDUCATION), the term "teaching personnel" is deemed to read officers in the following grades:

- (i) Primary School Educator;
- (ii) Primary School Educator (Oriental Languages) (Personal);
- (iii) Deputy Head Teacher (Oriental Languages);
- (iv) Deputy Head Master (assigned full responsibility of classroom teaching and who effectively perform teaching duties during a whole calendar year);
- (v) Mentor (Personal);
- (vi) Health and Physical Education Instructor (Personal);
- (vii) Educator (SEN);
- (viii) Senior Educator (Secondary);
- (ix) Educator (Secondary);
- (x) Educator (Secondary) (Physical Education);
- (xi) Educator (Secondary) (Prevocational) (Personal);
- (xii) Teacher (Secondary) (Prevocational) (Personal);
- (xiii) Support Teacher; and
- (xiv) Teaching Assistant (Personal).

Scarcity Areas

19.170 For certain specific subjects falling in scarcity areas, appointment to the grade of Educator (Secondary) is made from among candidates possessing a recognised Degree but who do not possess the prescribed qualifications at School Certificate or GCE 'A' level. This arrangement should continue.

Recommendation 34

19.171 We recommend that holders of a recognised Degree who do not possess the School Certificate qualification or part of it should also be considered for appointment to the grade of Educator (Secondary) in fields where the authorities are facing difficulties of recruitment.

Discipline

19.172 School discipline is important as it sets a congenial atmosphere needed for teaching and learning. Its main goal is to provide and maintain a safe and healthy school climate that in turn allows students to access quality educational programmes for their all-round development.

19.173 The Ministry has informed that, over the past years, there has been an increasing concern among educators, school leaders and policy makers of the education sector regarding student behaviour and their bearing on educational outcomes and attainment. To this level, several measures have been taken to address the issue of indiscipline. The Bureau has been apprised by the Ministry that there is need for a dedicated grade at school level to plan, organise, develop and monitor matters related to school indiscipline. Therefore, the Ministry has decided, on a pilot basis, to recruit Discipline Masters on a contractual basis and subsequently the scheme of service for the grade has been sent to the Public Service Commission. Most Unions have also requested for the creation of a grade of Discipline Master.

19.174 The Bureau is of the view that the creation of a grade of Discipline Master is still arguable in the face of the societal evolution. Moreover, the creation of a grade of Discipline Master would impact on the salary gradings attached to several grades, namely Head Master, Deputy Head Master, Primary School Educator, Rector, Deputy Rector, Senior Educator, Educator (Secondary) and School Superintendent as discipline is a core duty in their schemes of service.

Hours of Attendance**Recommendation 35**

19.175 We reiterate that the hours of attendance for the teaching profession and other staff members should continue to be determined by the Responsible Officer of the Ministry.

Health Surveillance

19.176 In our last Report, provision was made for officers in IT grades at the Ministry of Education, Tertiary Education, Science and Technology who are required to work regularly on a computer screen to undergo health/medical check-ups. This arrangement should continue.

Recommendation 36

19.177 We recommend that the Ministry of Education, Tertiary Education, Science and Technology should continue to make necessary arrangements with Health Authorities, for its employees involved in the IT field to undergo a medical surveillance, including regular health check-ups.

**VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION,
SCIENCE AND TECHNOLOGY**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
06 000 110	Rs 119500 Chief Technical Officer (Education)
06 000 107	Rs 110125 Director Director, Quality Assurance Director (Health and Wellness)
06 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Assistant Director Assistant Director (Primary) Assistant Director (Health and Wellness) Principal Physical Education Organiser
06 085 101	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Assistant Director (Quality Assurance) <i>formerly Senior Quality Assurance Officer</i>
06 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Administrator (Education) Rector

Salary Code	Salary Scale and Grade
06 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Head, National Education Counselling Service Principal School Inspector Senior Physical Education Organiser</p>
06 072 094	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800</p> <p>Deputy Rector Quality Assurance Officer/Senior Quality Assurance Officer <i>formerly Quality Assurance Officer</i></p>
06 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Inspector (Pre-Vocational) (Personal to holder in post as at 30.06.08) Music Organiser Pedagogical Inspector (Personal to holder in post as at 30.06.03) Physical Education Organiser Senior Educational Psychologist Senior Educator (Secondary)</p>
06 072 090	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200</p> <p>Senior Inspector, Specialised Schools/Day Care Centres Senior School Inspector Senior Supervisor Oriental Languages</p>
06 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Analyst (Education) Business Development Officer (Ex-SMEDA) (Personal) Educational Psychologist</p>
06 047 088	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 QB 52550 x 1650 - 54200 x 1700 - 62700</p> <p>Educator (Secondary) (Personal) Educator (Secondary) (Physical Education) (Personal to holder in post as at 30.06.03)</p>

Salary Code	Salary Scale and Grade
06 047 088	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 QB 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Educator (Secondary) Educator (Secondary) (Physical Education) Educator (Secondary) (Prevocational) (Personal to holder in post as at 31.12.20)</p>
06 068 087	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000</p> <p>Inspector Specialised Schools/Day Care Centres School Inspector Supervisor Oriental Languages Supervisor (The Arts)</p>
06 065 085	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600</p> <p>Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) Head, SEN Resource Centres (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) Head Specialised Schools (possessing Advanced Certificate in Educational Management or Diploma in Educational Management)</p>
06 065 084	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Head, Specialised Schools [possessing Diploma (SEN)] Head, SEN Resource Centres [Possessing Diploma (SEN)]</p>
06 047 084	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Liaison Officer/Senior Liaison Officer</p>
06 063 083	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Assistant Supervisor (Oriental Languages) Head Master Head, Specialised Schools Head, SEN Resource Centre</p>

Salary Code	Salary Scale and Grade
06 056 082	Rs 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Assistant Supervisor (The Arts)
06 058 081	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Deputy Head, Specialised Schools (possessing Diploma SEN)
06 049 080	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Mentor (Personal to holder in post as at 31.12.20)
06 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Deputy Head Master Deputy Head Teacher (Oriental Languages) Health and Physical Education Instructor (Personal to holder in post as at 31.12.20)
06 051 080	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Deputy Head, Specialised Schools
06 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Coordinator Health and Anti-Drug
06 047 077	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 44800 Primary School Educator Primary School Educator (Oriental Languages) (Personal)
06 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Educator (SEN)

Salary Code	Salary Scale and Grade
06 055 079	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Educational Social Worker</p>
06 037 077	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Educational Social Worker</p>
06 034 071	<p>Rs 17825: 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Teacher (Secondary) (Prevocational) (Personal to holder in post as at 31.12.20)</p>
06 030 069	<p>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 - 35650 x 900 - 36550</p> <p>Support Teacher</p>
06 028 062	<p>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 - 30700</p> <p>Teaching Assistant (Personal to officers in post as at 31.12.15)</p>
06 031 034	<p>Rs 17045 x 260 - 17825</p> <p>Trainee Educator (Secondary)</p>
06 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Primary School Educator</p>
04 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Manager (ICT)</p>
04 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Assistant Manager (ICT)</p>

Salary Code	Salary Scale and Grade
04 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal ICT Technician
04 047 083	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 ICT Technician/Senior ICT Technician
04 033 071	Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400 ICT Support Officer (Personal to officers in post as at 31.12.20)
16 026 059	Rs 15745 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 - 28225 Printing Machine Operator
LIBRARY SERVICES	
05 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Head, Library Cadre
05 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Librarian
05 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Librarian
05 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Library Officer

Salary Code	Salary Scale and Grade
05 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Library Officer</p>
05 030 070	<p>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 - 35650 x 900 - 37450</p> <p>Library Clerk/Senior Library Clerk <i>formerly Library Clerk</i> <i>Senior Library Clerk</i></p>
05 027 029	<p>Rs 16005 x 260 - 16525</p> <p>Trainee Library Clerk</p>
08 061 082	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 QB 50900 x 1650 - 52550</p> <p>School Superintendent</p>
08 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Assistant School Superintendent</p>
08 030 067	<p>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</p> <p>School Clerk</p>
08 029 066	<p>Rs 16525 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 - 34000</p> <p>Word Processing Operator (Oriental Language)</p>
11 045 076	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Usher/Senior Usher (Education) (Female) (Personal) Usher/Senior Usher (Education) (Male) (Personal)</p>

Salary Code	Salary Scale and Grade
10 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Communication Officer</p>
26 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Inspector of Works</p>
26 051 074	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Inspector of Works</p>
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Assistant Inspector of Works Draughtsman's Assistant</p>
16 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Graphic Artist</p>
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Foreman</p>

Salary Code	Salary Scale and Grade
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Cabinet Maker Carpenter Electrician General Assistant Mason Painter Plumber and Pipe Fitter Rattaner Welder</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 043 068	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Senior ICT Laboratory Auxiliary <i>formerly Senior Computer Laboratory Auxiliary</i> Senior Laboratory Auxiliary</p>
24 026 063	<p>Rs 15745 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</p> <p>ICT Laboratory Auxiliary <i>formerly Computer Laboratory Auxiliary</i> Laboratory Auxiliary</p>
24 033 061	<p>Rs 17565 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</p> <p>Driver (Bibliobuses) Driver (Heavy Vehicles above 5 tons)</p>
24 027 060	<p>Rs 16005 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 - 29050</p> <p>Driver (Roster – Day and Night) (Personal)</p>
24 039 059	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Head, Workshop Assistant</p>

Salary Code	Salary Scale and Grade
24 030 059	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 - 28225 Senior/Head School Caretaker
24 026 059	Rs 15745 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 - 28225 Driver (Roster)
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
24 022 055	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525 Home Economics Attendant Library Auxiliary/Senior Library Auxiliary <i>formerly Library Attendant/Senior Library Attendant</i> Workshop Assistant/Senior Workshop Assistant
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Gardener/Nursery Attendant School Caretaker
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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

Salary Code	Salary Scale and Grade
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Cloakroom Attendant Lorry Loader
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker General Worker (Ex-SPI) (Personal)

TERTIARY EDUCATION SECTOR

- 19.178 The Tertiary Education Sector, itself a major pillar of the economy, is tasked with transforming the country into a Knowledge Hub and it operates within the Ministry of Education, Tertiary Education, Science and Technology. The Knowledge Hub is based on the ability to attract brand-named international tertiary education providers as well as international students and academics.
- 19.179 Government's vision is to transform Mauritius into a knowledge based economy, an endeavour requiring high calibre skills, research and innovation. This vision relies on a higher education system which will accompany every citizen on a lifelong learning journey by providing opportunities for further education and training. To this end, the Government introduced free higher education in 2019 in public tertiary institutions for courses leading to the obtention of a first Certificate, a first Diploma or a first undergraduate Degree. The objective is to put Mauritius on a higher growth path, using knowledge as a catalyst in broadening the economic base and providing necessary support to existing and upcoming sectors.
- 19.180 The tertiary education sector comprises public as well as private institutions. The main public tertiary education institutions include the University of Mauritius; the University of Technology, Mauritius; the Open University of Mauritius; the Université des Mascareignes; Mahatma Gandhi Institute (Tertiary) and the Rabindranath Tagore Institute. In addition, the Mauritius Institute of Education and Fashion and Design Institute are amongst the Higher Education Institutions operating in special areas.
- 19.181 Further, with the proclamation of the Higher Education Act, the Higher Education Commission and the Quality Assurance Authority have become operational as from January 2020. The Higher Education Commission is mandated, among others, to monitor and oversee the higher education sector whilst the Quality Assurance Authority has as object to promote, maintain and enhance quality assurance of higher education in line with international standards. The Mauritius Qualifications Authority is also a regulatory body which develops, implements and maintains the National

Qualifications Framework and ensures compliance with provisions for registration and accreditation of training institutions in the TVET/Technical sector.

- 19.182 A Science and Technology portfolio has exclusively been integrated to the Tertiary Education and Scientific Research Division since January 2020. The responsibility to promote new areas of Science and Technology and the task to play a key role for organising, coordinating and promoting science and technologies activities now rests upon the Tertiary Education Division. Its functions are henceforth, to, *inter alia*, transform Mauritius into a knowledge Hub and a Centre of Excellence for Higher Learning which will serve the region and beyond; translate the vision of the Ministry into implementation strategies in Tertiary Education, Science, Research and Technology; design, review, implement and monitor educational policies, strategies and reforms in line with Government Programme; prepare plans for the development of tertiary education sector with focus on access, quality, relevance, equity and achievement of all learners; and create an enabling environment for a higher education system that both generates and equips learners with innovative, cutting edge knowledge and deep skills for increased competence in a dynamic work environment.
- 19.183 In the context of this review exercise, the main request of the Union for grades in the Tertiary Education Sector was to amend the qualifications requirement for the grades of Chief Technical Officer and Director such that, in future, they are filled from internal candidates only. The Bureau sought the views of Management on the request which was, however, not agreed upon as Management considers that there is need to have a wider pool of candidates to facilitate recruitment of candidates with the right skills and aptitudes. The Union also requested for an upward review of the salary scale for the grade of Assistant Director. Representatives were apprised that any upgrading in salary would be considered following reassessment of the grade. On the other hand, Management had no proposals for the Tertiary Education Sector for this Report.
- 19.184 We are, therefore, maintaining the structure which is deemed to be efficient and effective and we are providing for revised salaries.

**VICE-PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION,
SCIENCE AND TECHNOLOGY
(TERTIARY EDUCATION SECTOR)**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary

Salary Code	Salary Scale and Grade
06 000 110	Rs 119500 Chief Technical Officer
06 000 107	Rs 110125 Director
06 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Assistant Director
06 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Administrator
06 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Project Officer
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



20. VICE-PRIME MINISTER'S OFFICE, MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT

- 20.1 The Ministry of Local Government and Disaster Risk Management encapsulates the responsibility for the local government and disaster risk management matters in Mauritius. It has, under its *aegis*, the National Disaster Risk Reduction and Management Centre (NDRRMC), the Mauritius Fire and Rescue Service (MFRS), the Mauritius Meteorological Services (MMS), the Statutory Bodies Family Protection Fund and Local Authorities comprising one Municipal City Council, four Municipal Councils, and seven District Councils along with some 130 Village Councils.
- 20.2 It envisions to: foster a vibrant local democracy; promote effective, transparent and proactive delivery of services of Local Authorities and to bridge development between rural and urban areas; maintain a high level of cleanliness, hygiene and embellishment of environment in public places; strengthen the resilience of Mauritius so as to substantially reduce and prevent disaster risks and losses of lives, livelihoods and assets of people, communities and businesses; make the country a safe place to live in, work and visit anytime and anywhere free from the threats of fire and other calamities/emergencies; and to establish a weather-resilient and climate-smart nation.
- 20.3 A Senior Chief Executive heads the Ministry and is supported by officers of the administrative and technical cadres as well as those in the General Services. Given that the current organisation structure conforms with the needs of the Ministry, same is being maintained.

VICE-PRIME MINISTER'S OFFICE, MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Inspector

Salary Code	Salary Scale and Grade
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector of Works
08 063 076	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Clerk Valuation Tribunal
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Foreman
25 026 059	Rs 15745 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 - 28225 Cabinet Maker Carpenter Electrician General Assistant Mason Motor Mechanic Painter Plumber and Pipe Fitter Welder
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant

Salary Code	Salary Scale and Grade
24 030 063	<p>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 - 31525</p> <p>Leading Hand/Senior Leading Hand</p>
24 033 062	<p>Rs 17565 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 - 30700</p> <p>Driver (Mechanical Unit)</p>
24 025 058	<p>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</p> <p>Driver</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Gardener/Nursery Attendant</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 020 050	<p>Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Handy Worker (Special Class) (New Grade)</p>
24 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Refuse Collector</p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>

Salary Code	Salary Scale and Grade
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p> <p style="text-align: center;">UNIFIED LOCAL GOVERNMENT SERVICE BOARD</p>
02 000 107	<p>Rs 110125</p> <p>Secretary, Unified Local Government Service Board</p>



20.1 NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE

- 20.1.1 The National Disaster Risk Reduction and Management Centre is the lead institution for disaster risk reduction and management in Mauritius. It is responsible to: facilitate implementation of the National Strategic Framework 2020 - 2030 and National Action Plan 2020 – 2030; coordinate and monitor all disaster risk reduction and management activities, including engagement with communities and other stakeholders; coordinate public education, training, research, lessons learned, and drills related to disaster risk management. The Centre also supports warning and alert efforts as well as National Emergency Operations Command and International Cooperation on Disaster Risk Reduction and Management.
- 20.1.2 A Director-General is at the apex as provided by the National Disaster Risk Reduction and Management Act 2016. Incumbent is responsible for the effective and efficient management of the Centre. The hierarchy also comprises three positions of Director, each responsible for an area of activity and various technical/professional levels, all involved in disaster management. Support services are equally provided by officers of the General Services grades. At present, the activities of the Centre are organised under three areas namely Preparedness, Response and Recovery.
- 20.1.3 In the context of this Report, we received an array of representations from different Unions which mainly consisted in: aligning the salary of the grade of Disaster Monitoring Officer with that of the Coordinator for Community Mobilisation and Local Community Support Preparedness Team; restyling the grades of Coordinator for Community Mobilisation and Local Community Support Preparedness Team and Disaster Monitoring Officer to a more appropriate appellation accompanied by an upgrading in the salary; creating a grade of Senior Coordinator for Community Mobilisation and Local Community Support Preparedness Team as an avenue of promotion for Coordinators; reviewing the mode of appointment of the grade of Director, Preparedness, so that it would be filled by promotion of Coordinators; providing for the payment of an On-Call Allowance and an In-Attendance Allowance; payment of overtime or an allowance for performing as Duty Officer; and granting enhanced conditions of service.
- 20.1.4 During consultations, Management informed that the present structure did not allow for a proper and smooth functioning at the Centre, the more so many key positions have remained vacant since its inception. The Bureau was apprised that the organisation structure was based on recommendations made by a foreign consultant, in line with what obtains for such institutions in other countries. According to Management, the main problem encountered is the inability to fill the various grades owing to a lack of candidates possessing the qualifications and experience in the relevant fields, which are scarce or unavailable locally.

- 20.1.5 Management's proposals consisted in: a review of the organisation structure through the establishment of a grade of Director against that of Director-General, whereby incumbent would head the Centre; the creation of a Geographical Information System (GIS) Unit, which would comprise the new levels of Disaster Management Officer/Senior Disaster Management Officer (GIS) and Geographical Information System Technician; a review of the appellations of the technical grades at the Centre to more generic appellations; an upgrading of the salaries of the technical grades with a view to retaining and motivating existing staff; provision of training through the mounting and dispensing of courses for new recruits and staff posted at the Centre.
- 20.1.6 The Bureau was informed that the proposed restructuring exercise was an urgent issue to be looked into. In this context, we advised Management to carry out this exercise on an *ad hoc* basis by following established procedures. However, we have been informed that no such exercise was conducted owing to a delay caused by the COVID-19 pandemic. In such circumstance, we are unable to bring any change in the structure and in schemes of service pending the restructuring exercise. In the same breath, the Bureau wishes to highlight that the proposed amendments to the scheme of the service of the grade of Recovery Programme Officer (Economics) could not be examined. We have, nonetheless, restyled a few grades to allow a smooth running of activities.
- 20.1.7 Notwithstanding the restructuring exercise and further to the requests made by the staff side and Management in the context of this review exercise, we consider that a few proposals which relate to implementation, should be dealt with administratively and general provisions regarding conditions of service have been made. As regards the request for the payment of an allowance to technical staff performing as Duty Officer, we consider same as being meritorious. The issue is being addressed in the ensuing paragraphs.

Restyling of Job Appellations

Recommendation 1

- 20.1.8 **We recommend that the following grades be restyled in order to better reflect the nature of duties performed by incumbents:**

Grade	Restyled to
Coordinator for Community Mobilisation and Local Community Support Preparedness Team	Coordinator for Community Mobilisation
ICT Specialist (Response)	ICT Specialist
Information and Communication Manager (Response Team)	Information and Communication Manager

Allowance to perform as Duty Officer

20.1.9 The Bureau has been apprised that technical staff in the grades of Coordinator for Community Mobilisation *formerly Coordinator for Community Mobilisation and Local Community Support Preparedness Team* and Disaster Monitoring Officer, among others, are being called upon to perform as Duty Officer at least thrice a month, over and above their normal duties as per an established roster, from 0800 hours to 0800 hours on the following day irrespective of Weekdays, Saturdays, Sundays and Public Holidays. The duties assigned in the designated position consist in diverting all the office calls on their mobile phones after office hours; monitoring the weather conditions at regular intervals; and liaising with the Police Information and Operations Rooms. Since these duties are over and above their normal duties and which are being carried out at odd and unsocial hours, we hold that an allowance may be paid to incentivise the officers.

Recommendation 2

20.1.10 We recommend that officers who are effectively performing as Duty Officer as per an established programme at least thrice a month, should be paid a monthly allowance equivalent to one increment at salary point reached.

NATIONAL DISASTER RISK REDUCTION AND MANAGEMENT CENTRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 113	Rs 128875 Director General
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Director Preparedness Director Recovery Director Response
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Coordinator for Community Mobilisation <i>formerly Coordinator for Community Mobilisation and Local Community Support, Preparedness Team</i>

Salary Code	Salary Scale and Grade
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Education and Training Coordinator Information and Communication Manager <i>formerly Information and Communication Manager (Response Team)</i>
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Disaster Monitoring Officer
04 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 ICT Specialist <i>formerly ICT Specialist (Response)</i>
01 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Recovery Programme Officer (Economics)
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Recovery Programme Officer (Engineering)
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



20.2 MAURITIUS FIRE AND RESCUE SERVICE

- 20.2.1 The Mauritius Fire and Rescue Service (MFRS) operates under the *aegis* of the Ministry of Local Government and Disaster Risk Management. Its overriding purpose is to ensure that the Republic of Mauritius is safe for the residents, visitors and businesses by protecting life, property and environment against fire and carrying out rescue operations and intervening during natural calamities and major incidents.
- 20.2.2 With the promulgation of the MFRS Act 2013, the Service has been assigned new responsibilities such as rescue and new mode of issuing Fire Certificates. The Act has also consolidated its various roles and functions as an all-hazard response agency. Henceforth, the Service has to play a more active civil protection role at the forefront of today's society for a safer, stronger and more resilient community by laying emphasis on prevention, education and emergency preparedness. It is also mandated to provide pre-hospital emergency care and life support to seriously injured persons at a fire/accident scene. Furthermore, in line with the Government policy towards digitalisation, the MFRS has already embarked on the e-licencing project for the issuance of fire certificates. The Service is also working towards achieving the six-minute response time to a fire emergency as set by the National Fire Protection Association (NFPA) 1710.
- 20.2.3 A Chief Fire Officer is at the Service pinnacle. He is responsible for the overall corporate management and operational activity of the MFRS and is supported by different levels of the Firefighter Cadre ranging from Firefighter to Deputy Chief Fire Officer. The MFRS has a total workforce of 1141 officers and presently, operates 10 Fire Stations.
- 20.2.4 Representations made by both Management and staff side pertain mainly to: change in appellation of some grades; creation of grades in view of the e-licencing system; increasing manpower in view of the re-engineering process; upgrading and alignment of salaries; review of certain aspects of the general conditions of service; grant duty free exemption; provide training courses; revise the quantum of allowances; and to set up a Prosecution Unit.
- 20.2.5 Taking heed of the nature of duties being performed, we are restyling a few grades. As regards its request for the creation of a grade of IT Project Officer for its e-licencing project, Management was apprised that it is the Ministry of Information Technology, Communication and Innovation which recruits IT Professionals and thereafter, makes their postings to Ministries/Departments. With reference to its request for upgrading/alignment of salaries, both Management and Unions were informed that same would be dealt with in line with the Bureau's general framework for pay determination. Management was also advised to carry out a Human Resource Planning (HRP) exercise to assess the rightsizing of staff as an appropriate structure has already been provided by the Bureau. All stakeholders were also notified that all matters related to the conditions of service would be dealt with holistically. For a training course in Management for senior officers as from the rank of Divisional Officer

and upward, Management was made aware that the onus rests with the Ministry. Management did not concur with Union's request for the setting up of a Prosecution Unit, as the Attorney-General's Office is already looking into all legal matters of the Service.

- 20.2.6 In line with the strategic vision and the re-engineering process of the MFRS, we are making appropriate recommendations to enable the Service to deliver on its mandate effectively and efficiently.

Firefighter Cadre

- 20.2.7 Pursuant to the MFRS Act 2013, officers of the Firefighter Cadre are now required to provide pre-hospital emergency care and life support to injured persons as well as to rescue trapped people and animals, amongst others, besides attending to fire and other emergencies. **These elements have been taken into consideration in arriving at the salaries recommended for the grades.**

Restyling of Grades

- 20.2.8 Both Union and Management have requested for a change in appellation for various grades to better reflect the duties devolving upon incumbents therein. We are agreeable with same.

Recommendation 1

- 20.2.9 **We recommend that the following grades be restyled as hereunder:**

From	To
Sub-Officer	Sub Fire Officer
Station Officer	Station Fire Officer
Senior Station Officer	Senior Station Fire Officer
Divisional Officer	Divisional Fire Officer

Lead Firefighter

- 20.2.10 In our last Report, provision was made for a departmental grade of "Lead Firefighter" as rank and command are central for the smooth running of the operations in the Disciplined Forces. It has been represented that the philosophy behind this provision is facing implementation issues to the effect that Firefighters are presently assuming leadership roles in various operations without being remunerated or acknowledged as "Lead Firefighter" as the operations are not classified as 'emergency' by Management. This is causing much frustration and the Unions have requested the Bureau to come up with an appropriate and implementable recommendation on this issue.

20.2.11 The Bureau has studied the request in line with the MFRS Act 2013, which defines the word 'emergency' as '*a serious, unexpected and potentially dangerous occurrence such as fire, flood, storm, explosion, landslide, terrorist act, accident, sea surge on land, leakage of harmful substances or oil spill*', which requires a significant and coordinated response" and views that "Lead Firefighter" should be remunerated accordingly when shouldering additional responsibilities and duties. To this effect, we are making appropriate recommendation.

Recommendation 2

20.2.12 We recommend that:

- (i) Firefighter should be departmentally known as "Lead Firefighter" on completing 15 years of service in the grade subject to being favourably reported on his performance, conduct and attendance;**
- (ii) Management should assign additional responsibilities and duties to the "Lead Firefighter"; and**
- (iii) a monthly allowance equivalent to two increments at the point reached in the salary scale should be paid to the "Lead Firefighter."**

Attending duty during emergencies formerly Time-Off

20.2.13 Presently, officers of the Firefighter Cadre, from the rank of Firefighter to Assistant Chief Fire Officer, who do not form part of the Bank of Fire Officers Scheme and who are required to attend their site of work to cater for normal interventions whilst being on leave or off duty, are granted equivalent time-off for the number of hours put in. In case time-off cannot be granted within a period of four months, the officers are paid an allowance based on their normal hourly rate for every hour put in, subject to a maximum of four hours per day.

20.2.14 Management has requested that the provision be extended up to the level of Deputy Chief Fire Officer as these officers are regularly required to attend to emergencies to lead and command the operations. The Bureau has examined the request and considers that it would not be practicable to extend the provision up to that level as all necessary elements have been taken into consideration while determining the salaries of all grades of the Disciplined Forces according to their specificities. On the other hand, union members have submitted that the current provision is, somehow, unfair as officers are paid only after having completed four hours per day. Moreover, they indicated that due to emergencies and exigencies of service, they are regularly required to be on duty and therefore do not have the opportunity to avail from any time-off. Following consultations with the Chief Fire Officer and Unions, we are reframing the recommendation to make it implementable as well as to align with what obtains in other Disciplined Forces.

Recommendation 3

20.2.15 We recommend that officers of the Firefighter Cadre, from the rank of Firefighter to Assistant Chief Fire Officer who do not form part of the Bank of Fire Officers Scheme and who are required to attend their site of work to cater for normal interventions and emergencies whilst being on leave or off duty, should be granted equivalent time-off for the number of hours put in. In the event time-off cannot be granted within a period of four months, the officer should be paid an allowance based on his normal hourly rate for every hour put in.

Trainer's Allowance

20.2.16 Officers who act as Trainer in the Training Unit of the Service and who possess the Trainers Certification Course of the Mauritius Institute of Training and Development (MITD) are currently paid a Trainer's allowance equivalent to one increment at the point reached in their respective salary scale. The staff side has claimed that, although the Service has a pool of highly qualified officers, the present provision is facing implementation problems as the latter do not possess the Trainers Certification Course of the MITD. After consultation with Management, we are bringing some form of redress in the provision whilst reviewing the quantum.

Recommendation 4

20.2.17 We recommend that qualified officers possessing the necessary skills, as approved by the Chief Fire Officer and who are posted in the Training Unit to act as Trainer, should be paid a monthly allowance of Rs 1545.

Special Duty Allowance

20.2.18 As per the existing provision, officers in the Firefighter Cadre, who are posted in Specialised Units of the Service, are paid a monthly Special Duty Allowance equivalent to one increment at the point reached in their respective salary scale, for performing specific duties of a specialised nature.

20.2.19 Both Management and Unions have apprised the Bureau that with their changing mission, the nature of work of officers in the Firefighter Cadre has evolved substantially. Moreover, along with the Fire Safety Division, Management Support Unit, Control and Mobilising Centre and Aerial Firefighting and Rescue Unit, the MFRS has created additional Specialised Units to improve its services. Firefighters posted in these Specialised Units need to possess a multitude of skills and talents to be able to cope effectively and efficiently with the ever-increasing public demands. In this regard, both Management and Unions have requested that the allowance be reviewed to motivate these officers as well as to help the Service in achieving its set objectives. We have examined the request and are providing for an enhanced allowance.

Recommendation 5

20.2.20 We recommend that officers in the Firefighter Cadre who are posted in the Specialised Units should be paid a monthly Special Duty Allowance equivalent to two increments at the point reached in their respective salary scale, for performing specific duties of a specialised nature.

Risk Allowance

20.2.21 At present, a monthly Risk Allowance is paid to officers of the Firefighter Cadre up to Assistant Chief Fire Officer as they must, apart from attending to fire, intervene in cases caused by natural disaster, accidents, chemical incidents and oil spills amongst others. As these operations involve high risk, the Bureau is maintaining the allowance whilst revising the quantum.

Recommendation 6

20.2.22 We recommend that officers of the Firefighter Cadre up to Assistant Chief Fire Officer should be paid a monthly Risk Allowance equivalent to 1½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 950.

20.2.23 We further recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Pregnant Firefighters

20.2.24 A specific recommendation was made in our previous Report for pregnant Firefighters. Considering this to be a safety measure for the female Firefighters, the Bureau is reiterating the existing provision.

Recommendation 7

20.2.25 We recommend that Management considers the advisability, to the extent possible, of relieving pregnant female Firefighters from performing extra hours or night shift or duties that involve continuous standing for at least three months before their confinement.

Bank of Fire Officers Scheme

20.2.26 Officers in the grades of Firefighter, Sub Fire Officer *formerly Sub-Officer* and Station Fire Officer *formerly Station Officer*, who form part of the Bank of Fire Officers Scheme and who are recalled for duty whilst on leave or off duty, are, presently, paid a uniform allowance of Rs 640 for working up to three hours and on a *pro rata* basis for any additional hours put in. The quantum payable is inclusive of travelling time involved in reaching a site.

20.2.27 During consultations, union members have informed that during an operation, officers carry out their duties according to their respective grade. That is, a Firefighter performs the duties of a Firefighter while a Station Fire Officer *formerly Station Officer* executes the duties of a Station Fire Officer *formerly Station Officer*. In that sense, it has been submitted that the rate should be paid according to the respective grade. Management has also echoed the same submission by highlighting that there is clear demarcation between the roles played by each grade in an operation. It has further pointed out that the Bank of Fire Officers Scheme is functioning properly and is helping the MFRS in delivering efficient services to the community. The Bureau has studied the request and is making the appropriate recommendation in view to harmonise with what obtains in other Disciplined Forces. **Alongside, it is suggested that the MFRS should carry out an HRP exercise to assess the adequacy of its staff at different levels of the Firefighter Cadre with a view to addressing the shortage of staff.**

Recommendation 8

20.2.28 We recommend that officers in the grades of Firefighter, Sub Fire Officer *formerly Sub-Officer* and Station Fire Officer *formerly Station Officer* who form part of the Bank of Fire Officers Scheme and who are recalled for duty whilst on leave or off duty to perform in emergencies or at private premises regarding fire prevention or to palliate any shortage of staff, should be paid an allowance as per the Table below for the first three hours put in and thereafter on a *pro rata* basis for any additional hour put in:

Grade	Amount (First 3 hours) (Rs)
Firefighter	675
Sub Fire Officer <i>formerly Sub-Officer</i>	730
Station Fire Officer <i>formerly Station Officer</i>	790

20.2.29 The MFRS has another mechanism, where officers are paid an allowance (Returning Leave) when they are retained on duty to perform extra hours beyond their scheduled shift. Request has been received to convert extra hours for working beyond the normal working hours into leaves. **The Bureau reiterates that 'Returning Leave' is an administrative arrangement and any review of its mode/rate should be dealt with administratively.**

Physical Training Instructors' Allowance

20.2.30 Currently, officers of the MFRS who have successfully followed the Physical Training Instructors Certificate Course of the MIE and who act as Physical Training Instructor are paid an allowance. We are retaining this provision.

Recommendation 9

20.2.31 We recommend that eligible officers should continue to be granted a monthly Physical Training Instructors' Allowance equivalent to one increment at the point reached in their respective salary scale.

Maintenance and Repair Allowance**Recommendation 10**

20.2.32 We recommend the payment of a monthly allowance of Rs 405 to officers of the Firefighter Cadre who perform maintenance and repair duties in respect of radio telephone equipment and breathing apparatus.

Allowance to drive Heavy Specialised Vehicles

20.2.33 Presently, officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialised vehicles are paid an allowance for driving same. Union has made request for a driving allowance to officers who have been entrusted to drive light duty vehicles. The issue was raised with Management who informed that Firefighters are required to perform duties according to their scheme of service. We are, thus, maintaining the current provision.

Recommendation 11

20.2.34 We recommend that an allowance equivalent to one increment at the initial of their respective salary scale should be paid to officers possessing the Heavy Vehicle Driver's Licence and who are designated to drive heavy specialised vehicles.

20.2.35 We further recommend that in the event the quantum of the above allowance payable to eligible officers is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Rent Allowance**Recommendation 12**

20.2.36 We recommend that the monthly Rent Allowance payable to officers of the MFRS who do not occupy government quarters should continue to be as hereunder:

Grade	Amount (Rs)
Firefighter	735
Sub Fire Officer <i>formerly Sub-Officer</i>	790
Station Fire Officer <i>formerly Station Officer</i>	815

Grade	Amount (Rs)
Senior Station Fire Officer <i>formerly Senior Station Officer</i>	915
Divisional Fire Officer <i>formerly Divisional Officer</i>	1010
Assistant Chief Fire Officer	1180
Deputy Chief Fire Officer	1180
Chief Fire Officer	1930

Night Duty Allowance

Recommendation 13

20.2.37 We recommend that officers of the Firefighter Cadre who effectively perform night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300 hours and 0500 hours.

Early Retirement Scheme

20.2.38 Union members have submitted that many officers of the Firefighter Cadre die at an early age or soon after their retirement as they have been exposed to various types of occupational diseases. Consequently, they have requested for retirement with full pension to be paid after 25 years of service. Given that the present provision is adequate, we are maintaining the Early Retirement Scheme.

Recommendation 14

20.2.39 We recommend that officers of the Firefighter Cadre who have been appointed as from 01 July 2008 should be:

- (a) **allowed to retire on a proportionate pension after completing 28³/₄ years of service; and**
- (b) **eligible to earn pension at an enhanced rate of 1/414th of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34¹/₂ years of service.**

20.2.40 We also recommend that officers in post as at 30 June 2008 should continue to benefit from the Early Retirement Scheme applicable as at that date.

Medical Examination

20.2.41 According to existing provisions, Management is required to make necessary arrangements for officers of the Firefighter Cadre to undergo a medical examination to ensure their fitness for the job once every two years and every year for officers who have reached the age of 60. As they are prone to various diseases, the Bureau deems it imperative for the officers concerned to undergo regular medical checkups and is recommending accordingly.

Recommendation 15

20.2.42 We recommend that Management should make necessary arrangements for officers of the Firefighter Cadre to undergo a medical examination, every year, to ensure their fitness for the job.

Posting of Officers on a rotational basis

20.2.43 In our previous Report, emphasis was laid on the fact that officers of the MFRS should be provided with appropriate training and be posted on a rotational basis to different operational units in the Service in order to enhance their knowledge and competencies and to make them polyvalent. **We consider that this provision should continue to prevail.**

Officers posted to Agalega on a tour of Service

20.2.44 In view of the project of the construction of an airstrip and other amenities in Agalega, a Fire and Rescue Service has been set up there to ensure fire prevention measures. Presently officers of the Firefighter Cadre who are posted there are paid a monthly allowance for providing a 24-hour coverage. We are revising this allowance.

Recommendation 16

20.2.45 We recommend that officers of the Firefighter Cadre who are posted to Agalega on a tour of service should be paid a monthly allowance of Rs 5250 for providing 24-hour coverage and effectively working over and above their normal working hours.

Special Provision for officers of the Disciplined Forces working on shift

20.2.46 The purpose of leave is to allow employees time away from duty so as to return to work refreshed. Managing leave devolves upon a Responsible Officer, who should ensure that, wherever possible, officers take their leave entitlement in the leave year it is allocated.

20.2.47 Yet, the above is not an easy task when it pertains to essential services. The ILO defines essential services as that which, if interrupted, would endanger the life, health or personal safety of the whole or part of the population. Frontline workers form part of the essential services and are those who cannot feasibly work from home and need to be physically present at their workplace.

20.2.48 At present, officers in the grades of Firefighter up to Station Fire Officer *formerly Station Officer* are required to work on shift to provide a 24-hour service. It has been submitted that these officers do not have the opportunity to avail of their leave entitlement, be it sick, casual or vacation leave as they are very often called to attend duty due to exigencies of service. The Bureau has examined the request carefully and considers that as the officers are foregoing their leaves to ensure the operational efficiency of the MFRS, there should be a mechanism to compensate them for the untaken casual leave. We are, therefore, making a recommendation to that effect.

Recommendation 17

20.2.49 We recommend that officers in the grades of Firefighter up to Station Fire Officer *formerly Station Officer* who effectively work on shift, should, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, be refunded annually their unutilised casual leave up to a maximum of six days at the rate of 1/66 of their last monthly salary per day in the corresponding year.

20.2.50 We further recommend that unutilised casual leave in respect of those officers who proceed on retirement or pass away while in service should be refunded on a *pro rata* basis in that particular year.

Once in a Career Performance Bonus**Recommendation 18**

20.2.51 We recommend that officers in the grades of Firefighter up to Senior Station Fire Officer *formerly Senior Station Officer*, who have never benefitted from the payment of the Performance Bonus in their career, should be paid a 'Once in a Career Performance Bonus' equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:

- (i) served for a period of at least 10 years in the Mauritius Fire and Rescue Service;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and
- (iii) not been adversely reported upon on ground of conduct.

MAURITIUS FIRE AND RESCUE SERVICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
07 000 108	Rs 113250 Chief Fire Officer
07 085 101	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Deputy Chief Fire Officer
07 070 088	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Chief Fire Officer

Salary Code	Salary Scale and Grade
07 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Divisional Fire Officer <i>formerly Divisional Officer</i></p>
07 058 078	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Senior Station Fire Officer <i>formerly Senior Station Officer</i></p>
07 051 075	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Station Fire Officer <i>formerly Station Officer</i></p>
07 049 072	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Sub Fire Officer <i>formerly Sub-Officer</i></p>
07 037 069	<p>Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 QB 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Firefighter</p>
25 052 070	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Workshop Supervisor</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Foreman</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Automobile Electrician General Assistant Mason Motor Mechanic Panel Beater Plumber and Pipe Fitter Welder</p>

Salary Code	Salary Scale and Grade
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
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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



20.3 MAURITIUS METEOROLOGICAL SERVICES

- 20.3.1 The Mauritius Meteorological Services (MMS) is committed to provide accurate and timely weather/climate services and early warnings for natural hazards for enhanced socio-economic development of the Republic of Mauritius. With a higher prevalence of flash floods, larger rainfall variability and more intense tropical cyclones for the past few years, the MMS aims at becoming more proactive, efficient and effective in the delivery of its services.
- 20.3.2 Its key functions are, among others, to: provide meteorological services to various stakeholders including Government, media, the general public, maritime and aeronautical navigation; collect, process and publish meteorological observations; provide tsunami warnings as and when the event occurs in the Indian Ocean; and issue warning for the protection of life and property during adverse weather conditions. The MMS works in collaboration with the World Meteorological Organisation in order to achieve its vision of being a weather resilient and climate-smart nation.
- 20.3.3 The Director who is at the apex of the MMS, is assisted by Deputy Directors and officers in professional and technical grades while support is provided by officers in General Services and employees in the manual grades.
- 20.3.4 For this review exercise, the different staff associations made representations to the Bureau and they were informed of requests that did not fall within the ambit of the Bureau. Union members further made a series of proposals and a few of the requests that should be dealt with by the Management of the MMS are as follows: provision of a monthly internet package to officers; creation of additional posts and new sections; payment of an allowance for acting as resource person; and provision of incentives to purchase laptop and to benefit from a medical insurance cover.
- 20.3.5 Moreover, a few of the requests submitted by union members like refund of untaken casual leaves cut across the whole public sector and decisions thereto related are taken on the basis of policies governing casual leave. Concerning the grant of 100% duty remission to certain grades, union members were apprised of the fact that the grant of 100% duty remission is by virtue of salary point reached or as per the list at Annex I of Chapter on Travelling and Car Benefits. With respect to the payment of night duty and hardship allowance, parties were informed that such provisions already exist in the Report.
- 20.3.6 As regards the request for an upgrading of salary, same was examined by the Bureau after retrieving information from Job Description Questionnaires and site visit conducted by officers of the Bureau. In this particular context, no major evolution of duties and responsibilities has been noted. With respect to proposal for the payment of on-call and in-attendance allowance to the Deputy Director, MMS, after examination, the Bureau found no merit in the request. Regarding the refund of the registration fee for affiliation to international meteorological societies to the grade of Meteorologist/Senior Meteorologist, the request was not acceded to as this is not a

requirement as per the scheme of service. Additionally, request was made by union members for a site visit to be effected at the MMS with respect to the payment of an allowance for surveillance of tsunamis and earthquakes. The outcome of the site visit will be discussed in the ensuing paragraphs.

- 20.3.7 On its part, Management made submission with respect to the creation of a grade of Press Relation Officer. After assessing the proposed scheme of service submitted by Management, the Bureau considers that the request concerns a stand alone grade, which cannot be granted. Instead, officers in the grade of Meteorologist/Senior Meteorologist could perform these specific duties on a rotational basis.
- 20.3.8 Another issue that Management highlighted pertains to the refusal of Meteorological Technicians including female officers to go on a tour of service to Agalega and St Brandon and the Bureau was further apprised by Management that unlike St Brandon, the station at Agalega is fully equipped to accommodate female officers. As this is an implementation issue, it is dealt with by the Ministry of Public Service, Administrative and Institutional Reforms. Hence, the MMS was advised to take up the issue with them.
- 20.3.9 The present organisation structure has been examined, particularly in the face of its vision, mission and objectives and also taking into consideration the observations made during the site visit. On this basis, we consider that the organisation structure is fit for purpose and is, therefore, maintained.

Site Visit

- 20.3.10 Upon request for the payment of an allowance for surveillance of tsunamis and earthquakes, a site visit was carried out at the MMS during which the Bureau observed that the said surveillance and monitoring exercise involves a 24-hour basis monitoring. However, upon detection of any case of tsunamis and earthquakes, officers are alerted by a beeping sound. Hence, officers carrying out this observation duty do not in fact require to be fixing the screen of their Visual Display Units at all times as we were given to understand. Therefore, this specific observation exercise does not warrant the payment of an allowance.

Meteorological Technician Cadre

- 20.3.11 Officers of the Meteorological Technician Cadre represented that while posted at St. Brandon, they are unable to communicate properly with their families due to the high cost of communication. This situation is considered to be inconvenient to the families. Hence, this issue was raised with Management. The latter informed the Bureau that because of the marked deterioration in the quality of communication at the St. Brandon Meteorological Station, Management has provided a satellite phone to officers posted there but only for official use and for emergency messages only. **Subsequently, the Bureau was informed that Management is considering the payment of a monthly satellite-phone call allowance to officers posted to the St. Brandon Meteorological Station.**

20.3.12 Another pertinent issue raised by officers of the Meteorological Technician Cadre concerns transport problems faced by officers posted at the Plaisance Meteorological Station to attend duty. **This issue was raised with Management and eventually the Bureau was apprised that internal arrangement is being made to remedy this situation.**

Movement beyond QB

20.3.13 Presently, officers in the grades of Meteorological Technician, Senior Meteorological Technician and Principal Meteorological Technician are allowed to move beyond the Qualification Bar (QB) upon possession of a Diploma in Meteorology. Since there is still need for the QB in the salary scale of the grade of Meteorological Technician, the provision with respect to the grade of Meteorological Technician is being maintained.

Recommendation 1

20.3.14 We recommend that officers in the grade of Meteorological Technician possessing a Diploma in Meteorology should be allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale.

20.3.15 We further recommend Meteorological Technicians possessing a Diploma in Meteorology should join the salary scale at salary point Rs 21850.

Adhoc Allowance – Instrument Section

20.3.16 Meteorological Technicians who are posted in the Instrument Section are being paid a monthly *adhoc* allowance of Rs 1500 for carrying out repairs and maintenance of meteorological instruments, which are over and above their normal duties. After an in-depth analysis regarding the extension of the payment of this allowance to the grades of Senior Meteorological Technician and Principal Meteorological Technician, the Bureau has reconsidered its position in the light of additional information obtained. Hence, we are maintaining this provision only for the grade of Meteorological Technician and revising its quantum.

Recommendation 2

20.3.17 We recommend that the monthly *adhoc* allowance payable to the Meteorological Technicians who are posted in the Instrument Section to carry out repairs and maintenance of meteorological instruments should be revised to Rs 1575.

Allowance for performing Civil Status duties

20.3.18 At present, the Senior Meteorological Technician posted to Agalega on a tour of duty is paid a monthly allowance of Rs 1000 for performing extra duties relating to Civil Status, namely registration of births, deaths, marriages, issue of certificates, and any other related documents, as no officer from the Civil Status Office is posted in the island. Given that the present arrangement is still appropriate, we are, therefore, maintaining the provision whilst revising the quantum of the allowance.

Recommendation 3

20.3.19 We recommend that the monthly allowance payable to the Senior Meteorological Technician posted on a tour of duty at Agalega for performing civil status duties, should be revised to Rs 1050.

Allowance for Training to new recruits

20.3.20 Provision exists for the payment of a sessional fee to incumbents in grades of Divisional Meteorologist, Meteorologist/Senior Meteorologist, Chief Meteorological Technician, Deputy Chief Meteorological Technician and Principal Meteorological Technician for dispensing both formal and classroom training to new recruits. According to Management, officers follow on-the-job training in addition to the university course followed by them, as prescribed. Consequently, only limited classroom training is being provided. Hence, payment of this allowance is being discontinued.

Night Duty Allowance

20.3.21 A night duty allowance equivalent to 25% of the normal rate per hour for specific hours is paid to officers of the Meteorological Technician Cadre for effectively performing night shift. This provision is still valid.

Recommendation 4

20.3.22 We recommend that Trainee Meteorological Technicians, Meteorological Technicians and Senior Meteorological Technicians who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

Inducement Allowance - Meteorological Technician (Agalega)

20.3.23 An inducement allowance equivalent to 50% of basic salary is payable per month to officers in the grade of Meteorological Technician (Agalega). This provision is being maintained.

Recommendation 5

20.3.24 We recommend that officers in the grade of Meteorological Technician (Agalega) should continue to be paid a monthly inducement allowance equivalent to 50% of monthly salary.

On-Call and In-Attendance Allowance

20.3.25 On-Call and In-Attendance Allowances are paid to Meteorologist/Senior Meteorologists who are required to be on call from 2200 hours to 0400 hours and attend duty while being on-call. We are maintaining this provision and revising the quantum of these allowances.

Recommendation 6

20.3.26 We recommend that an On-Call and In-Attendance Allowance should be paid to Meteorologist/Senior Meteorologists as per the table below:

Grade	Allowance	Amount (Rs)
Meteorologist/Senior Meteorologist	On-Call Allowance	Rs 210 daily
	In-Attendance Allowance, when attending duty whilst on call	Rs 210 per hour, inclusive of travelling time

20.3.27 At present, the Divisional Meteorologist who is required to attend duty during extreme weather conditions is paid an In-Attendance Allowance of Rs 370 per hour. For the present review exercise, union members requested that the recommendation be rephrased. Views of Management were sought on this issue for clarification. Payment of the In-Attendance Allowance should in fact be made to the Divisional Meteorologist in the event that incumbent is presently not at work and is required to attend duty in the occurrence of an adverse event. We are revising the quantum of the allowance.

Recommendation 7

20.3.28 We recommend that Divisional Meteorologists, who during extreme weather conditions have to attend duty, should be paid an In-Attendance Allowance of Rs 390 per hour, inclusive of travelling time.

Meteorological Telecommunications Division

20.3.29 The Meteorological Telecommunications Division of the MMS is being serviced by officers of the five-level Meteorological Telecommunications Technician Cadre and Telecommunication Engineer/Senior Telecommunication Engineers. It is mainly responsible for the installation, repairs and maintenance of various equipment used for the reception, processing, displaying and dissemination of meteorological data.

20.3.30 For this review, the Union made representations on behalf of the Meteorological Telecommunications Technician Cadre which mainly consisted in: changing the reporting line of the Chief Meteorological Telecommunications Technician; reviewing the qualifications requirement, duties and salaries; creating additional posts; extending the payment of the Height Allowance to officers in other grades; and granting enhanced conditions of service as those provided to shift workers. Request was also made for Management to dispense a course in basic meteorology; granting an On-Call and an In-Attendance allowance; the payment of an allowance to officers posted in specialised units; and filling the post of Deputy Chief Meteorological Telecommunications Technician.

- 20.3.31 Proposals from the Telecommunication Engineer/Senior Telecommunication Engineers comprised, among others: amending the scheme of service and upgrading the salary, as incumbents are called upon to perform additional duties not forming part of their scheme of service; payment of a Height Allowance in connection with maintenance of the Radar; granting additional increments every three years owing to lack of career prospects; and provision of personal protective equipment due to several electrical hazards at their workplace.
- 20.3.32 Management's proposals for the Meteorological Telecommunications Technician Cadre were mainly geared towards: an upgrading of the entry requirement of the position of Trainee Meteorological Telecommunications Technician and incumbents would be sponsored to follow a two-year part-time Diploma Course in Telecommunication Engineering; an alignment in salary of the Meteorological Technician and Meteorological Telecommunications Technician Cadre; a few grades of the Meteorological Telecommunications Technician Cadre to be placed on a shift pattern of work; and payment of an allowance to officers of the Meteorological Telecommunications Technician Cadre who are posted in the Server and Computer Administration Section.
- 20.3.33 The Bureau carried out two site visits further to requests made by the staff and Union, namely at the Vacoas and Trou aux Cerfs Radar Stations to take cognizance of the working environment and duties being performed by the Meteorological Telecommunications Technician Cadre, among others. The exercise enabled us to better understand, *inter alia*, the rationale of certain representations made by the officers of the Meteorological Telecommunications Technician Cadre and Telecommunication Engineer/Senior Telecommunication Engineers.
- 20.3.34 After careful examination of the various proposals made by all parties concerned and after taking cognizance of the findings of the site visits conducted and views of Management on certain issues, we are making the following observations, a few of which were already communicated during consultative meetings held at the Bureau: change in reporting lines as well as creation of additional posts or filling of vacant positions rests with Management; and the additional duties being performed by Telecommunication Engineer/Senior Telecommunication Engineers are of a lower nature. Moreover, the salary scale of the grade of Telecommunication Engineer /Senior Telecommunication Engineer is a merged one and has already catered for the element of career earnings; Management informed that all health and safety issues, as well as the provision of relevant personal protection equipment would be looked into at their level; and officers of the Meteorological Telecommunications Technician Cadre are not required to interpret meteorological radar data.
- 20.3.35 Among the representations made, a few were found meritorious and are being addressed. In this context, we are upgrading the entry requirement to the Meteorological Telecommunications Technician Cadre; classifying a few grades of the Meteorological Telecommunications Technician Cadre as working on shift; and reviewing the salary scales of the grades; allowing new recruits to be sponsored to

follow a Diploma Course in Telecommunication Engineering; extending payment of a Height Allowance to eligible officers; and providing for the payment of an allowance to officers concerned who are posted in the Server and Computer Administration Section.

Trainee Meteorological Telecommunications Technician

20.3.36 At present, recruitment to the position of Trainee Meteorological Telecommunications Technician is made by selection from among candidates possessing a Cambridge School Certificate with credits in five subjects including Mathematics and Physics. During their traineeship, incumbents are sponsored to follow a Diploma course in Telecommunication Engineering, and upon successful completion of same, incumbents are appointed Meteorological Telecommunications Technicians.

20.3.37 For this Report, both Management and the Union have requested for an upgrading of the basic entry qualifications requirement on the ground that candidates joining the cadre should be more knowledgeable owing to an evolution in the telecommunications field. In the same vein, we have been apprised that the Diploma course is being revamped in line with the nature of duties which the officers of the Meteorological Telecommunications Technician Cadre are called upon to perform. In this context, Management informed that a module on the fundamentals of electrical installation and minor repairs as well as a module on basic meteorology would be included. We are, therefore, reviewing the qualifications requirement at entry level.

Recommendation 8

20.3.38 We recommend that, henceforth, recruitment to the position of Trainee Meteorological Telecommunications Technician should be made by selection from among candidates possessing a Higher School Certificate including Physics or Mathematics at Principal Level and who are computer literate. During their two-year period of training, trainees would, among others, be sponsored to follow a Diploma course in Telecommunication Engineering.

20.3.39 We further recommend that Management should take necessary prompt action to review the content of the Diploma course so as to include additional relevant module/s.

Shift Pattern of Work and Review of the scheme of service of grades of the Meteorological Telecommunications Technician Cadre

20.3.40 At some point in time, grades of the Meteorological Telecommunications Technician Cadre were classified as working on shift. Subsequently, in the context of 2008 review exercise, Management informed that there was no longer the need for a shift pattern of work for the Meteorological Telecommunications Technician Cadre. As a result, officers in post at that time maintained their "shift" salary scale on a personal basis, whilst a non-shift scale was provided for future holders.

20.3.41 For this review, Management has requested for a reversion to a shift pattern of work on the ground that the Trou aux Certs Radar Station is meant to operate on a 24-hour basis and the work of the Meteorological Telecommunications Technician Cadre has become more demanding such that their services are now required round the clock. The officers are required to be present at all times for prompt intervention at the Vacoas Meteorological Station so as to ensure a continuous reception and dissemination of meteorological data. Since this working pattern would enable the MMS to operate more effectively, we are classifying the relevant grades on a shift pattern of work.

20.3.42 In addition, prior to the publication of this Report, Management submitted through the Ministry of Public Service, Administrative and Institutional Reforms proposed schemes of service of the grades in the Meteorological Telecommunications Technician Cadre whereby duties have been enlarged.

20.3.43 The Bureau has taken into account the element of working of shift and the enlarged duties prior to arriving at the recommended salary scales of the grades of the Meteorological Telecommunications Technician Cadre as provided in the ensuing recommendation. However, the recommended salary scales would be applicable once the relevant reviewed schemes of service of the grades concerned have been prescribed and the shift pattern of work effectively implemented.

Recommendation 9

20.3.44 We recommend that:

- (i) the grades of Trainee Meteorological Telecommunications Technician, Meteorological Telecommunications Technician, Senior Meteorological Telecommunications Technician and Principal Meteorological Telecommunications Technician should be classified as working on a shift pattern; and**
- (ii) Management should expedite matters in increasing the establishment size of the grades concerned with a view to allowing a proper functioning of the shift pattern of work and reviewing/prescribing the proposed schemes of service of the grades of the Meteorological Telecommunications Technician Cadre.**

20.3.45 We further recommend that the following salary scales as per the table below should be applicable to the grades of the Meteorological Telecommunications Technician Cadre, once the relevant reviewed schemes of service have been prescribed and the shift pattern of work effectively implemented:

Salary Code	Salary Scale/Grade
22 069 086	Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 59300 Chief Meteorological Telecommunications Technician
22 068 085	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Deputy Chief Meteorological Telecommunications Technician
22 064 081	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Meteorological Telecommunications Technician (Shift)
22 053 079	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Meteorological Telecommunications Technician (Shift)
22 038 072	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Meteorological Telecommunications Technician (Shift)
22 031 033	Rs 17045 x 260 - 17565 Trainee Meteorological Telecommunications Technician (Shift)

20.3.46 We also recommend that officers of the Meteorological Telecommunications Technician Cadre in post as at the eve of the publication of this Report, who joined the Meteorological Telecommunications Technician Cadre as from 01 July 2008 and were subsequently drawing salary in the respective non-personal salary scale as per 2016 PRB Report should be given the option to join the shift pattern of work and on joining be granted three increments at salary point reached in their respective salary scale as recommended at paragraph 20.3.45 above, subject to the top salary of the grade concerned.

Specific Recommendation made in 2008 PRB Report

20.3.47 Following the introduction of a non-shift pattern of work in 2008 Report, the Bureau provided for a future holder salary scale for the grades of the Meteorological Telecommunications Technician Cadre, whilst maintaining those which were applicable prior to the Report, to safeguard the promotional prospect for officers in post as at 30 June 2008. Further to clarification sought by the Ministry of Public Service, Administrative and Institutional Reforms and recommendation made by the Standing Committee on Remuneration, as subsequently endorsed by the High Powered Committee, we are making a specific provision for the officers concerned.

Recommendation 10**20.3.48 We recommend that:**

- (i) officers of the Meteorological Telecommunications Technician Cadre in post as at 30 June 2008, who were governed by the provision made at paragraph 14.3.11 in Volume 2 Part I of the 2008 PRB Report should on their promotion continue to be governed by the said provision, notwithstanding the salary scales that have been made personal in the 2013 and 2016 PRB Reports; and
- (ii) pending the establishment of a shift system and prescription of the proposed schemes of service by Management, officers in the above category of the Meteorological Telecommunications Technician Cadre should be governed by the undermentioned salary scale:

Salary Code	Salary Scale/Grade
22 068 084	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Chief Meteorological Telecommunications Technician
22 064 081	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Meteorological Telecommunications Technician
22 053 079	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Meteorological Telecommunications Technician
22 038 072	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Meteorological Telecommunications Technician

Night Duty Allowance

20.3.49 Officers working on a shift pattern of work are normally paid a Night Duty Allowance as an incentive for working during unsocial hours. Given that officers of the Meteorological Telecommunications Technician Cadre are called upon to operate on a shift pattern of work, we are recommending for the payment of this allowance.

Recommendation 11

20.3.50 We recommend that officers of the Meteorological Telecommunications Technician Cadre who effectively work on night shift should be paid a Night Duty Allowance equivalent to 25% of the normal hourly rate for the period between 2300 hours and 0500 hours.

20.3.51 Officers working on shift are also governed by the general provisions made under Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime, in Volume 1 of this Report.

Allowance to Officers posted in the Computer and Server Administration Section

20.3.52 Both Management and the Union made a request for the payment of an allowance to officers of the Meteorological Telecommunications Technician Cadre who are posted in the Computer and Server Administration Section, which is considered as a specialised unit at the MMS. These officers are called upon to perform extra duties of a specialised nature in the field of ICT, on account that they possess additional relevant competencies/qualifications. Management informed that performance of these extra duties requires extra knowledge and additional qualifications in the related field.

20.3.53 After examining the proposal, we view that there is some merit in the request. We are, therefore, providing for an additional compensation to be paid to these officers.

Recommendation 12

20.3.54 We recommend that officers of the Meteorological Telecommunications Technician Cadre who possess additional higher qualification in the field of IT and as a result are posted in the Computer Server Administration Section to perform specific duties over and above their normal duties, should be paid a monthly *ad hoc* allowance equivalent to one increment at the point reached in their respective salary scale.

Height Allowance

20.3.55 A Height Allowance is presently payable to Meteorological Telecommunications Technicians and officers posted in the Instrument Section of the MMS, for climbing masts and towers above 20 feet for the maintenance, servicing and repair of anemometers.

20.3.56 In the context of this Report, Union members as well as the Telecommunication Engineer/Senior Telecommunication Engineers who are posted at the Trou aux Cerfs Radar Station, have requested for an extension of the payment of the allowance to them as they also are required to climb ladders/scaffolds for a total height of above 20 feet for the maintenance of the Radar at least once per month. In this respect, we are reviewing the recommendation to a more general one.

Recommendation 13

20.3.57 We recommend that officers of the Mauritius Meteorological Services who are required to climb masts/towers/scaffolds/ladders above 20 feet should be paid a Height Allowance computed on the number of hours of work performed at a height of above 20 feet, at the rate of 80% of the normal hourly rate.

Wave Rider/Wave Hunter Allowance

20.3.58 At present, officers in a few grades of the Meteorological Telecommunications Technician Cadre are being paid a monthly Wave Rider/Wave Hunter Allowance of Rs 750 owing to the hazardous conditions (rough sea, adverse weather conditions) in which they are called upon to carry out wave rider deployment in the open sea as well as additional duties relating to remote marine-sensing equipment. We consider that this arrangement should continue.

Recommendation 14

20.3.59 We recommend that the monthly Wave Rider/Wave Hunter Allowance should continue to be paid to officers in the grades of Meteorological Telecommunications Technician, Senior Meteorological Telecommunications Technician and Principal Meteorological Telecommunications Technician at the revised rate of Rs 790.

Training Allowance

20.3.60 Provision exists for the payment of a fee of Rs 340 per session of 1 ¼ and 1 ½ hours to officers in the grade of Chief Meteorological Telecommunications Technician, Deputy Chief Meteorological Telecommunications Technician and Principal Meteorological Telecommunications Technician for dispensing formal and classroom training to new recruits. Management has apprised that such training was dispensed only for a short period of time. In addition, incumbents are required to follow a Diploma Course in the relevant field at the University and on-the-job training is also provided. In this context, payment of the allowance is no longer warranted.

Hardship Allowance

20.3.61 At present, a Hardship Allowance is being paid to officers of certain grades of the Meteorological Telecommunications Technicians Cadre when they proceed on official mission to Agalega and St. Brandon, owing to various difficulties faced during the trip and their stay in these islands. We view that this allowance should be maintained.

Recommendation 15

20.3.62 We recommend that officers of the Meteorological Telecommunications Technician Cadre should continue to be paid a Hardship Allowance whilst proceeding on official mission to Agalega and St. Brandon, for each two-way trip undertaken, as per the table below:

Grade	Quantum Payable
Principal Meteorological Telecommunications Technician	Rs 2100
Senior Meteorological Telecommunications Technician	Rs 1575
Meteorological Telecommunications Technician	Rs 1260

Provision of basic amenities/appliances

20.3.63 The Bureau has been informed that basic amenities/appliances meant to facilitate working at night at the Radar Station are not being provided, except for recliners. We have equally been apprised that food and drinks are not allowed in the Radar Station.

20.3.64 We have examined the representation made by the Union regarding the working conditions in which they are called upon to operate on a shift pattern of work (including night shift) at the Trou aux Cerfs Radar Station and took cognizance of Management's views on this issue. We view that for a conducive work environment, proper facilities, including those relating to the intake of food and drinks, should be put at the disposal of the employees who perform night shift.

Recommendation 16

20.3.65 We recommend that Management should make necessary arrangements for the provision of basic facilities/amenities/appliances at work stations, including at Trou aux Cerfs Radar Station, to enhance the working conditions.

20.3.66 Management is equally advised to stand guided by our recommendation made at paragraph 16.11.12 in Volume 1 of this Report.

MAURITIUS METEOROLOGICAL SERVICES**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
19 000 110	Rs 119500 Director
19 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Divisional Meteorologist
19 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Meteorologist/Senior Meteorologist

Salary Code	Salary Scale and Grade
19 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Trainee Meteorologist
22 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Telecommunication Engineer/Senior Telecommunication Engineer
22 067 083	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Meteorological Telecommunications Technician
22 065 082	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Deputy Chief Meteorological Telecommunications Technician
22 062 079	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Principal Meteorological Telecommunications Technician
22 050 076	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Meteorological Telecommunications Technician
22 035 069	Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Meteorological Telecommunications Technician
22 027 029	Rs 16005 x 260 - 16525 Trainee Meteorological Telecommunications Technician
19 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Chief Meteorological Technician

Salary Code	Salary Scale and Grade
19 068 087	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Deputy Chief Meteorological Technician
19 065 085	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Meteorological Technician
19 060 081	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Meteorological Technician
19 038 076	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 43500 Meteorological Technician Meteorological Technician (Agalega)
19 031 033	Rs 17045 x 260 - 17565 Trainee Meteorological Technician
19 034 071	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 Meteorological Observer (Agalega)
19 027 029	Rs 16005 x 260 - 16525 Trainee Meteorological Observer (Agalega)
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
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant (New 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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



21. MINISTRY OF LAND TRANSPORT AND LIGHT RAIL

- 21.1 The Ministry of Land Transport and Light Rail is responsible for providing strategic direction for the development of land transport, and for devising as well as implementing policies for land transport operation, traffic management and road safety. With a view to modernising the public transport landscape, the Government project of light rail, namely the Metro Express project, has been implemented and it is incumbent upon the Ministry to oversee light rail operations.
- 21.2 Being a regulator for the public transport industry, the Ministry is engaged in the provision of reliable, safe, affordable and customer friendly service along dedicated routes; regulating and controlling the transport of goods and passengers; and reducing traffic congestion through proper traffic management schemes and traffic planning. In order to mitigate the number of accidents on our roads, the Ministry is involved in improving road safety through a multi-pronged approach including legislative framework, engineering, education, sensitisation and enforcement.
- 21.3 The Traffic Management and Road Safety Unit (TMRSU) and the National Land Transport Authority (NLTA) are the two executive bodies of the Ministry. In view of the ongoing development in the transport sector, the Ministry has proposed the setting up of an additional unit that is the Transport Policy Unit which will give strategic orientation to the planning of transport services.
- 21.4 In the context of this Report, several representations were submitted by Unions with regard to the different grades in the Ministry. All representations were discussed and union members were informed regarding issues that should be dealt with by Management. Parties were also apprised of all matters pertaining to upgrading of salaries for the different grades which would be further examined by the Bureau while carrying out the job re-evaluation exercise. Whereas for issues relating to Travelling and Car Benefits, same would be determined as per the policy of the Bureau. Requests related to Continuous Professional Development and Special Professional Retention Allowance would also be dealt with in accordance with the general policy.

Transport Policy Unit

- 21.5 A Transport Policy Unit has been set up as one of the technical arms of the Ministry, to give a strategic orientation to the planning of transport services and to devise an inter-modal integrated transport system hinging on the light rail. Given that the light rail constitutes a unique opportunity in realigning and rethinking our current transport system, the setting up of this dedicated Unit to conceptualise transport solutions, would allow the development of a seamless transport system harnessing on increased synergies between different vehicular modes such that excess capacity is managed and mobility enhanced.
- 21.6 The Transport Policy Unit is responsible, amongst others, to: carry out research and development in the field of transport in order to achieve innovation; assist in project formulation including preliminary feasibility studies and value for money analysis; and

provide the Ministry with cogent opinions on land transport issues and support in devising responses.

21.7 In this context, Management proposed for the creation of two levels, namely Lead Transport Analyst and Transport Analyst to service the newly established Unit and same to be equally staffed by a Statistician and officers involved in carrying out economic analyses.

21.8 Given the importance of the new Unit, we are agreeable to create the two professional levels. In addition, we view that Management should make the necessary arrangements with the authorities concerned for the posting of a Statistician and Analyst/Senior Analyst from the Ministry of Finance, Economic Planning and Development.

Transport Analyst/Senior Transport Analyst (New Grade)

Principal Transport Analyst (New Grade)

Recommendation 1

21.9 We recommend the creation of a grade of Transport Analyst/Senior Transport Analyst. Appointment thereto should be made by selection from among candidates possessing a Degree in Economics or Mathematics or Statistics or Transport Planning or Transport Management or Logistics and Transport from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckoning at least one year's experience in transport planning and management.

21.10 Incumbent would, *inter alia*, be responsible to: conduct research programmes, studies, investigations and appraisals so as to assist in the formulation of land transport and light rail policies; evaluate current transport projects to determine their impact on social, environmental and economic factors; assist in devising an efficient and safe systems and methods of transport; assist the Principal Transport Analyst in the preparation of reports, briefs and materials related to the land transport sector including railway and in the formulation of a Master Plan for the land transport sector; and develop appropriate metrics related to transportation analysis.

Recommendation 2

21.11 We recommend the creation of a grade of Principal Transport Analyst. Appointment thereto, should be made by promotion, on the basis of experience and merit, of Transport Analyst/Senior Transport Analysts reckoning at least five years' service in a substantive capacity in the grade. In the absence of qualified serving Transport Analyst/Senior Transport Analysts, appointment to the grade should be made by selection from among candidates possessing a Master's Degree in Economics or Mathematics or Statistics or Transport Planning or Transport Management or Logistics and Transport from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckoning at least six years' experience in transport planning and management.

- 21.12 Incumbent would be responsible for the effective management of the transport policy unit and, *inter alia*, be called upon to: provide expert advice on policies and strategies relating to the land transport sector and to assist in the formulation of land transport and light rail policies; lead and supervise the work of a multi-disciplinary team of officers including the Transport Analyst/Senior Transport Analysts; work out the feasibility, implementation, planning and monitoring of the land transport system; formulate a Master Plan for the land transport sector; devise and plan efficient and safe systems and methods of transport; apply analytical techniques to solve complex operational issues across the transport sector; and prepare reports, briefs and materials related to the land transport sector including railway.

Traffic Management Road Safety Unit

- 21.13 The Traffic Management and Road Safety Unit (TMRSU) is responsible for ensuring that the road system efficiently meets the economic needs of the country and is safe for all road users. It aims, *inter alia*, at maximising road safety through engineering measures such as traffic calming and speed management as well as through education and training programs.
- 21.14 The technical head of the TMRSU is the Director (Civil Engineering) and he is supported in his duties and responsibilities by officers from several cadres, namely Engineering, Technical Officer, Inspectorate, Technical Design Officer, Traffic Census Officer and staff from the General Services grades.
- 21.15 After analysing representations from all stakeholders, the Bureau considers that the present structure of the TMRSU is fit for effective service delivery.

Engineering Cadre

- 21.16 Among the points discussed during the meeting with union representatives of the Engineering Cadre, emphasis was laid on the restyling of the grade of Lead Engineer to Chief Engineer. Given that this would have wide implications, we refrained from entertaining that proposal and the staff side were accordingly informed.
- 21.17 For the request pertaining to alignment of the initial salary with that of other professional cadres, following a thorough study the salary was reviewed.

Special Professional Retention Allowance

- 21.18 Provision was previously made for officers of the Civil Engineering Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Technical Officer Cadre

- 21.19 The Technical Officer Cadre basically provides assistance to the professional cadre of the TMRSU for the planning and execution of traffic management, road safety and civil engineering works.
- 21.20 For this Report, Management argued in favour of merging the grades of Technical Officer (TO) and Senior Technical Officer (STO). Actually, the TOs report to the STOs who are hierarchically one level higher and exercise considerable supervision over the formers. Given that the conditions governing the merging of grades were not satisfied, we, therefore, could not accede to this request and the parties were consequently so informed.
- 21.21 In assessing Union's views to create a grade higher than the Principal Technical Officer, Management itself considers that there is no functional justification for that request and it was, thus, not retained. In the circumstances, the Bureau finds that the present set-up is adequate and is being upheld.

Traffic Census Officer Cadre

- 21.22 The Traffic Census Officers and Senior Traffic Census Officers on their side, made requests for: an upgrading of their salary scales owing to additional duties being performed due to an evolution in technology; alignment of their salaries in line with grades where same entry qualifications are required; and creation of a grade of Principal Traffic Census Officer.
- 21.23 Further to the requests made, the Bureau considers that: grades are created based on their functional needs. It is equally worth pointing out that the union members were requested during the consultative meeting to revert to the Bureau for the submission of additional information regarding this particular request, however, same was not forwarded. The Bureau has reassessed the grade of Traffic Census Officer and Senior Traffic Census Officer based on the actual duties being performed by incumbents as per the Job Description Questionnaires duly filled-in by the officers in the context of this review. Whilst reassessing the two grades, we also considered the evolution in their duties triggered by technological changes coupled with the element of working regularly at staggered hours. Consequently, we have reviewed the respective salary scale of the two positions.

Recommendation 3

- 21.24 We recommend that consequential amendments should be brought to the schemes of service of the grades of Traffic Census Officer and Senior Traffic Census Officer to reflect the actual duties being performed by the incumbents.**

LAND TRANSPORT DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
11 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Road Safety Programme Officer
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
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
TRANSPORT POLICY UNIT	
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Transport Analyst (New Grade)
02 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Transport Analyst/Senior Transport Analyst (New Grade)
TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT	
26 000 107	Rs 110125 Director (Civil Engineering)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director (Civil Engineering)

Salary Code	Salary Scale and Grade
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Engineer
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer (Civil)
26 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Technical Officer (Civil Engineering)
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical Officer (Civil Engineering)
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Civil Engineering)
22 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Electrical and Electronics)
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector of Works
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector of Works
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector of Works

Salary Code	Salary Scale and Grade
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Technical Design Officer
26 041 073	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Technical Design Officer
26 031 033	Rs 17045 x 260 - 17565 Trainee Technical Design Officer
10 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Communication Officer (General) Communication Officer (Oriental)
20 041 072	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Traffic Census Officer
20 031 070	Rs 17045 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 - 35650 x 900 - 37450 Traffic Census Officer
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Chief Painter
25 026 059	Rs 15745 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 - 28225 Mason Painter
24 030 063	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 - 31525 Leading Hand/ Senior Leading Hand

Salary Code	Salary Scale and Grade
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
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Plant and Equipment Operator
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
25 019 049	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 Tradesman's Assistant (Painter) Tradesman's Assistant (Mason)
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



NATIONAL LAND TRANSPORT AUTHORITY

- 21.25 Established under Section 4 of the National Land Transport Authority Act of 2019, the National Land Transport Authority (NLTA) is a regulatory body for land transport and light rail in Mauritius. Its main functions are, among others, to license and register motor vehicles, trailers and light rail vehicles; license and regulate petrol service stations under the Road Traffic Act; advise the Minister in the formulation, planning and management of policies, services, strategies and schemes in relation to land transport across the Republic of Mauritius; and ensure the implementation of government policies in respect of vehicle registration, licensing, parking control, vehicle examination and road transport services.
- 21.26 The NLTA comprises two distinct divisions, namely the Road Transport Division and Light Rail Division. The Authority has taken over the activities, obligations, assets, funds and liabilities of the previous National Transport Authority.
- 21.27 The Chief National Transport Commissioner is the head of the NLTA and is responsible for the control and management of the day-to-day business of the Authority. He is assisted in his functions by the Road Transport Commissioner and Deputy Road Transport Commissioner and is supported by officers in the Transport Planner, Vehicle Examiner, Licensing/Registration Officer, Road Transport Inspectorate, Light Rail Inspectorate, Traffic Warden Cadres and the General Services grades.
- 21.28 In the context of this review exercise, representations of the Road Transport Inspectorate Cadre were, *inter alia*, geared towards upgrading the salary of the grade of Road Transport Inspector; merging the two enforcement cadres of the NLTA, namely the Road Transport Inspectorate Cadre and the Traffic Warden Cadre; changing the mode of appointment to the grade of Chief Road Transport Inspector; restyling as well as increasing the establishment size of some grades; and improving the conditions of service of the officers in the cadre who are called upon to work for a minimum of three hours after the announcement of a cyclone warning and immediately after it is lifted.
- 21.29 Additionally, the Traffic Warden Cadre proposed for: an alignment of their salary scales with those of the Road Transport Inspectorate Cadre; merging the two enforcement cadres of the NLTA; the payment of a risk allowance; and provision of a mode of compensation for the frequent maintenance and cleaning of their cars.
- 21.30 The Licensing/Registration Officer Cadre made requests to: upgrade their salary scales; amend the scheme of service such that incumbents in the grade of Licensing/Registration Officer be no longer required to perform cashier duties; payment of a monthly allowance for performing additional duties in the financial field; and enhancing some Conditions of Service.
- 21.31 Management, on its side, informed the Bureau that the organisational structure of the National Land Transport Authority had been reviewed through the creation of some grades.

- 21.32 During consultative meetings, the stakeholders were apprised that it would not be feasible to merge the Traffic Warden Cadre with the Road Transport Inspectorate Cadre in as much as the scope of activities and its technicalities are different and the grade of Road Transport Inspector is a promotional entry grade from the Traffic Warden Cadre; salary is determined on the basis of our job evaluation exercise; the change in the mode of appointment of a particular grade rests with Management after consultation with relevant stakeholders; and requests for restyling are entertained whenever the current appellation is not in consonance with the nature and level of duties being performed. Clarifications were also provided to stakeholders for proposals which could not be acceded to.
- 21.33 After carefully examining all the requests made, we are in the ensuing paragraphs making appropriate recommendations for those which have valid justifications.

Transport Planner

- 21.34 Presently, appointment to the grade of Transport Planner is made by selection from among candidates possessing the Chartered Membership of the Chartered Institute of Transport (London) or the Chartered Institute of Logistics and Transport (UK).
- 21.35 It was observed that incumbents in the grade of Assistant Transport Planner (ATP) have relevant experience in the field which is a pre-requisite to perform effectively at higher level. The Bureau considers that appointment to the grade of Transport Planner from ATPs will provide a career path to them. Hence, we are making appropriate recommendation to this effect.

Recommendation 4

- 21.36 We recommend that the scheme of service of the grade of Transport Planner be amended such that, in future, appointment thereto should be made by selection from among officers in the grade of Assistant Transport Planner who possess the Chartered Membership of the Chartered Institute of Transport (London) or the Chartered Institute of Logistics and Transport (UK) and reckon at least five years' post-qualification experience in Transport Planning. In the absence of qualified Assistant Transport Planners, appointment to the grade of Transport Planner should be made by selection from outside candidates possessing the above mentioned qualifications and post-qualification experience.**

Road Transport Inspectorate Cadre

Time off to the Road Transport Inspectorate Cadre

- 21.37 The Bureau has been informed that officers of the Road Transport Inspector Cadre are called upon to work for a minimum of three hours, whenever a cyclone warning Class III is in force in Mauritius to ensure continuity in the provision of public transport services in the country. Their qualm relates to the fact that they are required to work in difficult weather conditions and there is no specific provision or any form of compensation for same. We have carefully examined the issue and are making appropriate recommendation.

Recommendation 5

21.38 We recommend that officers of the Road Transport Inspectorate Cadre who are required to work for a minimum of three hours following the issue of a cyclone warning Class III in the Country to ensure continuity in the provision of public transport services to facilitate conveyance of members of the public to their residence should be granted, on application, equivalent time-off for the number of hours put in.

Hours of Work

Senior Road Transport Inspector (Roster)

Road Transport Inspector (Roster)

21.39 As per their respective scheme of service, officers in the grades of Senior Road Transport Inspector (Roster) and Road Transport Inspector (Roster) are required to work on roster on a six-day week basis, including Saturdays, Sundays and Public Holidays. **This working arrangement is being maintained and the element of roster has been taken into account in arriving at the recommended salary scale of each grade.**

Principal Traffic Warden (Roster)

Senior Traffic Warden (Roster)

Traffic Warden (Roster)

21.40 Officers of the Traffic Warden Cadre are called upon to work on a roster basis according to a plan specifying the starting and finishing times of duty which include Saturdays, Sundays, Public Holidays and which may or may not include night duty. **This element has been taken into consideration in the determination of the salaries of each grade in the cadre.**

Vehicle Examiner Cadre

21.41 Union claimed that the Vehicle Examiners are required to perform additional duties on the basis of which their qualifications requirement should be raised. The Bureau took note that after the privatisation of the Vehicle Examination Centres, there has been a change in the duties being performed by the Vehicle Examiners and Senior Vehicle Examiners which are not in line with those prescribed in their schemes of service. However, after a reassessment of these duties, it has been found that the level of duties and responsibilities has not changed. Hence, an upgrading in the qualifications requirement is not warranted.

21.42 In relation to the merging of the grades of Vehicle Examiner and Senior Vehicle Examiner, a study which was carried out revealed that the Senior Vehicle Examiners do exercise considerable supervision on the work of the Vehicle Examiners. Consequently, we could not accede to the request.

21.43 In the circumstances, the Bureau considers that it is incumbent upon Management to bring necessary amendments to the schemes of service of the grades of Vehicle Examiner and Senior Vehicle Examiner so as to reflect the duties presently being performed.

21.44 Since the present arrangement is adequate for the smooth delivery of service, the Bureau considers that the prevailing structure be maintained.

Light Rail Division

21.45 The NLTA Act provides for a Light Rail Division which shall be responsible for the light rail matters. The Division has been established to oversee the activities of the Light Rail Transit System and to ensure a reliable, safe and rapid light rail public transport.

21.46 The present structure was provided in the initial stage of the Light Rail Project. Due to absence of qualified candidates locally, employment of expatriates on contract basis has been envisaged to the positions of Light Rail Commissioner and Deputy Light Rail Commissioner at the Division. However, as this transport system is gathering momentum, the structure is no more responding to the needs of the service. In view of the national importance of this newly integrated transportation system and considering the future expansion of activities in this Division, the Bureau considers that there is a need for the setting up of a full-fledged structure for the Light Rail Division.

21.47 Following request from Management, salary grading has been provided for the grades of Light Rail Commissioner, Deputy Light Rail Commissioner and Light Rail Inspector (Roster) on an *ad hoc* basis. However, should the need for other grades be felt at a later stage of development, request for same may be considered provided that established procedures are followed.

NATIONAL LAND TRANSPORT AUTHORITY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
26 000 110	Rs 119500 Chief National Transport Commissioner
ROAD TRANSPORT DIVISION	
26 000 107	Rs 110125 Road Transport Commissioner

Salary Code	Salary Scale and Grade
26 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Deputy Road Transport Commissioner</p>
26 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Transport Controller Transport Planner</p>
26 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Transport Planner</p>
26 054 076	<p>Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior Transport Planning Officer</p>
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Transport Planning Officer</p>
01 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Transport Economist</p>
02 061 088	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Administrative Manager, National Land Transport Authority <i>formerly Administrative Manager, National Transport Authority</i></p>
18 072 090	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200</p> <p>Chief Road Transport Inspector</p>
18 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Principal Road Transport Inspector</p>

Salary Code	Salary Scale and Grade
18 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Senior Road Transport Inspector (Roster)</p>
18 047 077	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Road Transport Inspector (Roster)</p>
26 077 094	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800</p> <p>Chief Vehicle Examiner</p>
26 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Principal Vehicle Examiner</p>
26 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Vehicle Examiner</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Vehicle Examiner</p>
18 049 078	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Principal Traffic Warden (Roster)</p>
18 043 073	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Senior Traffic Warden (Roster)</p>
18 031 068	<p>Rs 17045 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 - 35650</p> <p>Traffic Warden (Roster)</p>
18 062 080	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Principal Licensing/Registration Officer</p>

Salary Code	Salary Scale and Grade
18 033 074	<p>Rs 17565 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 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Licensing/Registration Officer/Senior Licensing/Registration Officer</p>
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
24 025 058	<p>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</p> <p>Driver</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>
LIGHT RAIL DIVISION	
26 000 107	<p>Rs 110125</p> <p>Light Rail Commissioner</p>
26 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Deputy Light Rail Commissioner</p>
18 048 080	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Light Rail Inspector (Roster)</p>



22. MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

- 22.1 The Ministry of Foreign Affairs, Regional Integration and International Trade is responsible, among others, to: uphold the sovereignty and territorial integrity of Mauritius; promote and safeguard the national interest of Mauritius at bilateral, regional and international levels; contribute towards building a secure, equitable and democratic international community; work towards sustainable development through the deepening and acceleration of regional integration; and foster inclusive and sustainable economic growth through the expansion of trade with a view to integrating Mauritius into the global economy.
- 22.2 The Ministry's main objectives comprise: the conduct of an economy-driven diplomacy; a deepening of its engagement with Africa; improving access to markets, through bilateral and Regional Trade Agreements; opening of new embassies; enabling connectivity; and restructuring the Intellectual Property Office.
- 22.3 The activities of the Ministry are organised under four Divisions: Foreign Affairs, Regional Integration; and International Trade consisting of the Industrial Property Office; and the Human Rights Division. The Secretary for Foreign Affairs is the Accounting and Responsible Officer of the Ministry. He is assisted in his duties by a Permanent Secretary, Directors of three Divisions and by other technical heads/staff.

FOREIGN AFFAIRS DIVISION

- 22.4 The Foreign Affairs Division is divided into six Directorates namely Bilateral I, Bilateral II, Bilateral III, Multilateral Political, Multilateral Economic and Protocol which are all serviced by diplomatic staff. The four-level Diplomatic Cadre is headed by an Ambassador or High Commissioner or Permanent Representative. The latter is in turn assisted in his functions by officers in the grades of Minister Counsellor/Deputy High Commissioner, First Secretary and Second Secretary, as well as supporting staff from the General Services.
- 22.5 In the context of this review exercise, the Unions/staff side and Management made an array of representations, including those related to Foreign Service Allowance. The latter have been reported under a separate Chapter in Volume 1 of this Report. The submission of the Union on behalf of the Diplomatic Cadre consisted mainly in: upgrading salaries; provision of enhanced conditions of service; and creation of a level between the grades of Minister Counsellor and First Secretary for career path and functional needs. The Bureau equally received representations made on an individual basis from staff of the Diplomatic Cadre. These mainly comprised: enhanced travelling benefits; more career ambassadors to be appointed against political ambassadors, so as to provide better promotional prospects to substantive diplomatic staff; and provision of an insurance policy to staff posted abroad.

- 22.6 Management of the Foreign Affairs Division, on its side, proposed for: enhanced travelling benefits; upgrading in salaries and restyling of a few key positions; provision of parking facility or payment of parking allowance and other related allowances to Second Secretaries; appointment of career diplomats as Ambassadors in priority diplomatic posts; creation of a level between the grades of Second Secretary and First Secretary; and reviewing the mode of appointment of the grades of Second Secretary and First Secretary, similar to that of the grades of Deputy Permanent Secretary and Permanent Secretary.
- 22.7 During the consultative meeting, the representative of the Ministry urged the Bureau to give a special consideration to the proposals made by the staff side given the specificity of the duties devolving upon officers of the Diplomatic Cadre. The Permanent Secretary further requested for the mode of appointment of the technical grades of the three main Divisions to be aligned and that the quantum of allowance payable for internet allowance to be reviewed owing to work from home arrangements following the COVID-19 pandemic.
- 22.8 After duly examining the representations made by the different stakeholders and obtaining views from relevant parties, we consider that: many requests pertain to implementation issues which should be dealt with administratively; creation of a level would depend upon the functional needs for same; the Ministry may raise the issue of appointment of more Career Ambassadors with Government; and it is up to Management to liaise with the Ministry of Public Service, Administrative and Institutional Reforms on the provision of an insurance policy scheme for officers posted abroad.
- 22.9 It is worth pointing out that the Bureau requested additional information from Management to enable further consideration of a few proposals. However, same were not submitted despite several reminders sent. We are, therefore, maintaining the present structure which is considered as appropriate.

Human Resource Planning Exercise

- 22.10 In the last Report, we recommended that the Ministry should conduct a Human Resource Planning exercise to identify the need for additional staff and come up with appropriate remedial measures promptly. The Bureau has been apprised that same has not been conducted and the problem of shortage of staff still persists. We opine that the conduct of such an exercise would address any shortage of manpower at the Ministry and would contribute in enhancing organisational effectiveness. In this context, we are reiterating this provision.

Recommendation 1

- 22.11 We recommend that the Ministry should conduct a Human Resource Planning exercise, as per provision made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report with a view to identifying the need for additional HR requirements and to prompt appropriate remedial measures so as to allow a more effective and efficient service delivery.**

Accumulated excess hours of work

22.12 At present, officers posted in the Protocol Directorate, who have not been able to take time off in the year it fell due, are allowed to carry over accumulated excess hours of work to the following year. The Bureau has been apprised that these officers still find themselves in a situation of not being able to offset their accumulated excess hours due to exigencies of service. Request has, therefore, been made by Management for the payment of overtime to the officers concerned of the Protocol Directorate. After examining the proposal, we consider that the existing arrangement is appropriate and it is up to the Ministry to implement same in a planned manner. We are, therefore, retaining the recommendation of the last Report.

Recommendation 2

22.13 We recommend that:

- (i) officers posted in the Protocol Directorate, who have not been allowed to offset their accumulated excess hours of work against time off in the year it fell due, may be allowed by the Responsible Officer, to carry over the excess accumulated hours of work to the following year provided that a written application to offset the extra hours of work accumulated against time off has been made by the officer concerned in the year it was due and such time off has not been approved due to the exigencies of the service; and**
- (ii) the excess hours accumulated that have been carried forward should lapse if not taken as time off in the year that they have been carried over.**

Entertainment Allowance

22.14 The Secretary for Foreign Affairs and Ambassadors are presently paid a monthly entertainment allowance of Rs 10500 and Rs 7500 respectively for receiving and entertaining representatives of foreign countries and for reciprocating invitations received when posted at the Head Office. We consider that payment of the allowance should continue.

Recommendation 3

22.15 We recommend that the Secretary for Foreign Affairs and Ambassadors should continue to be paid a monthly entertainment allowance of Rs 10500 and Rs 7500 respectively.

Second Secretary

22.16 Second Secretaries are presently allowed to proceed incrementally in the Master Salary Scale up to salary point Rs 62950 provided they satisfy certain conditions. We are maintaining this recommendation and revising the salary point.

Recommendation 4

22.17 We recommend that Second Secretaries be allowed to move incrementally up to the revised salary point Rs 69800 in the Master Salary Scale provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Duty Exemption to Ambassadors

22.18 Ambassadors returning to their home country, after a tour of service in our mission abroad, are presently allowed, subject to the approval of the High Powered Committee to benefit only once, from duty exemption on the car purchased by them in the country of posting, as per certain provisions made in Volume 1 of this Report. In the context of this review exercise, we have received representation from the staff side for Ambassadors to purchase a duty free car at the end of their contract in Mauritius, as it is not practical to purchase a car in the country of posting. After duly examining the request, we are providing for an alternative to the proposal made.

Recommendation 5

22.19 We recommend that:

- (i) subject to the approval of the High Powered Committee, Ambassadors returning to their home country after a tour of service in our mission abroad, be allowed to benefit, only once, from duty exemption on the car purchased by them in the country of posting; and**
- (ii) in the event the eligible officers have not availed of the abovementioned benefit during their tenure, they may be allowed, subject to the approval of the High Powered Committee, to purchase a duty remitted car only once, after the expiry of their contract.**

22.20 Recommendations regarding Foreign Service Allowance and other allowances which are payable to officers of the Diplomatic Cadre have been made in Volume 1 of this Report.

REGIONAL INTEGRATION DIVISION

22.21 The Regional Integration Division is mandated among others to formulate policies for the deepening of integration process in Africa and Asia. It is also called upon to initiate and monitor as well as coordinate activities relating to various regional and international organisations to which Mauritius belongs, namely the Southern African Development Community, Common Market for Eastern and Southern Africa, Indian Ocean Commission, Indian Ocean Rim Association, World Trade Organisation, European Union, African Development Bank, World Bank and International Monetary Fund. In addition, the Division assumes a coordination role in regional as well as in the national cooperation matters.

22.22 It coordinates a broad spectrum of sectoral activities namely trade, tripartite initiative, monetary, finance, transport (air, land and marine), information technology and tourism development, amongst others. It is involved in the formulation of regional

and international policies and also provides back-up to negotiations at bilateral, regional and international fora.

- 22.23 The Director, Cooperation is at the apex of the Division. Incumbent is mainly responsible to advise on the development of the various sectors of the economy in line with the national objective through enhanced co-operation with regional partners and to implement projects relating to regional integration. He is assisted in his duties by the Deputy Director, Cooperation and officers of the Analyst (Cooperation) Cadre.
- 22.24 In the context of this Report, the Union as well as Management made common proposals for the Analyst (Cooperation) Cadre. These consisted mainly in: aligning the salaries of the Analyst (Cooperation) Cadre with certain levels of the Diplomatic Cadre; increasing establishment size of the grades of Deputy Director, Cooperation and Principal Analyst (Cooperation); providing enhanced conditions of service; and reviewing the recruitment process of the grade of Analyst (Cooperation).
- 22.25 In light of the representations made and after seeking the views of the Ministry on certain issues, we consider that: it would not be rational to align salaries with those of the grades of the Diplomatic Cadre; some requests pertain to implementation which should be dealt with administratively; and general recommendations have been made on conditions of service.
- 22.26 The Bureau holds that the existing structure is appropriate and should be maintained.

INTERNATIONAL TRADE DIVISION

- 22.27 The activities of the International Trade Division are conducted through the Trade Policy Unit, Industrial Property Office and the Industrial Property Tribunal.
- 22.28 The Division is manned by the Director, Trade Policy who is responsible to advise on the formulation and implementation of international trade policies. He is assisted in his functions by the Deputy Director, Trade Policy and professionals of the Trade Policy Analyst Cadre.
- 22.29 In the context of this review exercise, the Union made, among others, the following submissions, namely to: align the salaries of the Analyst (Trade Policy) Cadre with those of the Diplomatic Cadre; restyle certain positions and maintain the existing structure; provide enhanced conditions of service; and review the recruitment procedures for the grade of Trade Policy Analyst. The Director, Trade Policy, equally proposed, on an individual basis, for his salary and other benefits to be aligned to those accruing to an Ambassador.
- 22.30 Management's proposals mainly consisted in: the setting up of a Trade Remedy Unit within the International Trade Division and creation of a grade of Trade Remedy Investigator; restyling a few key positions; upgrading salaries; reviewing the recruitment procedures for the grade of Trade Policy Analyst; and provision of enhanced conditions of service.

- 22.31 After duly examining the various proposals, we are making the following observations: aligning the position of Director, Trade Policy with that of Ambassador would not be appropriate; restyling the different grades of the Cadre may restrict the areas of operation; general recommendations have been made on conditions of service; some requests pertain to implementation which should be dealt with by Management, including amendments to be brought to schemes of service and creation of units; and a grade of Trade Remedy Investigator would result in a dead-end position. With regard to the latter, Management is advised to consider reviewing the scheme of service of the grade of Trade Policy Analyst to incorporate the duties of the proposed grade.
- 22.32 The Bureau holds that the present structure is appropriate to enable the Ministry to fulfil its mandate and therefore, same is being maintained.

INDUSTRIAL PROPERTY OFFICE

- 22.33 The Industrial Property Office (IPO) was established under Section 3 of the Patents, Industrial Designs and Trademarks Act 2002. Its main objectives, among others, are to register trademarks and industrial designs; grant of patents; and maintain Industrial Property rights.
- 22.34 The new Industrial Property Act 2019 was enacted with a view to consolidating the foundation of the economy and driving it on a gravity path characterised by research, innovation and creativity. As per the new Act, the core functions of the Industrial Property Office, are to administer and implement the provision of the Act; assist in the protection, promotion and development of industrial property; devise and assist in the preparation of educational and sensitisation programmes; undertake and assist in conducting research in industrial property; and compile and maintain a database for industrial property.
- 22.35 The Controller, Industrial Property Office is the head of the IPO and is responsible for the effective operation and management of the Office. The core staff comprises officers in the grades of Principal Industrial Property Officer, Senior Industrial Property Officer, Industrial Property Officer as well as those of the Administrative Cadre and General Services grades. At present, the post of Controller, Industrial Property Office is vacant and the Principal Industrial Property Officer has been assigned the duties of the former post to cater for the day-to-day administration of the Office.
- 22.36 In the context of this review exercise, the Bureau received no representation from the staff side. Management, on the other hand, requested a review of the organisational structure of the IPO in line with the Industrial Property Act 2019. However, the proposals for the restructuring exercise have not been submitted despite our numerous requests. Therefore, the present structure of the IPO is being maintained.

Controller, Industrial Property Office

22.37 In our previous Report, recommendation was made for the grade of Controller, Industrial Property Office to be filled in by selection from among serving officers possessing the relevant qualifications. The Ministry of Foreign Affairs, Regional Integration and International Trade thereafter submitted, on an *ad hoc* basis, a proposed scheme of service for the aforementioned grade. However, upon perusal of same, it was observed that the scheme was not in line with recommendation made in the PRB Report 2016. The Ministry explained that these changes were proposed in a bid to enlarge the pool of potential candidates. Considering the level of operations which would devolve on the grade of Controller, Industrial Property Office, we are making appropriate recommendations.

Recommendation 6

22.38 **We recommend that, henceforth, appointment to the grade of Controller, Industrial Property Office should be made by selection from among:**

- (i) **serving officers possessing a Degree in Law or Legal Studies or Management or Economics or Marketing or Business Management or Statistics or Intellectual Property or any other related field; either a Master's Degree in the specified fields or a postgraduate Diploma in Intellectual Property or an equivalent acceptable qualification, having a thorough knowledge in Intellectual Property, Industrial Design and trademarks and who reckon at least five years' post-qualification experience in Intellectual Property, Industrial Design and Trademarks at managerial level; AND**
- (ii) **candidates possessing a Degree in Law or Legal Studies or Management or Economics or Marketing or Business Management or Statistics or Intellectual Property or any other related field; either a Master's Degree in the specified fields or a postgraduate Diploma in Intellectual Property or an equivalent acceptable qualification, having a thorough knowledge in Intellectual Property, Industrial Design and trademarks and who reckon at least five years' post qualification experience in Intellectual Property, Industrial Design and Trademarks at managerial level.**

MINISTRY OF FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 121	Rs 175750 Secretary for Foreign Affairs

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Ambassador High Commissioner Permanent Representative Permanent Secretary
02 000 110	Rs 119500 Minister Counsellor/Deputy High Commissioner
02 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 First Secretary
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Project Manager, Foreign Affairs
02 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Second Secretary
08 060 087	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Attaché (Administration) (Personal)
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
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
REGIONAL INTEGRATION DIVISION	
02 000 110	Rs 119500 Director, Cooperation

Salary Code	Salary Scale and Grade
02 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Cooperation
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Analyst (Cooperation)
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Analyst (Cooperation)
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Analyst (Cooperation)
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
INTERNATIONAL TRADE DIVISION	
02 000 110	Rs 119500 Director, Trade Policy
02 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Trade Policy
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Trade Policy Analyst
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Trade Policy Analyst

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Trade Policy Analyst
18 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Controller, Industrial Property Office
18 069 086	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Principal Industrial Property Officer
18 062 080	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Industrial Property Officer
18 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Industrial Property Officer
08 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Trade Policy Information Officer
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



22.1 HUMAN RIGHTS DIVISION

- 22.1.1 The Human Rights Division is responsible, *inter alia*, to: draft and prepare reports on human rights in line with State obligations as well as maintain and monitor a database on the implementation of recommendations made by the United Nations Treaty Bodies and the African Union Commission. It is also engaged actively with the Office of the High Commissioner for Human Rights and the African Commission on Human and People's Rights in the promotion and protection of Human Rights.
- 22.1.2 Pending the establishment of a Human Rights Cadre which would act as a technical arm and a permanent structure in the Human Rights Division, a source grade of Human Rights Officer was created prior to this Report. The Division is manned by officers of the Administrative and General Services Cadres.
- 22.1.3 Given that the Bureau did not receive any representation from the staff side or Management, the one-level structure is, therefore, being maintained.

HUMAN RIGHTS DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Human Rights Officer
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



23. MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT

- 23.1 The Ministry of Finance, Economic Planning and Development (MOFEPD) is responsible to promote sustainable economic and social development of the country and improve the standard of living of the population. It envisions to transform Mauritius into an inclusive, high income country. In addition, it is required to ensure optimal revenue mobilisation and allocation of funds while providing the right incentives for economic growth and social development.
- 23.2 Some of the activities undertaken by the MOFEPD to achieve its mission include formulation of policies and strategies; mobilisation of resources; implementation of projects/programmes to facilitate the shift from a middle income to a high income country; formulating Government economic reform strategy and coordinating its implementation; preparing annual Budget; developing cooperation with international financial institutions; and providing support to Ministries/Departments in the formulation of their strategic plan.
- 23.3 A panoply of departments/bodies operate under the *aegis* of the MOFEPD as autonomous entities and are the executive arm of the Ministry in supporting and promoting Government's vision, mission and objectives. These entities are namely Statistics Mauritius, Treasury, Registrar-General's Department, Corporate and Business Registration Department, Procurement Policy Office, Central Procurement Board, Independent Review Panel, Valuation Department, Assessment Review Committee and Office of the Commissioner for Protection of the Borrowers. Several agencies are also accountable to it, to which, the Economic Development Board and the Gambling Regulatory Authority have recently been added.
- 23.4 The services of the MOFEPD are delivered by the technical arm and the Corporate Services. The technical arm consists of eight directorates namely Public Finance & Budget Management, Social Sectors, Taxation Revenue & Policies, Banking and Financial Services, Public Infrastructure, Economic Co-Operation and International Affairs, Digital Economy and Skills Development, and Economic and Fiscal Policies and Legislations. Each of these departments functions in conjunction so as to achieve financial soundness of Government's economic policy and develop the framework for the sound management of public finances and ensure implementation within set rules. The Corporate Services, on the other hand, are responsible for, *inter alia*, parliamentary affairs, Boards and Committees and Budget Proposals, office operations and facilities management, human resource matters and policy issues, financial operations and procurement and supply and internal control.
- 23.5 As the Accounting and Responsible Officer of the MOFEPD, the Financial Secretary oversees both the technical and corporate services. He is assisted in his duties by Deputy Financial Secretaries, a Permanent Secretary and officers from various cadres namely Analyst, Administrative, Financial Operations, Procurement and Supply and Internal Control. He is also the responsible officer for officers of the Financial Operations, Procurement and Supply and Internal Control Cadres who are posted to other Ministries/Departments to facilitate the smooth running of their businesses.

- 23.6 With a view to enabling it to respond more effectively to its mandate in the face of the new economic and social challenges posed particularly by the advent of the Covid-19 pandemic, the MOFEPD has recently created an Economic Research and Planning Department. This new department, which has been set up to replace the former Strategic Policy and Planning Department, would be responsible for the implementation of the five-year strategic plan, integration of the social issues into development planning process and co-ordination of the capital development programme. In December 2020, the proposed schemes of service of two new positions, which were created on an *ad hoc* basis to staff this department, were submitted to the Bureau for salary determination purposes. In view of the importance of these grades, the Bureau provided the necessary salary gradings.
- 23.7 In the course of this review exercise, requests were made by the Union for the creation of a grade of Principal Analyst and the level of Deputy Director, Economic and Finance which was abolished in our last Report, to be reinstated. After examination of the request and considering the views of the Ministry on the matter, we believe that a new layer, if created, would clog the operational activities of the Ministry and would delay decision making thereby impacting negatively on productivity and efficiency. Besides, the creation of the additional level would have salary implication across the cadre. For these reasons the request for the new level as well as that to reinstate the grade of Deputy Director, Economic and Finance have not been retained. As regards proposal relating to conditions of service, the Unions were informed that same were treated in a holistic manner in Volume 1 of the Report.
- 23.8 After examining the structure which has been strengthened by the creation of the two grades recently, we consider that it is adequate to enable the MOFEPD to deliver on its mandate. Hence, no change is being brought thereto except for making the grades of the former Strategic Policy and Planning Department evanescent as they are no longer required pursuant to the creation of the Economic Research and Planning Department. We are, however, revisiting certain schemes of service at the request of Management.

Grades of the former Strategic Policy and Planning Department

- 23.9 Pursuant to the creation of the Economic Research and Planning Department which has taken over the function of the Strategic Policy and Planning Department, Management has submitted that provision is being made for officers of the defunct department to join the new department. In this respect, it has requested that the existing grades of the former Strategic Policy and Planning Department be made evanescent, to which we subscribe.

Recommendation 1

- 23.10 We recommend that the grades of Director-General, Strategic Policy and Planning; Director, Strategic Policy and Planning; Lead Strategic Policy and Planning Officer and Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer be made evanescent.**

Scheme of Service - Deputy Financial Secretary

23.11 Appointment to the grade of Deputy Financial Secretary is currently made by selection from among officers in the grade of Director, Economic and Finance who reckon at least two years' service in a substantive capacity in the grade. Further to the creation of the grade of Director, Economic Research and Planning on the establishment of the Ministry, Management has proposed that the grade of Deputy Financial Secretary be opened to incumbents in the latter grade as well. Besides, it has also proposed that the length of service required for the grade of Deputy Financial Secretary be raised from two years' service to five years. We are recommending accordingly.

Recommendation 2

23.12 We recommend that appointment to the grade of Deputy Financial Secretary should, henceforth, be made by selection from among officers in the grades of Director, Economic and Finance and Director, Economic Research and Planning who reckon at least five years' service in a substantive capacity in their respective grade.

Director, Economic and Finance

23.13 Presently, the grade of Director, Economic and Finance is filled from among officers in the grade of Lead Analyst reckoning at least five years' service in a substantive capacity in the grade.

23.14 It has been submitted that pursuant to the transfer of the former Strategic Policy and Planning Department to the MOFEPD and the creation of the grade of Lead Analyst, Economic Research and Planning, there is need to review the mode of appointment to the grade of Director, Economic and Finance so as to provide a career path for these officers as well. Management has also proposed to include a Master's Degree in the qualifications requirement of the grade in line with those set for the grade of Director, Economic Research and Planning. As the proposed qualification is in line with what has been set for other grades at rather same level, we subscribe to the proposal made.

Recommendation 3

23.15 We recommend that appointment to the grade of Director, Economic and Finance should, henceforth, be made by selection from among officers in the grades of Lead Analyst; Lead Strategic Policy and Planning Officer (Personal) and Lead Analyst, Economic Research and Planning who possess a Master's Degree in a relevant field and reckon at least five years' service in a substantive capacity in their respective grade.

Analyst/Senior Analyst

23.16 Currently, the grade of Analyst/Senior Analyst is filled from among candidates possessing a Degree in Finance or Economics or Business Studies or Law or Philosophy or Psychology or Sociology or Accounting or Mathematics or Computer Science or

Information Technology or a professional qualification in Accountancy or Engineering or Architecture.

- 23.17 Management has submitted that certain of the aforementioned fields do not match with the duties performed and has, accordingly, requested that they be waived while new fields, which are more relevant, be included. We have carefully scrutinised the prescribed duties of the grade as well as the recently written Job Description Questionnaires and are inclined to conclude that the fields mentioned by Management indeed have no nexus with the duties performed. Based on the strength of the case, we are, therefore, making an appropriate recommendation.

Recommendation 4

- 23.18 We recommend that the scheme of service of the grade of Analyst/Senior Analyst be amended so that, henceforth, appointment to the grade be made by selection from among candidates possessing a Degree in Economics or Econometrics or Finance or Accounting or Law or Mathematics or Business Studies or a professional qualification in Accountancy or Financial Analysis or Engineering.**

- 23.19 The EOAC Report made recommendation for a higher initial to be granted to registered Accountants, Architects and Engineers joining the grade of Analyst/Senior Analyst. This provision was maintained in our last Report. In the context of this review, the staff side has requested that the initial salary of these professionals and that of the other degree holders joining the grade of Analyst/Senior Analyst be aligned. Given the present incentive has proven to be an effective tool in inducing professionals to join the grade, we consider that the present arrangement is appropriate and should continue to prevail.

Recommendation 5

- 23.20 We recommend that Registered Accountants and Engineers appointed to the grade of Analyst/Senior Analyst should continue to draw a higher initial salary point in the salary scale provided for the grade as hereunder:**

Grade	Initial Salary (Rs)
Accountant	33175
Engineer	34000

Lead Analyst

- 23.21 As per existing provisions, Lead Analysts in post as at 30 June 2008 are allowed to move incrementally up to salary point Rs 95000 in the Master Salary Scale subject to satisfying certain conditions. We are maintaining the present arrangement.

Recommendation 6

- 23.22** We recommend that Lead Analysts, in post as at 30 June 2008 at the Ministry of Finance, Economic Planning and Development, be allowed to move incrementally up to salary point Rs 103875 in the Master Salary Scale provided they satisfy the performance criteria as per the Introductory Chapter of this Volume.
- 23.23** We further recommend that, on reaching salary point Rs 103875, the above mentioned officers should bear the appellation of Assistant Director, Economic and Finance.

Senior Analyst (Personal)

- 23.24** By virtue of existing provisions, Senior Analysts (Personal) in post as at 30 June 2008 are allowed to move incrementally by two increments over and above the special provision set out at paragraph 9.40 of Volume 1 of this Report. This provision should continue to be applicable.

Recommendation 7

- 23.25** We recommend that incumbents in the grade of Senior Analyst (Personal) in post as at 30 June 2008 at the Ministry of Finance, Economic Planning and Development should be allowed to move incrementally by two increments over and above the special provision set out at paragraph 9.40 of Volume 1 of this Report provided that they satisfy the performance criteria as per the Introductory Chapter of this Volume.

MINISTRY OF FINANCE, ECONOMIC PLANNING AND DEVELOPMENT**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 000 121	Rs 175750 Financial Secretary
01 000 118	Rs 150750 Deputy Financial Secretary
01 000 113	Rs 128875 Director, Economic and Finance Director, Economic Research and Planning

Salary Code	Salary Scale and Grade
01 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Lead Analyst Lead Analyst, Economic Research and Planning Lead Strategic Policy and Planning Officer (Personal)
01 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Financial Management
01 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant Manager (Ex-SMEDA) (Personal)
01 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Analyst/Senior Analyst Senior Analyst (Personal) Strategic Policy and Planning Officer/Senior Strategic Policy and Planning Officer (Personal)
01 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Financial Management Officer
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
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



FINANCIAL OPERATIONS CADRE

- 23.26 Officers of the Financial Operations Cadre are responsible for assisting and advising the Accounting Officers/Supervising Officers on a wide range of financial matters including departmental budget formulation, monitoring expenditure control, accounting, management information, financial aspects of planning and management of projects and preparation of strategic plans and financial operations. In addition, these officers are, among others, required to investigate into cases of complaints, fraud and irregularities relating to financial matters of Ministries/Departments and propose corrective measures.
- 23.27 As the head of the cadre, the Director, Financial Operations ensures that the above activities are not only undertaken efficiently, effectively and economically but also in accordance with established procedures. He is assisted in his duties by the Deputy Director, Financial Operations and is supported by officers belonging to the cadre which comprises the grades of Manager, Financial Operations, Assistant Manager, Financial Operations, Principal Financial Operations Officer, Financial Officer/Senior Financial Officer and the Assistant Financial Officer.
- 23.28 The structure of the Financial Operations Cadre has undergone several changes over the years with new levels being created, merged or abolished depending on the prevailing circumstances. For instance, following the recommendations of the EOAC Report, salary relativities in the cadre were disturbed. Consequently, to re-establish the harmony previously prevailing in the cadre, we reviewed the structure in our last Report by providing for the new levels of Principal Financial Operations Officer (Future Holder) and Assistant Manager, Financial Operations (Future Holder) with appropriate salary scales. The grade of Assistant Financial Officer, which was made evanescent in the 2008 PRB Report was eventually abolished.
- 23.29 As the re-establishment of the grade of Assistant Financial Officer by the MOFEPD has resulted in a stand-alone grade with no promotional prospect, we received representations from both Management and the staff side to provide officers in the grade with an appropriate career path. After careful consideration, we are addressing the issue in this Report as explained in the following paragraphs.
- 23.30 In general, we consider the existing structure to be adequate to enable the Financial Operations Officer Cadre to deliver effectively on its mandate. Hence, the proposals for the creation of the grades of Senior Finance Manager and Head Manager, Finance could not be favourably considered as the additional layers would delay decision making and clog operational efficiency. As regards the restyling of the different levels in the cadre, we could not agree to the job titles proposed by the parties concerned in view of technical implications. Nevertheless, we have reviewed the appellations of the first two levels so that they are in attunement with the higher levels of the hierarchy.

Financial Operations Officer/Senior Financial Operations Officer
formerly Financial Officer/Senior Financial Officer

Assistant Financial Operations Officer
formerly Assistant Financial Officer

23.31 As mentioned earlier, both the staff side and the MOFEPD have requested for a restyling of the different levels in the cadre. However, given that the appellation proposed by the parties concerned would have had salary implications, we requested that alternative job appellations be submitted to the Bureau for examination. Since no further submission regarding the restyling was received and as we consider the existing job titles to be in consonance with the duties being performed, we are, therefore, not bringing any change thereto except for harmonising the appellations of the first two levels with that of the higher levels in the cadre.

Recommendation 8

23.32 We recommend that the grades of Assistant Financial Officer and Financial Officer/Senior Financial Officer be restyled as hereunder:

Grade	Restyled To
Assistant Financial Officer	Assistant Financial Operations Officer
Financial Officer/Senior Financial Officer	Financial Operations Officer/Senior Financial Operations Officer

Schemes of Service

23.33 Prior to the 2008 PRB Report, the grade of Financial Operations Officer/Senior Financial Operations Officer was filled from Assistant Financial Operations Officer. Subsequently, with the creation of the polyvalent grade of Senior Officer (now known as Office Management Assistant) in the 2008 Report, provision was made for the grade of Financial Operations Officer/Senior Financial Operations Officer to be filled from the new grade upon complete phasing out of the grade of Assistant Financial Operations Officer which was, in parallel, made evanescent. This grade was, subsequently, abolished on vacancy in our last Report.

23.34 However, a few months following the publication of our Report, the MOFEPD went forward to reinstate the grade of Assistant Financial Officer on the ground that the present arrangement was not workable and it required a specific grade to perform the elementary finance duties instead of officers from the General Services grades. Given the salary repercussion that this would have on other grades within the cadre itself as well as on comparable grades and cadres, the Bureau was not agreeable to the proposal. However, in view of the exigencies claimed, the Bureau provided the salary grading for the grade of Assistant Financial Officer. The re-establishment of the grade led to a situation where despite being the first level of the cadre, the grade of Assistant Financial Officer became a stand-alone grade with no promotion outlet for the incumbents as proper procedures were not initiated for the consequential

amendment to the scheme of service of the grade of Financial Officer/Senior Financial Officer.

- 23.35 Consequently, both the staff side and Management have, in the context of this Report, made representations for necessary amendments to be brought to the scheme of service of the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer*.
- 23.36 In examining the request, we have also taken into consideration the fact that Office Management Assistants have a legitimate right on this post in pursuance of recommendations contained in the previous Reports. Hence, after careful examination, we are making appropriate provisions to address the issue. We are also in the same breath, reviewing the mode of appointment to the grade of Assistant Financial Operations Officer *formerly Assistant Financial Officer*, subsequent to the creation of the grade of Management Support Assistant on the establishment of the Ministry of Public Service, Administrative and Institutional Reforms.

Recommendation 9

23.37 We recommend that the scheme of service of the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* should be amended so that, henceforth, appointment to the grade is made by selection from among:

- (i) **Assistant Financial Operations Officer *formerly Assistant Financial Officer* reckoning at least four years' service in a substantive capacity in the grade; and**
- (ii) **Office Management Assistants in post as at the eve of the publication of the 2021 Report, who reckon at least four years' service in a substantive capacity in the grade.**

**Assistant Financial Operations Officer
*formerly Assistant Financial Officer***

Recommendation 10

23.38 We recommend that the scheme of service of the grade of Assistant Financial Operations Officer *formerly Assistant Financial Officer*, be amended so that, henceforth, appointment to the grade is made:

- (i) **up to 31 December 2030, by selection from among officers in the grades of Management Support Officer in post as at the eve of the publication of the 2021 PRB Report, and Management Support Assistant (New Grade) who reckon at least four years' service in a substantive capacity in their respective grade; and, thereafter,**
- (ii) **by selection from among officers in the grade of Management Support Assistant (New Grade) reckoning at least four years' service in a substantive capacity in the grade.**

Movement beyond top salary

23.39 By virtue of existing provision, Financial Operations Officer/Senior Financial Operations Officers *formerly Financial Officer/Senior Financial Officers* are allowed movement in the Master Salary Scale up to salary point Rs 42325 upon satisfying certain conditions. We are maintaining same.

Recommendation 11

23.40 We recommend that incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as per the Introductory Chapter of this Volume.

Specific Provision for Assistant Manager, Financial Operations**Recommendation 12**

23.41 We recommend that officers in the grade of Assistant Manager, Financial Operations possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or a Degree with Finance as a major component or a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

FINANCIAL OPERATIONS CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 101 104	Rs 91375 x 3125 - 100750 Director, Financial Operations
01 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Director, Financial Operations

Salary Code	Salary Scale and Grade
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Financial Operations
01 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Financial Operations (Personal)
01 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Financial Operations
01 062 085	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Financial Operations Officer (Personal)
01 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Financial Operations Officer
01 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Financial Operations Officer/Senior Financial Operations Officer <i>formerly Financial Officer/Senior Financial Officer</i>
01 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Financial Operations Officer <i>formerly Assistant Financial Officer</i>



INTERNAL CONTROL CADRE

- 23.42 The Internal Control Cadre is mainly responsible for conducting internal audit functions in Ministries and Departments, including Rodrigues Regional Assembly. In addition, officers of the cadre are required to provide independent assurance to the Accounting Officers on the effectiveness and adequacy of risk management, control and governance process in the Ministries/Departments.
- 23.43 Evaluating and examining the systems of internal control set up by Management to safeguard Government assets and ensure accuracy of financial records; ensuring that the operations of the Ministries/Departments are carried out in accordance with regulations and instructions; investigating, at the request of the Accounting Officer, into cases of mismanagement, wastage and other irregularities are some of the main activities devolving on the cadre. Thereafter, based on their findings, they also report to the Accounting Officer for cases of departures from regulations and instructions as well as cases of inefficiencies together with proposals for corrective actions and ensuring that follow up actions are taken by Management on recommendations made in the audit reports.
- 23.44 The Director, Internal Control is at the apex of the six level structure and he is assisted by the Deputy Director, Internal Control and Manager, Internal Control. The Assistant Manager, Internal Control, Principal Internal Control Officer and Internal Control Officer/Senior Internal Control Officer provide support at operational level.
- 23.45 In the context of this review exercise, much emphasis was laid by both Management and the Union for the job appellations of all the levels to be reviewed with a view to reflect the audit aspect of the job. We could not accede to the request in view of certain implications. As regards the proposal for the introduction of a degree qualification at the level of Principal Internal Control Officer, we have re-assessed the grade and found that the present qualification is in consonance with the work devolved upon the grade. On this basis, we consider that a degree qualification is not justified for this level of operation and we consequently informed the parties during the meeting itself. Concerning proposals for the review of salaries, they were apprised that on the basis of fresh information obtained from the Job Description Questionnaires and job evaluation exercise, enlightened decision would be taken.
- 23.46 In our last Report, we reinforced the structure of the cadre with the creation of the grade of Principal Internal Control Officer. No functional justification was provided for the creation of an additional layer of Assistant Director, Internal Audit to strengthen the cadre. Further, it would have rendered the cadre top heavy, hence, affecting the efficiency of the cadre. Thus, we consider the present set up to be adequate and we are, therefore, maintaining it. The present provision for Internal Control Officer/Senior Internal Control Officer is hereunder reproduced. Specific provision is also being made for Assistant Managers, Internal Control.

Internal Control Officer/Senior Internal Control Officer

23.47 Internal Control Officer/Senior Internal Control Officer having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification are presently allowed to proceed in the Master Salary Scale up to Rs 42325 subject to satisfying certain criteria. We are maintaining the present provision and revising the salary point.

Recommendation 13

23.48 We recommend that Internal Control Officer/Senior Internal Control Officers having successfully completed all Papers of Fundamentals (Knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Specific Provision for Assistant Manager, Internal Control**Recommendation 14**

23.49 We recommend that officers in the grade of Assistant Manager, Internal Control possessing a Degree in Financial Management with specialisation in Public Finance or Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

INTERNAL CONTROL CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 101 104	Rs 91375 x 3125 - 100750 Director, Internal Control

Salary Code	Salary Scale and Grade
01 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Deputy Director, Internal Control</p>
01 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Manager, Internal Control</p>
01 068 089	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400</p> <p>Assistant Manager, Internal Control (Personal)</p>
01 068 088	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Manager, Internal Control</p>
01 062 085	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600</p> <p>Principal Internal Control Officer (Personal)</p>
01 062 081	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Principal Internal Control Officer</p>
01 041 078	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Internal Control Officer/Senior Internal Control Officer</p>



PROCUREMENT AND SUPPLY CADRE

- 23.50 In accordance with the Procurement Act 2006 and the Financial Management Kit, the Procurement and Supply Cadre has, as main responsibility, to advise and guide Heads of Ministries and Departments in the efficient and effective management as well as control of their procurement and supply functions, with a view to facilitating the smooth running of their core business. Though the Procurement and Supply functions may vary in scope from one organisation to another, they are of special importance to organisations as they have a direct bearing on their effective delivery of services. The main functions of this Cadre pertain to procurement, issuing, handling, distribution and warehousing of goods.
- 23.51 Operating in a seven-level structure, the Procurement and Supply Cadre is headed by a Director (Procurement and Supply) who has the responsibility for providing advice and guidance to the Financial Secretary and other Accounting Officers on procurement and supply operations, thereby providing better support in the implementation of Government policies and programmes. In the discharge of his functions, the Director (Procurement and Supply) is assisted by a Deputy Director (Procurement and Supply) and supported by officers belonging to the grades of Manager (Procurement and Supply), Assistant Manager (Procurement and Supply), Principal Procurement and Supply Officer, Procurement and Supply Officer/Senior Procurement and Supply Officer and Assistant Procurement and Supply Officer respectively.
- 23.52 In our last Report, the grade of Assistant Procurement and Supply Officer was made evanescent as the technical duties thereof were integrated in the scheme of service of the grade of Office Management Assistant. However, in the absence of Office Management Assistants, certain organisations encountered difficulties in updating their ledgers and store forms and such shortcomings were also highlighted in the Report of the Director of Audit. Consequently, the Ministry of Finance, Economic Planning and Development with the approval of the High Powered Committee reinstated the grade of Assistant Procurement and Supply Officer.
- 23.53 The main representations from both staff side and Management were geared towards parity of treatment with the grade of Office Management Assistant and review of qualifications requirement. Management also proposed to restyle the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer into Procurement and Supply Officer and Senior Procurement and Supply Officer respectively. These proposals were discussed during the consultative meetings and requests that had technical implications could not be considered. After analysis of all the demands, no amendments could be brought to the existing structure, save to the qualifications requirement of the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer. Additionally, with the reinstatement of the grade of Assistant Procurement and Supply Officer, recommendations made in the 2016 PRB Report which are no longer valid are being waived.

Manager (Procurement and Supply)

23.54 In our previous Report, certain amendments were brought to the mode of appointment of the grade of Manager (Procurement and Supply) following the changes made in the structure of the Cadre. As there are still a few officers holding the post of Assistant Manager (Procurement and Supply) (Personal), we consider it worthwhile to replicate the existing provision.

Recommendation 15

23.55 We recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Personal) reckoning at least three years' service in a substantive capacity in the grade.

23.56 We also recommend that, on complete phasing out of the grade of Assistant Manager (Procurement and Supply) (Personal), the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) reckoning at least three years' service in a substantive capacity in the grade.

Specific Provision for Assistant Manager (Procurement and Supply)**Recommendation 16**

23.57 We recommend that officers in the grade of Assistant Manager (Procurement and Supply) possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Assistant Procurement and Supply Officer

23.58 The grade of Assistant Procurement and Supply Officer (APSO) is presently filled by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grade of Management Support Officer and the former grades of Officer and Clerical Officer/Higher Clerical Officer.

23.59 With a view to harmonising the mode of appointment of different grades in the Cadre to what obtains for comparable positions in the Civil Service, to the extent possible, and pursuant to the creation of the grade of Management Support Assistant, there is need to bring consequential amendments to the qualifications requirement of the grade of APSO. In so doing, we are ensuring that no prejudice is caused to those Management Support Officers already in post as at the eve of the publication of this Report.

Recommendation 17

23.60 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should, up to 31 December 2030, be made by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of this Report and new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in their respective grade. Thereafter, the post should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.

Procurement and Supply Officer/Senior Procurement and Supply Officer

23.61 With the re-instatement of the grade of APSO, subsequent amendments need to be brought to the mode of appointment of the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer. We are, while making appropriate transitional provision, ensuring equity and fairness to those Assistant Procurement and Supply Officers in post as at the eve of the publication of this Report.

Recommendation 18

23.62 We recommend that the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should continue to be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officers (in post as at the eve of the publication of this Report) and reckoning at least two years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

23.63 We further recommend that, on complete phasing out of the number of officers in the grade of Assistant Procurement and Supply Officer in post as at the eve of the publication of this Report, the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should, thereafter, be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least four years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

Movement for Procurement and Supply Officer/Senior Procurement and Supply Officer

23.64 Officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer are allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, subject to satisfying specific conditions. The present arrangement should continue to prevail.

Recommendation 19

23.65 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the Master Salary Scale up to the salary point Rs 47675 provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

PROCUREMENT AND SUPPLY CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
21 101 104	Rs 91375 x 3125 -100750 Director (Procurement and Supply)
21 080 096	Rs 49250 x 1650 - 54200 x 1700 -64400 x 1800 -69800 x 2000 -75800 x 2150 - 77950 Deputy Director (Procurement and Supply)
21 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager (Procurement and Supply)
21 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager (Procurement and Supply) (Personal)
21 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager (Procurement and Supply)
21 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Procurement and Supply Officer

Salary Code	Salary Scale and Grade
21 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Procurement and Supply Officer/Senior Procurement and Supply Officer
21 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Procurement and Supply Officer



PROCUREMENT POLICY OFFICE

- 23.66 The Procurement Policy Office (PPO), which operates under the *aegis* of the Ministry of Finance, Economic Planning and Development, serves as an independent procurement policy making and compliance monitoring body. It is conferred with the mission to promote the development of a modern and efficient public procurement system for Mauritius based on international best practices through close monitoring, regular audits, reviews, capacity building and research.
- 23.67 Formulating policies relating to procurement; gathering information relating to procurement activities and ensuring compliance with the Public Procurement Act; recommending and facilitating the implementation of measures to improve the functioning of the procurement system, including the operation of annual procurement planning, introduction of information and communications technology and the dissemination of publications and the setting up of websites dedicated to procurement are some of the key functions carried out by the PPO in order to achieve its mission.
- 23.68 Over the years, the PPO has been constantly improving on its services. For instance, in September 2015, it launched a new e-Procurement System where public procurement activities are carried out digitally. Besides, as mandated by the Build Operate Transfer (BOT) Projects Act 2016, the PPO has set up a BOT Projects Unit to deal with BOT projects. This new Unit would, *inter alia*, be responsible to: formulate policies, directives, procedures and guidelines on BOT projects; assess feasibility report submitted by a contracting authority and submit its comments and findings; and monitor value for money and budget affordability during the operational stage of the BOT project.
- 23.69 The administration of the PPO, as stipulated in the Public Procurement Act, rests upon the Director, Procurement Policy Office and two other independent persons appointed by the President of the Republic. The latter are assisted in their tasks by officers in the Procurement and Supply Officer and Analyst Cadres as well as officers belonging to grades of the General Services.
- 23.70 In our last Report, upon request of the parent Ministry, we abolished the grades of Manager, Procurement Policy Office and Assistant Manager, Procurement Policy Office. It was averred that the need for these grades were no longer felt given that the necessary technical support was already being provided by officers of the Procurement and Supply Officer and Analyst Cadres.
- 23.71 For this review exercise, we have been requested by the parent Ministry to provide for a level of Head, BOT Unit to lead the said Unit. In examining this request, we have taken note that the Unit, which is presently being run by a Lead Analyst, is not yet fully operational. In the circumstance, we consider that it would not be appropriate to provide for the requested level at this juncture, the moreso, the Unit is not staffed by officers in a permanent and pensionable capacity. Hence, the present staffing

arrangement should continue. The salary of the only grade on the establishment of the PPO is revised as hereunder.

PROCUREMENT POLICY OFFICE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 120	Rs 163250 Director, Procurement Policy Office



INDEPENDENT REVIEW PANEL

- 23.72 The Independent Review Panel (IRP) is an independent institution operating under the *aegis* of the Ministry of Finance, Economic Planning and Development. It is primarily responsible for hearing and determining appeals made by unsatisfied bidders against procurement decisions by a Public Body and/or the Central Procurement Board in compliance with the Public Procurement Act 2006 and Regulations as well as other Laws of Mauritius. In so doing, it also endeavours to uphold and maintain confidence of suppliers, contractors as well as the general public in the public procurement process.
- 23.73 Presently, the structure of the IRP provides for a Chairperson, a Vice-Chairperson, and four other persons who are appointed by the President of the Republic of Mauritius. While the overall accountability of the IRP rests with the Chairperson, all administrative matters and office operations fall under the responsibility of the Secretary, IRP who is assisted by staff in grades belonging to the General Services.
- 23.74 In the context of this review exercise, we received a proposal for the creation of a grade of Deputy Secretary, IRP to assist the Secretary, IRP which was withdrawn at a later stage. In the light of the responsibilities devolving on the IRP, we consider the present arrangement to be adequate.

INDEPENDENT REVIEW PANEL**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
01 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Secretary, Independent Review Panel



ASSESSMENT REVIEW COMMITTEE

- 23.75 The Assessment Review Committee (ARC) is responsible to hear and determine all representations lodged by aggrieved persons against decisions, determinations, notices or claims made by the Mauritius Revenue Authority (MRA) or the Registrar-General as provided under the relevant revenue laws. Any party who is dissatisfied with the decision of the Committee may make an appeal to the Supreme Court.
- 23.76 Given the statutory time limit for a tax assessment was reduced to three years, the MRA Act was amended to provide for the setting up of an Independent Tax Panel (ITP) to deal with claims for raising tax assessments after the period of three years. Its functions include considering applications made *ex parte* by the Director-General of the MRA under different tax laws and granting authorisation where it is satisfied that there is *prima facie* case for fraud and issuing guidelines for the waiving by the Director-General of whole or part of any penalty, interest, surcharge or rent in accordance with the Customs Act.
- 23.77 The structure of the ARC comprises a Chairperson, Vice-Chairpersons and other Members. Its overall management rests with the Clerk, ARC who is assisted in the performance of his duties by Deputy Clerks, ARC. Officers pertaining to the General Services grades provide support services for a smooth running of the Committee.
- 23.78 In the context of this review exercise, the staff side as well as Management requested, among others, to: upgrade the salary scale of the grades of Clerk, ARC and Deputy Clerk, ARC; fill the grade of Clerk, ARC from Deputy Clerks, ARC; create a grade of Senior Deputy Clerk, ARC as a promotional level for Deputy Clerks, ARC; and provide the officers with enhanced conditions of service.
- 23.79 The Vice-Chairpersons of the ARC on their part have mainly proposed for: an alignment of their salary to comparable positions; payment of a legal allowance to keep abreast of latest developments with regard to taxation matters; and payment of an allowance for additional duties performed in relation to the ITP.
- 23.80 The Ministry of Finance, Economic Planning and Development, on its side has proposed that the: salary of the Chairperson, ARC be upgraded; mode of appointment to the grade of Clerk, ARC be reviewed; and grades of Shorthand Writer and Senior Shorthand Writer be restyled to Transcriber and Senior Transcriber respectively.
- 23.81 In addition to the consultative meetings held, the Bureau carried out a site visit at the ARC to take stock '*de visu*' of the array of duties being performed by the Clerk, ARC and Deputy Clerks, ARC. We took cognisance of the various tasks involved since the reception of a claim until the outcome of the deliberation. We equally took note of the level of the various duties being carried out by the Clerk, ARC and Deputy Clerks, ARC and of the increasing workload at the ARC.

- 23.82 During consultations, all parties were apprised of representations which were viewed meritorious and those which could not be retained. Moreover, we consider that a supervisory level of Senior Deputy Clerk, ARC is not warranted given that the grade of Clerk, ARC already exists and a new grade is created based on its functional need. As to the representations which relate to internal issues, same should be dealt with administratively.
- 23.83 We are, therefore, in this Report reviewing the qualifications requirement of the grades of Deputy Clerk, ARC and Clerk, ARC; and restyling the Shorthand Writer Cadre.

Clerk, ARC

Deputy Clerk, ARC

- 23.84 At present, the grade of Deputy Clerk, ARC is filled by selection from among candidates possessing a Degree in Accounting or Economics or Law and Management or Statistics or Management or an equivalent qualification whilst the grade of Clerk, ARC is filled by selection from among serving officers who are drawing a basic salary which is not less than the top salary of an Assistant Permanent Secretary and who possess a Degree in Accountancy or Economics or Finance or Law or Administration or Management or Taxation or an equivalent qualification.
- 23.85 Both Management and the staff side have proposed for a review of the mode of appointment of the grade of Clerk, ARC such that it is filled by selection from among Deputy Clerks, ARC reckoning at least four years' service, as a promotional avenue for officers in post, the moreso the seniormost Deputy Clerk, ARC performs the duties of the Clerk, ARC when the latter is on leave. The Ministry of Finance, Economic Planning and Development made proposal along the same line, and after examining same, we are agreeable for a review of the mode of appointment of the grade. However, given that the nature and level of duties performed by the Clerk, ARC and Deputy Clerk, ARC do not require the possession of a degree, we are reviewing their qualifications requirement to commensurate their level of operation.

Recommendation 20

- 23.86 We recommend that, in future, the grade of Deputy Clerk, ARC be filled by selection from among serving officers who possess a Diploma in Legal Studies or Accountancy or Management or an equivalent qualification and reckon at least three years' service in a substantive capacity in their respective grade. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing a Diploma in Legal Studies or Accountancy or Management or an equivalent qualification and who reckon at least three years' experience in registry work.**

23.87 We further recommend that:

- (i) **the grade of Clerk, ARC be filled by selection from among officers in the grade of Deputy Clerk, ARC in post as at the eve of the publication of this Report, who reckon at least four years' service in a substantive capacity in the grade; and**
- (ii) **on complete phasing out of the grade of Deputy Clerk, ARC (Personal), appointment to the grade of Clerk, ARC should be made by promotion, on the basis of experience and merit, of an officer in the grade of Deputy Clerk, ARC who reckons at least four years' service in a substantive capacity in the grade.**

Review of Salary of the grades of Clerk, ARC and Deputy Clerk, ARC

23.88 Requests were made from different parties to upgrade the salary of the grades of Clerk, ARC and Deputy Clerk, ARC on account of the additional responsibilities entrusted upon incumbents and increase in work complexity and load of work. In this respect, the Bureau conducted a site visit as mentioned earlier.

23.89 During the site visit, we observed that the duties devolving upon the Deputy Clerks, ARC and Clerk, ARC are in line with those prescribed in their schemes of service. Moreover, the nature and level of duties performed do not warrant the possession of a degree qualification. This fact has also been confirmed in the Job Description Questionnaires duly filled-in by the officers concerned in the context of this Report. We equally carried out a comparative exercise among equivalent grades obtainable in other quarters.

23.90 Resultantly, we have reviewed the salary scales of the grades of Clerk, ARC and Deputy Clerk, ARC, whilst maintaining personal salary scales for officers in post as at the eve of the publication of this Report.

Transcriber Cadre***formerly Shorthand Writer Cadre***

23.91 Management has submitted that there has been an evolution in the core duties of officers in the Shorthand Writer Cadre. Besides listening to digital recorded minutes of proceedings and meetings, both in English and French, incumbents are called upon to perform the transcribing duties. Officers of this cadre play a critical role in making an exact record of the hearings and producing a complete, accurate and secure legal transcript of the Committee's proceedings and aggrieved person's testimonies and depositions. A request was, therefore, made to restyle the Shorthand Writer Cadre to Transcriber Cadre.

23.92 With a view to enabling the Bureau to have a better understanding of the job, a site visit was conducted at the ARC where it was observed that the digitally recorded minutes of proceedings are transcribed by officers of the Shorthand Writer Cadre. Pursuant to the foregoing and on the basis of information submitted in the duly filled-

in Job Description Questionnaires, we consider that the request is meritorious and are recommending accordingly.

Recommendation 21

23.93 We recommend that the grades of Senior Shorthand Writer and Shorthand Writer be restyled Senior Transcriber and Transcriber respectively.

ASSESSMENT REVIEW COMMITTEE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 118	Rs 150750 Chairperson, Assessment Review Committee
12 000 110	Rs 119500 Vice-Chairperson, Assessment Review Committee
12 084 096	Rs 55900 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Clerk, Assessment Review Committee (Personal to the officer in post as at 31.12.20)
12 058 086	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Deputy Clerk, Assessment Review Committee (Personal to officers in post as at 31.12.20)
12 053 081	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Clerk, Assessment Review Committee
12 038 077	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Deputy Clerk, Assessment Review Committee

Salary Code	Salary Scale and Grade
08 060 081	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Transcriber <i>formerly Senior Shorthand Writer</i>
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Transcriber <i>formerly Shorthand Writer</i>



23.1 CENTRAL PROCUREMENT BOARD

- 23.1.1 Initially established as a body corporate, the Central Procurement Board (CPB) is now a civil service organisation which operates under the *aegis* of the Ministry of Finance, Economic Planning and Development. It is mandated to approve the award of major contracts by public bodies in respect of procurement of goods, services and consultancy works.
- 23.1.2 To effectively deliver on its mandate, the CPB vets documents and procurement notices submitted by public bodies; receives and publicly opens bids; selects persons from lists of qualified evaluators to act as members of Bid Evaluation Committees; oversees the examination and evaluation of bids; reviews recommendations of the Bid Evaluation Committees; and approves the award of contracts or requests the Committee to make a fresh or further evaluation on specific grounds.
- 23.1.3 The strategic direction of the CPB has been conferred upon a Board, which is composed of appointed members for a fixed term, whereas the management thereof is ensured by officers of the administrative and technical cadres and is headed by the Chief Executive, Central Procurement Board. The latter is also responsible for the execution of the policy of the Board and is assisted in his functions by the Deputy Chief Executive, Central Procurement Board and officers in the Central Procurement Officer Cadre who are the core service providers as well as other officers in supporting grades.
- 23.1.4 In our last Report, we reinforced the CPB's structure with the creation of two new levels and amended the scheme of service of the grade of Assistant Manager, Central Procurement. For the present exercise, the staff side requested that the organisation structure be revisited and that a structure which is function driven be provided. For instance, they suggested that the grades be either renamed as Procurement Specialist or Analysts, which we could not accede to, given the reasons thereof. They also urged the Bureau to review the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board and to carry out a site visit so as to make a 'constat' of the functions being performed and the mode of operation. Management, on its part, requested for a merger of the grades of Principal Central Procurement Officer and Assistant Manager, Central Procurement.
- 23.1.5 A site visit was eventually carried out and the observations and analysis thereto related are elaborated upon in the ensuing paragraphs. After careful consideration and particularly in the light of the findings of our site visit, we are making appropriate recommendation to address the issues raised. In this context, we are reviewing the organisation structure and bringing amendments to the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board.

Principal Central Procurement Officer

- 23.1.6 Management represented for a merging of the grade of Principal Central Procurement Officer and Assistant Manager, Central Procurement as it considers that both levels

performed almost similar set of duties. Whereas, the parent Ministry requested that the qualifications requirement of the Principal Central Procurement Officer be raised to a degree level in line with its proposal for the Financial Operations Officer and Procurement and Supply Officer Cadres.

23.1.7 During a site visit effected at the CPB, it was observed that the work at the Central Procurement Board is project based whereby officers are assigned projects to work on. The senior most officers are allocated work of a more complex nature. In fact, the nature of the work itself is quite different from the standard procurement functions. It was also found that the Principal Central Procurement Officer is required to exercise only minimal supervision over a Central Procurement Officer/Senior Central Procurement Officer.

23.1.8 In the light of the above, we are making such provision that would render the structure fit for purpose. To this effect, the grade of Principal Central Procurement Officer is being made evanescent. This also implies that consequential amendments need to be brought to the scheme of service of the grade of Assistant Manager, Central Procurement.

Recommendation 22

23.1.9 We recommend that:

- (i) the grade of Principal Central Procurement Officer should be made evanescent. We have provided personal salaries for officers in post; and**
- (ii) the scheme of service of the grade of Assistant Manager, Central Procurement be amended so that the grade should continue to be filled by promotion, on the basis of experience and merit of officers in the grade of Principal Central Procurement Officer (Personal) possessing a Degree in Public Sector Financial Management or Purchasing and Supply Management or Accountancy from a recognised institution or a pass at the final examination required for admission to membership of a recognised accounting body or an equivalent qualification and reckoning at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grades of Central Procurement Officer/Senior Central Procurement Officer and Principal Central Procurement Officer.**

23.1.10 We further recommend that on complete phasing out of the grade of Principal Central Procurement Officer (Personal), the grade of Assistant Manager, Central Procurement should be filled by promotion, on the basis of experience and merit of officers in the grade of Central Procurement Officer/Senior Central Procurement Officer possessing a Degree in Public Sector Financial Management or Purchasing and Supply Management or Accountancy from a recognised institution or a pass at the final examination required for admission to membership of a recognised accounting body or an equivalent qualification and reckoning at least seven years' service in a substantive capacity in the grade.

Scheme of Service- Deputy Chief Executive, Central Procurement Board

- 23.1.11 Appointment to the grade of Deputy Chief Executive, Central Procurement Board is, at present, made by selection from among candidates possessing a Master's Degree in Procurement and Supply or Purchasing and Supply or Project Management and reckoning at least 10 years' experience in public procurement procedures in the public sector. While the staff side has proposed that the grade be, henceforth, filled from serving officers holding the prescribed qualification, the parent Ministry considers that it would be more appropriate for the grade to be filled from outside candidates in view of the fact that the position requires someone who has wide experience in public procurement procedures in the public sector to be able to advise the Board whereas the experience of the serving officers is limited to matters pertaining to the CPB.
- 23.1.12 We have carefully examined this issue and consider that, the serving officers have acquired the relevant experience in public procurement procedures and hence those possessing the required qualifications, stand a fair chance to be appointed as Deputy Chief Executive, Central Procurement Board which is their legitimate right. The qualms expressed by Management are also real, that is, an amendment to the scheme of service may well narrow down the type of experience gained over the years, adversely affecting the managerial capacity of the organisation. In the circumstances, we are making provision to provide an appropriate career path to serving officers without, however, causing prejudice to the organisation.

Recommendation 23**23.1.13 We recommend that:**

- (i) **the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board be amended so that appointment thereto is made by selection from among serving officers not below the grade of Assistant Manager, Central Procurement, possessing a Master's Degree in Procurement and Supply Management or Purchasing and Supply Management or Project Management from a recognised Institution or an equivalent qualification and reckoning at least 10 years' experience in public procurement procedures in the public sector; and**
- (ii) **in the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualifications.**

Specific Provision for Assistant Manager, Central Procurement**Recommendation 24**

- 23.1.14 **We recommend that officers in the grade of Assistant Manager, Central Procurement possessing a Degree in Public Sector Financial Management with specialisation in Public Finance or Procurement and Supply Management or Accounting and Finance or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master**

Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Central Procurement Officer/Senior Central Procurement Officer

23.1.15 Officers in the grade of Central Procurement Officer/Senior Central Procurement Officer are currently allowed to move beyond their top salaries subject to satisfying certain criteria. We are maintaining this provision while reviewing the salary point.

Recommendation 25

23.1.16 We recommend that Central Procurement Officer/Senior Central Procurement Officers possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Purchasing and Supply Management from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

CENTRAL PROCUREMENT BOARD

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 107	Rs 110125 Chief Executive, Central Procurement Board
01 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Chief Executive, Central Procurement Board
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Central Procurement
01 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Central Procurement (Personal to incumbents in post as at 31.12.15)
01 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Central Procurement

Salary Code	Salary Scale and Grade
01 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Secretary of the Board
01 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Central Procurement Officer (Personal)
01 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Central Procurement Officer/Senior Central Procurement Officer



23.2 THE TREASURY

- 23.2.1 Operating under the *aegis* of the Ministry of Finance, Economic Planning and Development, the Treasury is one of the country's key players in Public Financial Management. It acts as Government's main payment centre, ensuring amongst others, that all payments of Government are executed efficiently and in a timely manner. Over the years, the role of the Treasury has evolved from being a mere paying agent of the Government to that of a strategic partner providing an array of services to various classes of stakeholders.
- 23.2.2 Presently, the main accountabilities of the Treasury consist of maintaining the accounting records of Government; preparing financial statements; ensuring that accounting systems respond to Government's needs for the proper processing, recording and accounting of financial transactions and for financial reporting; monitoring the cash flow positions of Government; ensuring that adequate funds are available to meet Government's payment obligations in the most cost-effective way; and managing the dispensing of loans and passage benefits to Government employees, as well as the payment of public service pensions and other retiring allowances.
- 23.2.3 In addition, the Treasury also advises Ministries and Departments on matters pertaining to financial procedures and accounting and assists them in putting in place or in implementing computerised financial systems.
- 23.2.4 The business activities of the Treasury are carried out under five main sections namely, the Accounts Section, the Treasury Accounting System (TAS) Section, the Projects Finance Section, the Loans Section and the Records Section. The department is headed by the Accountant-General who is assisted by officers in the grades of Deputy Accountant-General, Assistant Accountant-General, Accountant/Senior Accountant and Accounting Technician. The department also benefits from the support of officers of the General Services and Financial Operations Officer Cadres for the delivery of its services.
- 23.2.5 For this review exercise, the proposals of the staff side were, amongst others, an uplift of the salaries of the various grades in addition to enhancement of present conditions of service. The Unions were informed that conditions of service were treated in a holistic manner in Volume 1 of the Report while an upgrading in salary was examined on the basis of a job evaluation exercise. As far as the Accountant/Senior Accountants are concerned, the claim that they are shouldering higher responsibilities has been studied and upon re-evaluation of data collected through the Job Description Questionnaires filled in by incumbents, it was found that the salary granted to the grade is commensurate with the level of duties performed.
- 23.2.6 Request was also made by the official side for amendment of the scheme of service of the grade of Accountant/Senior Accountant so that the grade be, henceforth, filled by selection from among qualified Accounting Technicians with a view to attracting

and retaining these officers. This issue was lengthily discussed during meeting with Management and they were provided the necessary explanations as to why the proposal could not be acceded to. We could not consider the request for the creation of a level of Principal Accountant based on Management's own averment that this level is not envisaged for the time being.

23.2.7 In our last Report, we reinforced the structure with the creation of a level of Accounting Technician to provide necessary support to the professional cadre. As this provision is of significant importance to the professional cadre, we consider that the present organisation structure is fit for purpose and requires no change.

THE TREASURY

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 114	Rs 132000 Accountant-General
01 101 104	Rs 91375 x 3125 - 100750 Deputy Accountant-General
01 080 097	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100 Assistant Accountant-General
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 QB 61000 x 1700 - 64400 x 1800 - 69800 Manager (Pensions)
01 062 092	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Accountant/Senior Accountant
01 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager (Pensions)

Salary Code	Salary Scale and Grade
01 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Officer-in-Charge (Passages)
01 052 081	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Accounting Technician
01 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Assistant Officer-in-Charge (Passages)
24 029 063	Rs 16525 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 Treasury Voucher Room Supervisor
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 Treasury Voucher Room Operator
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



23.3 STATISTICS MAURITIUS

- 23.3.1 Statistics Mauritius is mandated as per the Statistics Act No 38 of 2000 to be the Central Statistical Authority and depository of all official statistics produced in Mauritius. It is responsible to collect, compile, analyse and disseminate accurate, relevant, timely and high quality statistics and related information on social, demographic, economic and financial activities to serve the needs of public and private users.
- 23.3.2 The department is mandated to: co-ordinate activities of all producers of official statistics, including public sector agencies; and ensure standards and minimise overlap and duplication in production of official statistics in the country. It collaborates with Ministries and Government Departments in the collection, compilation, analysis, publication and dissemination of statistical information.
- 23.3.3 A Director of Statistics is at the apex of the organisation and is assisted in her daily functions by officers in the grades of Deputy Director of Statistics, Principal Statistician, Senior Statistician and Statistician. Employees of the Statistical Officer Cadre and General Services grades equally provide their support to the professional, technical staff and Management. The activities are organised under various divisions namely, Social and Labour Statistics, National Accounts and Prices and Statistical Support, Informatics and Dissemination Divisions.
- 23.3.4 For this Report, both Management and the Union made several proposals. The Union's submission was mainly geared towards a review of the organisation's structure by: restyling and merging a few grades; creating a level of Deputy Director-General of Statistics; upgrading the salary of technical and professional grades; allowing officers holding the Royal Statistical Society Higher Certificate in Statistics or Diploma in Statistics or a Degree with Statistics as a major component, to be eligible for promotion to the grade Senior Statistical Officer; and granting duty remission facilities to officers of the Statistician and Statistical Officer Cadres, based on their nature of work. Request was also made by a Federation for the grade of Director of Statistics to be filled by promotion from among serving officers.
- 23.3.5 Management on its side made more or less the same submissions as the Union. In addition, requests were made for: amending the scheme of service of the grade of Statistician to include new skills and competencies in other fields; allowing the recruitment of field officers on a contractual basis; and upgrading the position of Director in line with the powers conferred upon incumbent by the Statistics Act.
- 23.3.6 Further to the proposals made by Management and the Union, we consider that: a few proposals regarding the restructuring would entail an amendment of the Statistics Act; creation of levels depends on functional needs of the organisation; an increase in workload is not a strong justification for an upgrading in salary; the existing schemes of service of the different grades provide for a demarcation in the nature and level of duties to be performed by incumbents and we were informed during the consultative

meeting that the demarcation was not translated in practice. This fact has also been confirmed in the Job Description Questionnaires duly filled-in. Amending schemes of service as well as provision of relevant training rests with Management and it is the latter's responsibility to initiate action regarding the recruitment of field officers on a contractual basis and to equally seek the collaboration of the Ministry of Labour, Human Resource Development and Training in this matter. Provisions also exist for the grant of travelling benefits in case officers who, by the nature of their duties, are required on a regular basis to attend meetings/conferences, among others, subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms; and the issue of amending the qualifications requirement of a grade with respect to the equivalence of alternative qualifications should be dealt with administratively, after consultations with relevant stakeholders.

23.3.7 During the consultative meetings held with Management and the Staff Association, the Bureau requested for certain additional documents/reviewed proposals, from both parties, including proposed schemes of service. However, same were not submitted. As a result, we could not proceed further with the requests and are not bringing major changes to the structure, except for the merging of the grades of Senior Statistician and Statistician and the grades of Senior Statistical Officer and Statistical Officer, given that the element of supervision is not being implemented.

Statistician/Senior Statistician formerly Statistician

Senior Statistician

23.3.8 Both Management and the Staff Association have requested for a merger of the grades of Senior Statistician and Statistician as in practice there is no proper demarcation between the duties of the two grades, coupled with the element of supervision not being implemented. After studying the Job Description Questionnaires as well as the schemes of service of the relevant grades, we noted that the situation as described by parties concerned indeed prevailed. In this respect, we deem it appropriate to merge the two grades, such that incumbents in the merged grade would report to the Principal Statisticians, who would then assume the supervisory functions. In so doing, the Bureau has also ensured enhanced career earnings for incumbents concerned.

Recommendation 26

23.3.9 We recommend that the grades of Statistician and Senior Statistician be merged and restyled Statistician/Senior Statistician.

23.3.10 We further recommend that:

- (i) the duties of the former grades of Senior Statistician and Statistician should be incorporated in the scheme of service of the new restyled grade of Statistician/Senior Statistician formerly Statistician and Senior Statistician; and**

- (ii) **Management should bring consequential amendments to the scheme of service of the grade of Principal Statistician with regard to its qualifications requirement and duties, where relevant.**

**Statistical Officer/Senior Statistical Officer
formerly Statistical Officer**

Senior Statistical Officer

23.3.11 The Staff Association proposed for a merger of the grades of Statistical Officer and Senior Statistical Officer, whilst Management advocated for a merger of the grades of Principal Statistical Officer and Senior Statistical Officer. After carefully examining the duties, level of supervision at the higher level and the qualifications requirement of the grades concerned, we view that it would be more meaningful to merge the first two levels, with the insertion of Qualification Bar (QB) in the salary scale of the merged grade.

Recommendation 27

23.3.12 We recommend that:

- (i) **the grades of Senior Statistical Officer and Statistical Officer be merged and restyled Statistical Officer/Senior Statistical Officer;**
- (ii) **the duties of the former grades of Statistical Officer and Senior Statistical Officer should be incorporated in the scheme of service of the restyled grade of Statistical Officer/Senior Statistical Officer *formerly Statistical Officer and Senior Statistical Officer*;**
- (iii) **consequential amendments be brought to the scheme of service of the grade of Principal Statistical Officer with regard to its qualifications requirement and duties, where relevant; and**
- (iv) **officers in the merged grade of Statistical Officer/Senior Statistical Officer *formerly Statistical Officer and Senior Statistical Officer* would be allowed to cross the Qualification Bar (QB) in the salary scale provided they possess a Higher Certificate in Statistics of the Royal Statistical Society (UK) or have been exempted therefrom or who possess an equivalent qualification or have successfully followed a training course in Advanced Statistics of at least one-year duration, as approved and arranged by the Statistics Mauritius.**

23.3.13 We further recommend that Management should carry out a Human Resource Planning exercise, as provided in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, prior to increasing the establishment size of the grades of Principal Statistician and Principal Statistical Officer so as to allow a better functioning of activities at the organisation and ensure a pyramidal structure of its hierarchy.

STATISTICS MAURITIUS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
20 000 113	Rs 128875 Director of Statistics
20 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director of Statistics
20 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Statistician
20 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Statistician/Senior Statistician <i>formerly Statistician</i> <i>Senior Statistician</i>
20 062 080	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Principal Statistical Officer
20 041 076	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 QB 38400 x 950 - 42200 x 1300 - 43500 Statistical Officer/Senior Statistical Officer <i>formerly Statistical Officer</i> <i>Senior Statistical Officer</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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



23.4 CORPORATE AND BUSINESS REGISTRATION DEPARTMENT

- 23.4.1 Falling under the *aegis* of the Ministry of Finance, Economic Planning and Development, the Corporate and Business Registration Department (CBRD) has, among others, the functions of the incorporation, registration and striking-off of companies; the registration of documents that must be filled under the Companies Act 2001; the provision of company information to the public; the enforcement of compliance with the legal requirements; registration of businesses; the insolvency service; and registration of Limited Partnerships and Foundations. It administers the Companies Act 2001, the Business Registration Act 2002, the Insolvency Act 2009, the Limited Partnerships Act 2011 and the Foundations Act 2012.
- 23.4.2 The department envisions to remain an innovative, ethical and successful organisation by offering quality services to the corporate and business sectors locally and internationally. As such, working arrangements have been reviewed over the years in a bid to provide better services.
- 23.4.3 The Registrar of Companies who is at the apex of the organisation, is assisted by officers in the grades of Deputy Registrar of Companies, Assistant Registrar of Companies; officers of the Compliance and Official Receiver Cadres as well as those of the Technical Cadre and General Services grades.
- 23.4.4 For this review exercise, the main requests of the staff side pertained to, among others, the creation of additional levels in the Compliance Officer Cadre and a grade of Assistant Online Systems Coordinator; Compliance Officers and Principal Compliance Officers to be eligible to either Uniform or Clothing Allowance; payment of an appropriate allowance to Compliance Officers for performing duties related to online systems; and the Chief Compliance Officer to be sponsored to follow specific courses. They additionally requested for Rodriguan candidates to be eligible for appointment to the grade of Compliance Officer.
- 23.4.5 Management, on the other hand, made submissions for a change in the mode of appointment to the grade of Compliance Officer and Deputy Official Receiver; creation of the grade of Online Systems Coordinator and payment of a black jacket allowance to the Official Receiver given incumbent has to attend Court on a regular basis.
- 23.4.6 During consultations, stakeholders were provided relevant information on each of their requests and were advised to have certain proposals to be addressed internally.
- 23.4.7 Following the meeting held at the Bureau, Management submitted proposed schemes of service for the Compliance Officer Cadre which were studied and found to be inconsistent, the moreso no consensus was reached by the relevant parties. In addition, we were unable to carry out a fresh job evaluation of the grades given that the Job Description Questionnaires of sampled officers were not submitted. Though we are not in a position at this stage to consider reviewing the existing structure of this Compliance Officer Cadre, this does not preclude the CBRD to consult all

stakeholders and submit proposed schemes of service anew, through established procedures, for consideration by the Bureau on an *ad hoc* basis when the need arises.

23.4.8 As regards the request of Management for the creation of the grade of Online Systems Coordinator, whilst examining the proposed scheme of service, we noted that the duties listed are more related to IT than compliance, hence necessitating certain competency and knowledge in IT from the potential candidates. Moreover, in view of the organisation structure and functions of the CBRD, we hold that creation of a stand-alone grade is not warranted.

23.4.9 In the given circumstances, the Bureau considers that it would be more appropriate for the Management of the CBRD to either liaise with the Ministry of Information Technology, Communication and Innovation to make arrangements for the secondment of an officer in the field of IT on its establishment or allocate the duties of the proposed position of Online Systems Coordinator to senior officers of the Compliance Officer Cadre who are conversant with the online system of the CBRD, against the payment of an appropriate allowance.

Deputy Official Receiver

23.4.10 As per the present scheme of service, the grade of Deputy Official Receiver is filled by selection from among officers in the grade of Chief Compliance Officer who reckon at least three years' service in a substantive capacity in the grade and who possess a Diploma in Law or Legal Studies or Finance or Accountancy or Commerce and also from candidates possessing a Degree in Law or Legal Studies or Finance or Accountancy or Commerce; having a thorough knowledge of the provisions of the Insolvency Act; and reckoning at least three years' experience in insolvency matters.

23.4.11 Management has proposed that the mode of appointment to the grade be reviewed so as to provide another avenue of promotion to officers in the grade of Assistant Registrar of Companies. After thoroughly examining the proposed scheme of service as submitted by Management and through the MPSAIR, we noted some technical inconsistencies and as such, the request is not tenable.

Official Receiver

23.4.12 At present, appointment to the grade of Official Receiver is made by promotion, on the basis of merit and experience, of an officer in the grade of Deputy Official Receiver reckoning at least two years' service in a substantive capacity in the grade and who reckons at least five years' practical experience in insolvency and liquidation matters.

23.4.13 After examining the qualifications requirement, duties and level of responsibility of the grade, we consider that the level of the Official Receiver warrants the possession of a Degree in Law or an equivalent qualification and thorough knowledge of legislations with respect to the Companies Act, Bankruptcy Act and Insolvency Act, to enable the department to better attain its set objectives.

Recommendation 28

23.4.14 We recommend that, in future, the grade of Official Receiver should be filled by promotion, on the basis of experience and merit, of officers in the grade of Deputy Official Receiver possessing a Degree in Law or an equivalent qualification and having thorough knowledge of the laws governing the Companies Act, Bankruptcy Act and Insolvency Act and reckoning at least five years' practical experience in insolvency and liquidation matters.

23.4.15 We further recommend that prior to implementing the above recommendation, Management should sponsor officers in the grade of Deputy Official Receiver in post as at eve of the publication of this Report who do not possess the Degree qualification in the required field, to follow a top-up course leading to the obtention of a Degree in the relevant field. This element has been taken into consideration in arriving at the recommended salary scale of the grade.

**Document Processing Officer
formerly Photocopyist**

23.4.16 As regards the grade of Photocopyist, representations from staff side were geared, among others, towards creation of a senior level; provision of training in information technology and occupational safety and health to incumbents; restyling of the grade; amendment of its scheme of service; and upgrading of salary.

23.4.17 During consultation, union members were apprised of the general policy regarding amendment of scheme of service and upgrading of salary. On the issue of training, Management averred that needful has been done at their level in the training plan. The request for restyling of the grade of Photocopyist was supported by Management on account of a significant reduction in photocopying which no longer reflects the appellation of the job.

23.4.18 After examining the newly filled-in Job Description Questionnaires, it was observed that there has been an evolution in the nature and complexity of the duties of the grade. Additionally, as the element of supervision is being exercised by an Office Management Executive, the Bureau considers that creation of a senior level is not warranted. We are, however, compensating incumbents in terms of career earnings on the basis that, in future, no supervisory position would be required. We are also restyling the grade to a more appropriate appellation and **Management is advised to amend the scheme of service accordingly to reflect the actual requirements of the job.**

Recommendation 29

23.4.19 We recommend that the grade of Photocopyist be restyled Document Processing Officer.

CORPORATE AND BUSINESS REGISTRATION DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 111	Rs 122625 Registrar of Companies
18 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Registrar of Companies
01 062 092	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, XBRL
18 072 090	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Assistant Registrar of Companies
18 068 085	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Chief Compliance Officer
18 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Compliance Officer
18 036 071	Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 Compliance Officer
12 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Official Receiver

Salary Code	Salary Scale and Grade
12 061 088	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Deputy Official Receiver
08 025 064	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 - 32350 Document Processing Officer <i>formerly Photocopyist</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



23.5 REGISTRAR-GENERAL'S DEPARTMENT

- 23.5.1 The Registrar-General's Department (RGD), which operates under the *aegis* of the Ministry of Finance, Economic Planning and Development, is the central agency for maintaining a repository of all documents that are registered including those pertaining to immovable and movable property transactions.
- 23.5.2 The activities of the Department are carried out under four main units namely the Professional Taxing Unit, Public Taxing Unit, Land Registry (Mortgage) and Valuation Unit (Re-assessment). The main functions of these units are, as follows: taxation of deeds deposited by Notaries, Banks, Leasing Companies, Financial Institutions, other stakeholders and members of the public to give a "date certaine" to the transactions; capturing of information regarding land transactions and secured loans to give publicity to safeguard interest of Creditors; and following up to claim additional duties/taxes after re-assessment of value of immovable properties. As per a New Operational Plan, two additional units have been set up since January 2020, namely Erasure and Examination Unit.
- 23.5.3 The Registrar-General has overall responsibility for the effective and efficient management and the day-to-day administration of the RGD and also acts as the Conservator of Mortgages, Receiver of Dues and the Authorised Officer for Campement Site and Campement Tax. She is assisted in her daily duties by the Deputy Registrar-General, Assistant Registrar-General, officers of the Registration Officers Cadre and those of the General Services grades.
- 23.5.4 In the context of this Report, the Bureau had consultations with both Union and Management. The Union made the following representations: to demerge the grades of Registration Officer/Senior Registration Officer and Principal Registration Officer/Chief Registration Officer; the scheme of service of the grade of Chief Registration Officer to be amended such that only this grade performs the functions of attending Court/Assessment Review Committee/Objection Unit; setting up of an Investigation Unit for the processes of checks and balances; incumbents in the grade of Copyist and Check Clerk be promoted as Inscription and Check Clerk; and upgrading the qualifications requirement of the grades of Registration Officer and Assistant Registrar-General.
- 23.5.5 On the other hand, Management's proposals were geared towards: creation of dedicated IT Unit, a Call Centre/Help Desk, a Documentation Unit; and upgrading the initial salary of the grade of Registration Officer/Senior Registration Officer.
- 23.5.6 During consultative meetings, both parties were apprised of the Bureau's policy for merging of grades which aims at having lean structures to enable a better service delivery. As regards creation of Units, the onus rests upon Management. Stakeholders were also informed that amending the duties in the scheme of service devolves upon Management. Upgrading in salaries is considered whenever there is, among others, a change in the complexity of work and level of responsibility.

Appropriate explanations were provided for those requests which, for technical reasons, could not be acceded to.

- 23.5.7 We have examined the proposals and consider that the present structure is appropriate to enable the Registrar-General's Department to fulfil its mandate.

Duty to attend Court/Assessment Review Committee/Objection Unit

- 23.5.8 According to their existing scheme of service, incumbents in the grade of Registration Officer/Senior Registration Officer have to attend to Court. On the other hand, in line with the scheme of service, incumbents in the grades of Principal Registration Officer/Chief Registration Officer have to depone in Court on behalf of the Registrar-General's Department. The staff side has stated that officers in the grade of Registration Officer/Senior Registration Officer are called upon to depone in Court as their counterparts in the grade of Principal Registration Officer/Chief Registration Officer. They claimed that attending court and deponing are distinct in nature as in the former, the officer submits the certified copies while to depone, officers should be well versed with the file. Since it is an administrative issue that should be dealt with inhouse, **the Bureau considers that the matter be addressed at the Registrar-General's Department and each grade be made aware of its respective duties, role and responsibilities.**

Assistant Registrar-General

- 23.5.9 At present, the scheme of service of the grade of Assistant Registrar-General provides that appointment to the grade should be made by selection from among officers in the grades of Chief Registration Officers (Personal to officers in post as at 31.12.12) and Principal Registration Officer/Chief Registration Officer reckoning at least five years' service or an aggregate of at least five years' service in the grades of Principal Registration Officer/Chief Registration Officer and former grade of Principal Registration Officer in a substantive capacity and who possess the Diploma in Legal Studies or Law and Management or in a relevant field.
- 23.5.10 Various representations have been received from the stakeholders for the upgrading of the qualifications requirement of the grade of Assistant Registrar-General to a Degree in Legal Studies or Law and Management or an equivalent qualification from a recognised institution. In this respect, Management has submitted a proposed scheme of service of the grade of Assistant Registrar-General which is fraught with several discrepancies. The Bureau advises Management to work anew the scheme of service of the grade in consultation with all stakeholders and same may be considered on an *ad hoc* basis at a later stage.

IT UNIT

- 23.5.11 Management has made a case for a full-fledged IT Unit with dedicated grades to be established at the department based on the ground that the E-Register System that has been put in place requires proper management and monitoring. It has also been averred that presently, officers of the Central Information Systems Division (CISD) who

are posted to the Department are carrying out these functions. However, as the posting of these officers is done on a rotational basis and they are subject to transfer, this mobility hampers the proper monitoring of the system. Further, it takes the ones replacing the outgoing officers quite a long time to understand the system in view of its complexity. It has also been submitted that the request made to the CISD for the permanent posting of CISD staffs to the Department was not acceded to owing to a shortage of staff.

- 23.5.12 In principle, the Bureau refrains from creating departmental IT grades given that the responsibility for the provision of ICT services rests upon the Ministry of Information Technology, Communication and Innovation. However, to better assess the situation and the need for the new levels asked for in the present case, we deemed it appropriate to carry out a site visit at the Department.
- 23.5.13 During the said visit, we noted that the E-Registry System has turned the RGD into a fully automated organisation. However, the system, is set up by a foreign supplier, who also holds the contract of maintenance of the system which is complex and requires constant monitoring. We were also apprised that Management is envisaging a transfer of knowledge from the supplier to the IT officers so that the latter can troubleshoot defects, whenever the system is down, instead of relying solely on the supplier for corrective actions to be taken.
- 23.5.14 Our analysis of the situation following the visit is that the problems being encountered by the RGD relating to its IT system may not necessarily be resolved by the creation of departmental grades. Management's representatives were informed of the various shortcomings that the dedicated grades would present. Finally, we found that the transfer of knowledge as envisaged may partly resolve the problem. Further, other practical solutions are also being proposed. **We consider that the Registrar-General's Department should make appropriate arrangements with the CISD to ensure that the work at the Registrar-General's Department is not affected, merely because of frequent change in posting of officers. We also consider that when the CISD officers are transferred, sufficient notice should be given to the Registrar-General's Department so that appropriate handing over may be done to ensure a smooth transition.**

REGISTRAR-GENERAL'S DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
18 000 110	Rs 119500 Registrar-General

Salary Code	Salary Scale and Grade
18 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Registrar-General
18 072 091	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000 Assistant Registrar-General
18 062 083	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Principal Registration Officer/Chief Registration Officer
18 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Inscription and Check Clerk
18 053 074	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Senior Registration Officer (Personal to officers in post as at 31.12.12)
18 037 072	Rs 18650 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Registration Officer/Senior Registration Officer
18 028 066	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 - 34000 Copyist and Check Clerk (Personal)
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>

Salary Code	Salary Scale and Grade
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



24. MINISTRY OF ENERGY AND PUBLIC UTILITIES

- 24.1 Ensuring the availability of reliable electricity, water and wastewater disposal services remains the top priority of the Ministry of Energy and Public Utilities (MEPU). Along the same line, it is also responsible for the development of renewable sources of energy; promotion of peaceful use of nuclear technology and safe utilisation of ionizing sources in line with international radiation safety practices; and the development of programmes for the promotion of energy efficiency.
- 24.2 The main activities of the Ministry revolve around the formulation of policies and strategies in the energy, water and wastewater sectors, and the establishment of a responsive legal framework to govern the development of these sectors.
- 24.3 While the Ministry sets goals and crafts strategies, the responsibility of converting the specific plans and ideas into reality befalls the dedicated institutions. For instance, the Water Resources Unit advises the Government on issues concerning the water resources, particularly in periods of droughts. Whereas, the Central Water Authority is responsible for the treatment and distribution of water for domestic, commercial and industrial purposes. Similarly, the Central Electricity Board is responsible to harness and distribute electricity for the domestic, commercial as well as industrial purposes. The Wastewater Management Authority is responsible for the collection, treatment and disposal of wastewater so as to provide proper sanitation throughout the country. In year 2016, the Utility Regularity Authority (URA) has been set up under this Ministry in accordance with the URA Act 2004 to regulate the utility services, namely electricity, water and wastewater.
- 24.4 Other entities falling under the purview of the Ministry are the Energy Efficiency Management Office (EEMO) and the Radiation Safety and Nuclear Security Authority (RSNSA) which deal with issues relating to efficient use of energy and radiation respectively. The Mauritius Renewable Energy Agency (MARENA) which has newly been established under MARENA Act 2015 also falls under the *aegis* of the Ministry. The MARENA is responsible to promote renewable energy and create an environment conducive to the development thereof.
- 24.5 The different Units, that is, the Technical Unit, the Water Resources Unit, the RSNSA and the EEMO are each headed by a Director who reports to the Director General (Public Utilities) to whom the overall responsibility of the technical arm of the Ministry has been conferred upon. Whereas the Permanent Secretary is responsible for the overall day-to-day administration of the Ministry.
- 24.6 In the context of this Report, representations received from Unions and Management were duly examined and discussed during the consultative meetings. For requests pertaining to upgrading of salary, parties were informed that newly written Job Description Questionnaires would be assessed and on this basis, the Bureau will make appropriate recommendations. As regards requests relating to Travelling and Car Benefits and Special Professional Retention Allowance, parties were apprised that a policy decision would be devised depending on the survey findings carried out by the

Bureau in the relevant field. Unions were also informed of requests that had to be dealt with by Management.

- 24.7 Specific representations made by Unions and Management for the different Units/ Departments under the Ministry have been elaborated in the ensuing paragraphs.

TECHNICAL UNIT

- 24.8 Over the years, the activities of the Ministry have significantly expanded with focus on new technologies in renewable energy, in line with the policy of Government and the pledges of Mauritius made in the context of the Paris 2015 Agreement on climate change. Various agencies make technical submissions to the Ministry, often of complex nature, which have to be analysed by the highest levels of the Ministry for appropriate decision making. Consequently, in view of the nature of the sectors under the mandate of the Ministry, the Technical Unit was set up to deal with the technical submissions.
- 24.9 The Management of the Technical Unit rests upon the Director General (Public Utilities) who is assisted by the Director, Technical Services; the Deputy Director, Technical Services; and officers belonging to professional grades in the engineering field.
- 24.10 The Union emphasised on the creation of additional posts for the grades of Deputy Director, Technical Services and Lead Engineer (Project/Planning). These issues devolve upon the Management and hence parties were so apprised. Yet, the views of Management were as well sought during consultative meetings. Concerning request for amendment in the scheme of service for the grade of Deputy Director, Technical Services so that appointment thereto be made from Lead Engineers instead of from outside candidates, Management was not agreeable thereto in view of the lean staffing structure. On the basis of the practical problems that may arise, as explained by Management, the Bureau could not accede to the request.
- 24.11 Management, on its part, proposed for the creation of an Enforcement Unit for pollution control. Being an implementation issue, the Bureau did inform them of same.
- 24.12 Notwithstanding the representations and submissions, the present organisation structure is adequate for effective service delivery. Hence, we are, in this Report, maintaining same.

WATER RESOURCES UNIT

- 24.13 The role of the Water Resources Unit (WRU), among others, is to advise the Ministry on any matter relating to water resources in period of limited water availability, during drought or dry spells; investigate on water resources and collect, correlate and interpret any data with regards to those resources; prepare and implement plans for the development and management of water resources through construction of dams, run-of-river diversion schemes and ground water exploration; ensure proper project

monitoring for timely completion of water resources projects; and maintain, rehabilitate/upgrade all existing water resources infrastructure under its responsibility.

- 24.14 At the apex of the Unit is the Director, WRU who is assisted by officers of the Engineering, Hydrological Officer, Hydrological Technician, Technical Officer, Technical Design Officer, and Inspectorate Cadres. Support is given by staff belonging to General Services grades as well as manual grades.
- 24.15 For this Report, Unions canvassed several representations during meetings. As regards proposals pertaining to Uniform Allowance, union members were apprised that a Standing Committee under the chairmanship of the MPSAIR has been set up to deal with this issue. Requests in respect of the grades of Technical Officer and Technical Design Officer pertained to the creation of a senior position. The parties were informed that the justifications provided for same will be assessed by the Bureau on functional grounds. With regards to representation made for the payment of a Bad Road Allowance for the Inspectorate Cadre of the WRU, union members were requested to submit their Job Description Questionnaires duly filled, to enable the Bureau capture relevant information for decision making. However, for want of information, it has not been possible to objectively examine their request.

Engineering Cadre

- 24.16 Union members submitted that Engineers be allowed to undertake private work and provision for a full insurance cover be made for them. However, these requests do not fall under the ambit of the Bureau. Moreover, they were advised to take up the issue with their Ministry. For requests such as leave without pay for up to five years or more and provision for Extra Duty/Special Duty allowance to Engineers at all levels, the Union was informed that relevant provisions in respect of both requests already exist in the Report.
- 24.17 The Bureau considers that the present structure is appropriate, the moreso that no problem was reported in relation thereto. Hence, we are maintaining same.

Special Professional Retention Allowance

- 24.18 Provision was previously made for officers of the Engineering Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY

- 24.19 Established under the Radiation Safety and Nuclear Security Act No.16 of 2018, the Radiation Safety and Nuclear Security Authority (RSNSA) is the national body regulating all practices involving sources of ionising radiation. As an independent

regulatory body, the RSN SA functions through three technical units, namely the Regulatory Unit, the Governance and External Affairs Unit, and the Radiation Safety Services Unit.

- 24.20 The objectives of the RSN SA are, among others, to: regulate and control all radiation sources and practices for the adequate protection of people and the environment against the harmful effects of radiation, both now and in the future, and for the safety of practices and the security of radioactive sources; create the conditions for the promotion of radiation safety and nuclear security culture; and promote education, training, research and development in radiation safety and nuclear security.
- 24.21 As a public body, the RSN SA is administered and managed by the Radiation Safety and Nuclear Security Board. The Director is the head of the RSN SA and is responsible for the control and management of its day-to-day business. He is assisted in his duties by officers in the grades of Senior Radiation Protection Officer (SRPO) and Radiation Protection Officer (RPO).
- 24.22 In the context of this Report, Union made proposal for the provision of duty remission facilities for the grades of RPO and SRPO, which is determined based on the findings of the Survey on Travelling and Car Benefits. Management on its side requested for the creation of additional levels which was analysed by the Bureau and same was not acceded to for technical reasons.
- 24.23 As regards the request for the merging of the grades of RPO and SRPO and consequential amendments in the relevant schemes of service, same could not be entertained given that the nature of duties as well as level of responsibilities devolving upon incumbents differ at each level and there is considerable supervision at the SRPO level. With respect to the proposal for amendments to be made to the scheme of service of the grade of Director, Management's attention was drawn to the fact that all possible implications must be considered before arriving at a decision. However, the Bureau noted that the responsibilities of the Director has evolved over the years.
- 24.24 In light of the above, the Bureau considers that the present structural set up of RSN SA is appropriate.

Risk Allowance

- 24.25 Currently, officers of the Radiation Protection Officer Cadre are paid a Risk Allowance as they are exposed to a high level of risk while performing their duties. This provision is considered to be appropriate and it is, therefore, being maintained.

Recommendation 1

- 24.26 We recommend that officers of the Radiation Protection Officer Cadre should continue to be paid a monthly risk allowance equivalent to one and a half increments at the initial salary of their respective salary scale. However, officers of the Radiation Protection Officer Cadre, in post as at eve of the publication of the 2021 Report, drawing a higher quantum as monthly risk allowance, should continue to draw same on a personal basis.**

ENERGY EFFICIENCY MANAGEMENT OFFICE

- 24.27 Set up under the Energy Efficiency Act 2011, the Energy Efficiency Management Office (EEMO) is the regulator for energy efficiency matters. It is responsible to promote the efficient use of energy and create national awareness for same, as a means to reduce carbon emissions and protect the environment.
- 24.28 The main functions of the EEMO include: developing and implementing strategies, programmes and action plans for the efficient use of energy; establishing procedures to monitor energy efficiency and consumption; issuing guidelines for energy efficiency and conservation in all sectors of the economy; compiling and maintaining a database for energy auditors; establishing energy consumption standards; developing criteria to classify energy consumers; and formulating and recommending innovative financing schemes for energy efficiency projects.
- 24.29 A Director is at the apex of the Office and is responsible, among others, for the execution of the policy and control and management of the day-to-day business and acts in accordance with such directions as he may receive from the Energy Efficiency Committee. The latter is mandated to formulate policies and to administer and manage the EEMO. The Director is assisted by officers in the grades of Engineer/Senior Engineer, Energy Efficiency and Technical Officer, Energy Efficiency. The activities of the EEMO are organised under four sections, namely: Projects and Planning; Labelling; Energy Audits and Information Centre.
- 24.30 For this Report, the Bureau did not receive any representation from the staff side (union or individual). Management made a few proposals, many of which were already discussed in the context of the last review exercise. These mainly consisted in: restructuring the EEMO through the creation of two distinct units; increasing the establishment size of existing grades; creating three levels *viz* Deputy Director, Assistant Director and Senior Energy Efficiency Officer; upgrading the qualifications requirement of the grade of Technical Officer, Energy Efficiency; and granting enhanced travelling benefits.
- 24.31 After examining the various proposals and taking cognisance of the Ministry's views on certain issues, we are making the following observations, a few of which were already communicated to Management during the consultative meeting held at the Bureau. The setting up of units and increasing establishment size of existing positions are administrative issues which should be dealt with by Management and creation of grades should be based on genuine functional needs and not solely for promotional prospects. In a few cases, an additional grade may be established only after the base level has been adequately consolidated; the qualifications required for a job should be in consonance with the nature and level of duties devolving upon the officers; and general recommendations have been made under the Chapter on Travelling and Car Benefits.

24.32 As regards the proposal to create a level in-between those of Director and Engineer/Senior Engineer, Energy Efficiency, we consider same to be meritorious and are recommending accordingly.

Lead Engineer, Energy Efficiency (New Grade)

24.33 During consultations, Management requested for the creation of the grades of Deputy Director and Assistant Director as a career path for the Engineer/Senior Engineers, Energy Efficiency. After carefully examining the organisational setup, we noted that the latter does not warrant a position at strategic level, given the restricted mandate of the Office. However, we view that the structure warrants a grade at operational level, for a better coordination and supervision of the work of the professional and technical staff. The Ministry was made aware of the proposed course of action and to which they were agreeable. We are, therefore, providing for a grade of Lead Engineer, Energy Efficiency.

Recommendation 2

24.34 We recommend the creation of a grade of Lead Engineer, Energy Efficiency. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Engineer/Senior Engineer, Energy Efficiency, who reckon at least five years' service in a substantive capacity in the grade.

24.35 Incumbent would be called upon, among others, to assist the Director, Energy Efficiency in the efficient and effective management of the activities of the EEMO and be responsible to the latter for, among others: controlling and managing the day-to-day business and activities of the EEMO; implementing strategies, programmes and action plans in the field of energy efficiency; developing and implementing technical procedures to monitor energy efficiency and consumption; organising and leading teams to implement projects or to meet specific objectives; providing guidance and training to subordinate staff as well as planning, supervising and coordinating their work; coordinating, managing and monitoring of projects in the field of energy efficiency; assisting in the preparation of budget for the Office and in the monitoring of expenditures and ensuring that these are within the authorised annual budget; and ensuring that the provisions of appropriate legislation are complied with.

MINISTRY OF ENERGY AND PUBLIC UTILITIES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary

Salary Code	Salary Scale and Grade
26 000 113	Rs 128875 Director General (Public Utilities)
26 000 110	Rs 119500 Director, Technical Services (Public Utilities)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Technical Services (Public Utilities)
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Engineer (Project/Planning)
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer (Project/Planning)
26 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Trainee Engineer
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
WATER RESOURCES UNIT	
26 000 107	Rs 110125 Director, Water Resources
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Water Resources

Salary Code	Salary Scale and Grade
26 080 098	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Lead Engineer (Planning/Maintenance)</p>
26 065 092	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Engineer/Senior Engineer (Planning/Maintenance)</p>
26 056 059	<p>Rs 26050 x 675 - 27400 x 825 - 28225</p> <p>Trainee Engineer</p>
26 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Principal Hydrological Officer</p>
26 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Hydrological Officer</p>
26 063 088	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Hydrological Officer</p>
26 058 081	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 x 1650 - 50900</p> <p>Senior Hydrological Technician</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Hydrological Technician</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer</p>

Salary Code	Salary Scale and Grade
26 041 073	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Technical Design Officer
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector
24 030 058	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 Field Supervisor
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
24 027 056	Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 Gauge Reader (Personal to officers appointed prior to 01.07.87)
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Gauge Reader
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Lorry Loader
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker

Salary Code	Salary Scale and Grade
RADIATION SAFETY AND NUCLEAR SECURITY AUTHORITY	
19 091 103	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625 Director
19 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Radiation Protection Officer
19 060 088	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Radiation Protection Officer
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
ENERGY EFFICIENCY MANAGEMENT OFFICE	
22 000 107	Rs 110125 Director, Energy Efficiency
22 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Engineer, Energy Efficiency (New Grade)
22 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer, Energy Efficiency
22 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer, Energy Efficiency



25. MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL SOLIDARITY

- 25.1 The Ministry of Social Integration, Social Security and National Solidarity has the overall responsibility of supporting and empowering the vulnerable groups as well as providing the needy and vulnerable citizens with basic pensions, social aid and other social benefits. It has a wide and diverse customer base, comprising the elderly, persons with disabilities, widows, orphans, students, juvenile delinquents, probationers and other vulnerable citizens. Its activities are organised through two Divisions namely Social Integration and Social Security and National Solidarity, each headed by a Permanent Secretary and assisted by supporting staff.

SOCIAL INTEGRATION DIVISION

- 25.2 The roles of the Social Integration Division are, among others, to formulate policies and strategies to combat poverty and social exclusion; drive and coordinate initiatives for the social integration and sustainable development of vulnerable families; eradicate absolute poverty and improve the living conditions of the poor; and lay the foundation for sustainable human development and improve the life chances of children of poor families by providing a package of support programmes and opportunities for learning and development from a very early stage. In so doing, the Division envisions to eradicate extreme poverty and create an inclusive and more equitable society.
- 25.3 Since its inception, the structure of the Division has continued to be reinforced in view of the expansion of its activities. In our last Report, we made provision for the grades of Coordinator, Psychologist, Monitoring and Evaluation Officer and Research Analyst to enable the Division operate smoothly. Thereafter, its organisation structure was further strengthened with the redeployment of officers of the erstwhile National Economic and Social Council (NESC).
- 25.4 The overall responsibility and administrative control of the Division befall a Permanent Secretary who is assisted in his tasks by an array of administrative, professional, technical and supporting staff. A Coordinator is at the head of the Technical Unit, which comprises three sections namely Empowerment Schemes Section; Statistical and Research Section; and Monitoring and Evaluation Section.
- 25.5 For this review, the Bureau received representations from the Union pertaining to the grade of Coordinator and individual requests from the Assistant Secretary-General (Ex-NESC) (Personal). The Union's claims related to a restyling of the grade of Coordinator as National Empowerment Coordinator to better reflect the duties being performed by incumbent and to enhance the salary and other benefits accruing to the officer.
- 25.6 As regards the representations made by the Assistant Secretary-General, they mainly consisted in reviewing of the salary scale and ensuring that her acquired rights, including retirement benefits as per the employment terms and conditions which

prevailed at her former organisation, are maintained. Management, on its side, had no submission.

- 25.7 With respect to the proposals made by the Assistant Secretary-General (Ex-NESC) (Personal), we wish to point out that they mainly relate to implementation, which should, therefore, be examined and dealt with administratively.

**Head, Technical Unit
formerly Coordinator**

- 25.8 Further to the representations made by the Coordinator, the Bureau reassessed the grade based on its scheme of service, duly filled-in Job Description Questionnaires and comparable positions in the Public Sector. As per the findings of the reassessment exercise, we have reviewed the salary of the grade, as incumbent is called upon to shoulder higher responsibilities and restyled the grade of Coordinator to a more appropriate appellation, commensurate with its level of responsibilities as well as reviewed partly the grade's qualifications requirement.

Recommendation 1

- 25.9 **We recommend that:**

- (i) **the grade of Coordinator be restyled Head, Technical Unit; and**
- (ii) **the five years' experience in community/poverty alleviation required, among others, for appointment to the grade of Head, Technical Unit formerly Coordinator, should be reviewed to at least five years' post-qualification experience in community/poverty alleviation services.**

- 25.10 **We further recommend that the Ministry should initiate prompt action to review the scheme of service of the grade of Head, Technical Unit, formerly Coordinator, so as to reflect the actual duties being performed by incumbent.**

SOCIAL INTEGRATION DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
02 063 094	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800 Head, Technical Unit <i>formerly Coordinator</i>

Salary Code	Salary Scale and Grade
02 059 088	<p>Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Assistant Secretary General (Ex-NESC) (Personal) Research Executive (Ex-NESC) (Personal)</p>
19 063 088	<p>Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Psychologist</p>
02 058 088	<p>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Monitoring and Evaluation Officer Research Analyst</p>
08 046 076	<p>Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Confidential Secretary (Ex-NESC) (Personal)</p>
24 025 058	<p>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</p> <p>Driver Driver/Office Attendant (Ex-NESC) (Personal)</p>
24 001 045	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</p> <p>General Worker</p>



25.1 SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION

- 25.1.1 The Social Security and National Solidarity Division envisions to provide fair, equitable and responsive social protection in a sustainable manner to citizens of the Republic with special attention to senior citizens, persons with disabilities as well as vulnerable persons and reinforce national solidarity.
- 25.1.2 Some of the main objectives are to pay non-contributory basic pensions; provide social aid and assistance; provide income support scheme to the needy for the purchase of rice and flour; enhance the welfare of the vulnerable groups; provide assistance, empower and integrate persons with disabilities, the elderly and other vulnerable groups; provide financial assistance for medical treatment locally and overseas; and provide financial assistance to victims of floods and cyclones.
- 25.1.3 The Division is responsible, *inter alia*, for the provision of a vast and diversified range of social services under several schemes, namely, National Pensions Scheme; National Savings Fund; National Solidarity Fund; social assistance; Unemployment Hardship Relief; Empowerment, Welfare, Protection and well-being of the Elderly; empowerment and welfare of persons with disabilities; and management of evacuee centres.
- 25.1.4 The main operational units of the Social Security and National Solidarity Division comprises the contribution section; benefits section; industrial injury section; medical unit; social aid section; disability empowerment unit; recreation centres; and the welfare and elderly persons protection unit.
- 25.1.5 A Permanent Secretary looks into the smooth functioning of the Social Security and National Solidarity Division. He is assisted by officers in the grades of Deputy Permanent Secretary, Assistant Permanent Secretary and supported by officers from the professional and technical grades as well as General Services grades.
- 25.1.6 The Bureau had consultations with both the Union and Management in the context of this review exercise. The main requests of the Unions included, among others, upgrading of the Social Security Officer Cadre; conduct of a Risk Assessment exercise with a view to obtain a risk allowance; amending the qualifications requirements and mode of recruitment for the grade of Social Security Officer to tackle the high rate of staff turnover; compensation for duties being performed in relation to medical boards in local offices; and increase in the quantum of In-Attendance Allowance.
- 25.1.7 Management, on the other hand, had submitted, *inter alia*, proposals for the creation of several grades such as Psychologist; Head, Recreation Centre and Social Worker; amendments to the qualifications requirement and mode of entry for the grade of Social Security Officer; payment of risk allowance to officers of the Social Security Officer Cadre; and an upward review in existing allowances for the Social Security and National Solidarity Division.

- 25.1.8 During consultations on the aforementioned proposals, Management apprised that as the fifth recreation centre is still under construction and the homes/elderly centres have not yet been set up, the proposed level of Head, Recreation Centre would be required at a later stage to which the Bureau agreed to consider, whenever the need arises, on an *ad hoc* basis. On the other hand, Management no longer felt the need for the creation of the grade of Social Worker at this junction.
- 25.1.9 We have examined all the submissions made by both Management and Unions and consider that certain proposals are justified and need to be addressed. We are, therefore, making appropriate recommendations in this Report.

SOCIAL SECURITY DIVISION

Social Security Officer

- 25.1.10 At present, appointment to the grade of Social Security Officer is made by selection from among incumbents who hold a substantive appointment in the grade of Management Support officer and who possess a Cambridge Higher School Certificate. For this review, numerous requests were made by both Unions and Management to amend the mode of recruitment to the grade of Social Security Officer as there is a high rate of staff turnover which in turn hinders the smooth delivery of services. We have examined the proposal and consider that there are justifications in the request. We are making appropriate recommendations.

Recommendation 1

- 25.1.11 We recommend that the scheme of service of the grade of Social Security Officer be amended in line with provisions made in the Introductory Chapter of this Volume. This element has been considered in arriving at the salary scale recommended for the grade.**

Principal Social Security Officer

Senior Social Security Officer

Recommendation 2

- 25.1.12 We recommend that incumbents in the grades of Senior Social Security Officer and Principal Social Security Officer possessing a Diploma in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 47675 and Rs 54200 respectively provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

DISABILITY EMPOWERMENT UNIT**Specific Provision for Principal Disability Empowerment Officer****Recommendation 3**

25.1.13 We recommend that officers in the grade of Principal Disability Empowerment Officer possessing a Degree in Social Work should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

RECREATION CENTRES

25.1.14 The Recreation Centres of the Ministry regularly host cultural and official functions, seminars and social activities mainly for senior citizens and disabled persons. Officers who are called upon to work during nights, Weekends and Public Holidays in the Recreation Centres are presently paid an "In-Attendance" Allowance. While upholding this allowance, we are revising its quantum.

Recommendation 4

25.1.15 We recommend that the "In-Attendance " allowance being paid to Disability Officers, Organising Officers, Senior Organising Officers and officers of the Social Security Officer Cadre who are required to work beyond normal working hours at the Recreation Centres to provide a 24-hour coverage during nights, Weekends and Public Holidays be revised as hereunder:

Periods	"In-Attendance" Allowance Rs
Weekdays	
1600 – 2200 hours	325
2200 – 0800 hours the next day	535
Saturdays	
0800 – 2200 hours	755
2200 – 0900 hours the next day	595
Sundays and Public Holidays	
0900 – 1600 hours	385
1600 – 2200 hours	325
2200 – 0900 hours the next day	595

WELFARE AND ELDERLY PERSONS PROTECTION UNIT**Hotline Service**

25.1.16 Provision was made in our last Report for the payment of an all-inclusive allowance (excluding travelling) to officers involved in attending to the hot-line service at the Welfare and Elderly Persons Protection Unit (WEPPU) for the purpose of receiving complaints in connection with the non-payment of pension, social aid and other issues regarding the elderly persons. Management has informed that the Hot Line Service is operational on a 24-hour basis and is being attended to on a roster basis from a pool of officers in the grades of Assistant Commissioner, Social Security and Principal Social Security Officer posted at the WEPPU. We are revising the quantum of the allowance.

Recommendation 5

25.1.17 We recommend that the all-inclusive allowance (excluding travelling) being paid to officers who are required to operate the Hot Line Service of the Welfare and Elderly Persons Protection Unit to answer phone calls after office hours during Weekdays, Weekends and Public Holidays for the purpose of receiving complaints in connection with the non-payment of pensions, social aid and elderly issues, should be revised as follows:

Period	All-inclusive Allowance (excluding travelling)
Weekdays From 1600 hours to 0900 hours the following day.	Rs 340 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day.	Rs 470 per day/night period

Quality Assurance and Inspection Division**Elderly and Disability Department**

25.1.18 In the course of our last Report, Management had emphasised on the importance of the Social Security Division and had requested for the setting up of a Quality Assurance and Inspection Division and an Elderly and Disability Department. A full-fledged cadre was, accordingly, created for both divisions comprising the grades of Quality Assurance and Inspection Officer; Senior Quality Assurance and Inspection Officer; Director, Quality Assurance and Inspection; Elderly and Disability Officer; Assistant Director, Elderly and Disability; and Director, Elderly and Disability.

25.1.19 We have, for this review, been apprised by Management that posts in the above-mentioned grades have never been filled and would not be required as it no longer satisfies the operational and functional needs of the organisation. Request was, therefore, made to abolish the grades. We are recommending accordingly.

Recommendation 6

25.1.20 We recommend that the grades of Quality Assurance and Inspection Officer; Senior Quality Assurance and Inspection Officer; Director, Quality Assurance and Inspection; Elderly and Disability Officer; Assistant Director, Elderly and Disability; and Director, Elderly and Disability be abolished.

Computerisation Unit

25.1.21 A request was made by Management for officers in the Social Security Officer Cadre who are posted to the Computerisation Unit to be paid an allowance for shouldering additional responsibilities. To this effect, we carried out a site visit at the said unit to collect relevant information to be able to determine whether the payment of the allowance is justified.

25.1.22 During the visit, we observed that the system at the Ministry has largely been digitalised and that the Computerisation Unit has been set up to act as an interface between the Ministry and the Software Developer. We also noted that the duties of the officers posted to the Unit pertain to the different provisions of the law and regulations within which they are called upon to operate. These provisions are indicated to the software developer who in turn conceptualise an electronic system to capture all the information required for a particular project. Thereafter, the officers of the Unit carry out checks to confirm the effectiveness of the system. In the circumstance the system requires amendments, the case is normally referred to the Central Informatics Bureau and then to the Software Developer. Besides, the mounting of the system rest entirely upon the software developer while the officers are only called upon to operate and report on any shortcomings.

25.1.23 As a result of our findings, we hold that the duties being performed at the Computerisation Unit are within the scope of the work of the officers and, hence, **the payment of an allowance may not be envisaged.**

Medical Unit

25.1.24 The Medical Unit provides medical and paramedical care as well as health education to elderly persons and persons with disabilities. Besides, the unit is responsible for scheduling of medical examinations and assessment of disability for claimants applying for Basic Invalidity Pension, Carer's Allowances, Basic Retirement Pension for the Severely Handicapped, Social Aid and Disablement Benefits.

25.1.25 Presently, the unit is headed by the Director, Medical Unit who is assisted in her duties by the Assistant Director, Medical Unit as well as General Practitioners, Specialists and other Professionals employed on a sessional basis.

25.1.26 The main representations received for the Medical Unit pertain to a review of the existing allowances and introduction of new ones. As regards the upgrading of the salaries of the established grades of Director, Medical Unit and Assistant Director, Medical Unit, the grades were re-assessed during our job evaluation exercise. The

specific conditions of service for officers of the Medical Unit are, hereunder, reproduced.

Specific Conditions of Service

25.1.27 At present, certain specific conditions of service that exist for the Medical Practitioners at the Ministry of Health and Wellness are equally applicable to the Assistant Director, Medical Unit and the Director, Medical Unit. These provisions should continue to be in force.

Recommendation 7

25.1.28 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should be equally applicable to the Assistant Director, Medical Unit and the Director, Medical Unit:

Specific Conditions of Service	Recommendation under the MOHW
Allowance/Smart Phones for the Medical Cadre	R 29 Para 36.96
Continuing Professional Development	R 30 Para 36.98
Special Medical Service Allowance	R 31 Para 36.101
Rent Free Telephone and Free calls	R 34 Para 36.108
Special Provisions for Officers of the Medical Profession	R 35 Para 36.110 & 36.111

Allowance to Doctors employed on a sessional basis

25.1.29 As per established practice, the Ministry employs General Practitioners and Specialists on a sessional basis to service its Medical Boards/Tribunals and effect domiciliary visits. In view of the difficulties faced by the Ministry at a certain point in time to enlist the services of Specialists, we had, in our last Reports, recommended that the Ministry considers the advisability of employing doctors on contract basis to serve Medical Boards/Tribunals and effect domiciliary visits. We have, in the course of this review, been apprised by the Ministry that it did not proceed with this recommendation as it considers the present system to be, by far, more appropriate particularly as employment on contract is costlier.

25.1.30 Specialists who are employed on sessional basis are currently being paid an allowance of Rs 1625 for serving the Medical Tribunals and Rs 1390 for serving the Medical Boards per session of three hours. The General Practitioners, on the other hand, are paid an allowance of Rs 1155 for serving the Medical Boards per session of three hours. A proposal has been made in the context of this Report to waive the ceiling of three hours for Specialists serving the Tribunals where only five to six cases are dealt during a session and which normally do not last for three hours.

- 25.1.31 Furthermore, in September last year, the Bureau was requested to consider the payment of an all-inclusive allowance to the General Practitioners in lieu of the present allowance as the Ministry averred having increased its pool of Medical Practitioners. As these doctors come from different parts of the island, it was presumed that they would not be required to travel long distance to service the Medical Boards. It was also submitted that the mileage allowance which was previously being paid to the Medical Practitioners was no longer being paid since July 2020.
- 25.1.32 Since the above proposal was a departure from existing provisions and as changes can only be effected during an overall review exercise, we deemed it appropriate to defer the matter for consideration in the course of this review. After careful consideration, we believe that the payment of an all-inclusive allowance, as proposed by the Ministry, would not be feasible in view of associated implications. Hence, instead of an all-inclusive allowance, we are providing for an alternative arrangement to compensate the doctors for travelling to the different Medical Boards while at the same time providing a mechanism which is less cumbersome to administer. We have also reviewed the existing mode of compensation for Specialists serving the Tribunals.

Recommendation 8

- 25.1.33 We recommend that the allowances paid to the General Practitioners and Specialists employed on a sessional basis to service to Medical Tribunals and Boards should be revised as hereunder:**

Grades	Allowances per session of 3 hours
Specialist servicing Medical Tribunal	Rs 1705
Specialist servicing Medical Board	Rs 1460
General Practitioner servicing Medical Board	Rs 1215

- 25.1.34 We also recommend that the allowances for servicing the Medical Boards should be paid on a *pro rata* basis for all hours of work put beyond the specified number of hours.**
- 25.1.35 We additionally recommend that the Specialists servicing the Medical Tribunals should be paid the allowance, provided some five to seven cases are dealt with per session.**
- 25.1.36 We further recommend that the General Practitioners should be paid a monthly travelling allowance of Rs 2420 in addition to the above allowance.**

Domiciliary Visits

- 25.1.37 Doctors employed on a sessional basis are also required to carry out domiciliary visits for which they are entitled to an allowance per claimant visited. Given that this arrangement would continue to be in force in the foreseeable future, we are maintaining this provision and revising the quantum thereof.

Recommendation 9

25.1.38 We recommend that the allowance (inclusive of travelling), per claimant visited, payable to doctors employed on sessional basis for effecting domiciliary visit should be revised to Rs 650.

On-Call and In-Attendance Allowances

25.1.39 Medical Practitioners employed on sessional basis providing 24-hour medical coverage at the centre for severely disabled persons at Pointe aux Sables are entitled to an On-Call Allowance and an In-Attendance Allowance when attending duty while on call. This arrangement should continue to be in force.

Recommendation 10

25.1.40 We recommend that Medical Practitioners employed on sessional basis to provide 24-hour medical coverage at the centre for severely disabled persons at Pointe aux Sables should be paid On-Call allowances as follows:

On-Call	Allowance (Rs)
Weekday 1200 hours to 0900 hours the following day	650
Saturday, Sunday and Public Holiday 0900 hours to 0900 hours the following day	790

25.1.41 We also recommend that the Medical Practitioners employed on sessional basis should be paid Rs 300 per hour, inclusive of travelling time, when they are required to attend duty while on-call.

Allowance for certifying cause of death

25.1.42 The Medical Practitioners who are required to certify the cause of death of inmates in Homes are presently being paid an allowance of Rs 340 per case by the Ministry. Given that such arrangement would continue to exist, Management has requested that allowance be integrated in the Report. We are recommending accordingly.

Recommendation 11

25.1.43 We recommend that Medical Practitioners on sessional basis should be paid an allowance of Rs 350 per case for certifying the cause of death of inmates in Homes.

Allowance to Nursing Officers employed on sessional basis

25.1.44 Besides Medical Practitioners, the Ministry employs Nursing Officers up to the age of 70 years on a sessional basis to provide nursing care, keep medical records and distribute prescribed medicines in charitable institutions, Foyer Trochetia and recreational centres whenever there are inmates. Presently the Nursing Officers are

being paid Rs 735 per day session of four hours and Rs 840 per night session of four hours for performing these duties.

25.1.45 Furthermore, the Nursing Officers provide health care to the elderly in Health Clubs and conduct health education under the guidance of the Director, Medical Unit against payment of a fee of Rs 525 per session of three hours. Thus far, these allowances were being revised on an *ad hoc* basis. In view of the permanency of the existing arrangement, we have deemed it appropriate to integrate same in the Report and are revising the quantum thereof.

Recommendation 12

25.1.46 We recommend that:

- (i) the allowance payable to the Nursing Officers for providing services in Charitable Institutions, Foyer Trochetia and Recreation Centres be revised to Rs 770 per day session of four hours and Rs 880 per night session of four hours; and**
- (ii) the fees payable to the Nursing Officers for providing health care to the elderly in Health Clubs should be revised to Rs 550 per session of three hours.**

Office Clerk

25.1.47 Provision has been made for the Ministry of Public Service, Administrative and Institutional Reforms 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 effectively clerical duties. Upon successful completion of the Award Course, the Office Clerks are allowed to move incrementally in the Master Salary Scale. We are upholding the present provision for which union members expressed their appreciation.

Recommendation 13

25.1.48 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 salary 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.

SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
09 091 105	Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 103875 Director, Medical Unit
09 079 101	Rs 47675 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 91375 Assistant Director, Medical Unit
23 000 106	Rs 107000 Commissioner, Social Security
23 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Deputy Commissioner, Social Security
23 067 089	Rs 34825 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 Assistant Commissioner, Social Security
23 063 082	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550 Principal Social Security Officer
23 054 078	Rs 25000 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 Senior Social Security Officer

Salary Code	Salary Scale and Grade
23 047 074	Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 Higher Social Security Officer
23 037 071	Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 38400 Social Security Officer
23 072 096	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 – 77950 Head, Disability Empowerment Unit
23 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Principal Disability Empowerment Officer
23 047 082	Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550 Disability Empowerment Officer/Senior Disability Empowerment Officer
23 080 097	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 80100 Manager, Recreation Centre (Personal)
23 061 083	Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Senior Organising Officer, Recreation Centre
23 038 074	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 Organising Officer, Recreation Centre

Salary Code	Salary Scale and Grade
01 062 092	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Secretary (Ex-MESTF) (Personal)
01 041 070	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 Accounts Clerk (Ex-MESTF) (Personal)
08 030 067	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 Clerical Officer (Ex-MESTF) (Personal)
08 029 066	Rs 16525 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 – 34000 Word Processing Operator (Ex-MESTF) (Personal)
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
24 033 061	Rs 17565 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 Driver (Heavy Vehicles above 5 tons)
25 026 059	Rs 15745 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 – 28225 General Assistant
24 026 059	Rs 15745 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 – 28225 Driver (Roster)

Salary Code	Salary Scale and Grade
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 (ordinary vehicles up to 5 tons)
24 022 052	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 Office Attendant (Ex-MESTF) (Personal)
24 019 050	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Social Security Attendant Stores Attendant
24 018 047	Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850 Caretaker (Ex-MESTF) (Personal)
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker



26. MINISTRY OF INDUSTRIAL DEVELOPMENT, SMEs AND CO-OPERATIVES

- 26.1 The Ministry of Industrial Development, SMEs and Co-operatives comprises three divisions namely, the Industrial Development Division, SMEs Division and Co-operatives Division. The main activities of the Ministry revolve around formulation of appropriate policies, implementation of specific schemes, monitoring, evaluation and reporting of different programmes pertaining to Industrial Development, Micro, Small and Medium Enterprises and Co-operatives.
- 26.2 The Industrial Development Division of the Ministry acts as a facilitator and catalyst for the development of a resilient, vibrant and competitive manufacturing sector, to foster employment and create wealth for higher economic growth. The SMEs Division on its side is responsible for the design and formulation of policies and schemes while ensuring appropriate and adequate provision of support and facilities to existing enterprises as well as encouraging creation of businesses. The Co-operatives Division, on the other hand, facilitates the promotion of diversified, emerging and innovative co-operatives while involving more young persons and women in the development, consolidation and advancement of the co-operative movement.

INDUSTRIAL DEVELOPMENT DIVISION

- 26.3 The Industrial Development Division is responsible for the promotion of sustainable industrial development as well as the formulation and implementation of appropriate policies, programmes and strategies for the emergence of a strong and diversified manufacturing base. Its main objectives, among others, are to: promote effective and efficient support services to the industrial sector; stimulate exports in existing and emerging markets; promote globally competitive industries; and enhance market access through internationally recognised standards. The activities of the Division are carried out under the Assay Office, Mauritius Accreditation Service and Business Information Unit.
- 26.4 The Director of Industry is at the apex of the Division and is assisted in his day-to-day functions by officers of the Analyst (Industry) Cadre, in technical and General Services grades.

Industrial Analyst Cadre

- 26.5 For this Report, no representation was made by the Union or staff regarding grades at the Industrial Development Division. Management on its side, made a few proposals, which consisted in: restyling grades of the Analyst (Industry) Cadre; creating a level of Deputy Director; and aligning salarywise the Analyst (Industry) Cadre to that of the Trade Policy Analyst Cadre or Analyst (Cooperation) Cadre of the Ministry of Foreign Affairs, Regional Integration and International Trade.
- 26.6 Whilst we are agreeable to the proposals for a restyling of the grades and creation of a level of Deputy Director, we, however, do not consider an alignment in salary with what obtains at the Ministry of Foreign Affairs, Regional Integration and International Trade to be appropriate.

Industrial Analyst Cadre
formerly Analyst (Industry) Cadre

Recommendation 1

26.7 We recommend that the following grades should be restyled in order to better reflect the nature of duties performed by incumbents:

Grade	Restyled to
Analyst (Industry)	Industrial Analyst
Senior Analyst (Industry)	Senior Industrial Analyst
Principal Analyst (Industry)	Principal Industrial Analyst

Deputy Director of Industry (New Grade)

26.8 Management has submitted that there is a dire need to reinforce the structure at strategic level, with the creation of a position of Deputy Director of Industry. The latter would deputise for the Director of Industry in his absence and assist in overseeing the Industrial Analyst Cadre *formerly Analyst (Industry) Cadre* as well as coping with the increasing workload at the Division.

26.9 After duly examining the request and taking into consideration government policy to expand the activities of the industrial sector, the Bureau views that there is ground for the creation of a grade of Deputy Director of Industry. We are, therefore, recommending accordingly.

Recommendation 2

26.10 We recommend the creation of a grade of Deputy Director of Industry. Appointment, thereto, should be made by selection from among officers in the grade of Principal Industrial Analyst *formerly Principal Analyst (Industry)*, who reckon at least three years' service in a substantive capacity in the grade and who possess a Master's Degree in Economics or Engineering (Chemical/Electrical/Electronics/Mechanical/Textile) or Business Administration or an equivalent qualification acceptable to the Public Service Commission.

26.11 Incumbent would be required, among others, to: deputise for the Director of Industry, as and when required to ensure business continuity; supervise, co-ordinate and monitor the activities of the different sections in a more structured manner; assist the Director in supervising the development and implementation of industrial strategies and policies; supervise the effective monitoring of manufacturing enterprises and ensure that adequate follow-up are being effected to facilitate industrial development; supervise strategic projects and programmes related to adoption of digital and green technologies, skills development, productivity and competitiveness to accelerate growth in all the sub-sectors of the industrial sector; advise the Director of Industry in developing regional and global value chains in order to facilitate and increase export growth in the sector; and assess as well as advise on the professional training needs of the Industrial Analyst Cadre *formerly Analyst (Industry) Cadre*.

- 26.12 We further recommend that consequential amendments should be brought to review the mode of appointment of the grade of Director of Industry, following the filling of the new position of Deputy Director of Industry.**

Incremental Movement

- 26.13 The Bureau has waived the specific recommendation regarding incremental movement beyond top for officers in the grade of Industrial Analyst *formerly Analyst (Industry)*, as incumbents are already eligible to same as per the general provision made at paragraph 9.41 in Volume 1 of this Report.**

ASSAY OFFICE

- 26.14 The main services offered by the Assay Office to jewellers, Government institutions and the public are, *inter alia*: testing of gold/silver/platinum jewellery and their alloys; verification and identification of precious and semi-precious stones; grading of diamonds; valuation of jewellery; and registration of jewellers dealing in gold/silver/platinum jewellery as well as precious or semi-precious stones. These functions are carried out through the two laboratories operated by the Office, that is, the Assay Laboratory and the Gemmology Laboratory.
- 26.15 Another aspect of the functions devolving on the Assay Office pertains to enforcement. The activities in relation to the above services are carried out in accordance with statutory provisions enshrined in the Jewellery Act 2007. In fact, the officers of the Assay Office carry out regular inspections/visits to ensure compliance with the said statutory provisions.
- 26.16 The overall responsibility of the Assay Office rests with the Director who is assisted by an Assistant Director. The other staff complement comprises officers in professional and technical grades who provide necessary support.
- 26.17 In the context of this Report, request was obtained from both Union and Management for the creation of certain grades and change in job appellations. The requests were, however, not acceded to for technical reasons. With regards to the request for a review of salaries of certain grades, due consideration has been given thereto in arriving at the recommended salaries.
- 26.18 Moreover, representations pertaining to the structure were received from both the staff side as well as the official side. Their qualms were different, so were their motivations. However, the Bureau examined same whereby the overriding factor was the effectiveness and efficiency of the services offered. Request was also made for payment of a monthly allowance to officers who are designated to perform duties related to ISO Certification and accreditation. To this end, appropriate provisions have been made in the ensuing paragraphs.

Senior Gemmologist (New Grade)

- 26.19 The Union claimed for a rise in salary in the present structure so that the grade of Gemmologist be put at par with the grade of Scientific Officer (Assay and Gemmology). It has been reported that Scientific Officers (Assay and Gemmology) are called upon to conduct testing and verification of gemstones as well as identify/grade gemstones, diamond and pearl as per approved standards. It should be noted that Gemmologists operate under the supervision of Scientific Officers (Assay and Gemmology). However, it is also important to highlight that there is an overlapping of technical duties performed by Scientific Officers (Assay and Gemmology) and Gemmologists.
- 26.20 On the other hand, the grade of Scientific Officer (Assay and Gemmology) is filled by selection from Technical Officer/Senior Technical Officers (Assay Office) and Gemmologists and those selected from the grade of Technical Officer/Senior Technical Officer (Assay Office) do not possess relevant qualifications in Gemmology or in Diamond grading. As such, it is considered that the Scientific Officer (Assay and Gemmology) may not have appropriate knowledge, skills and experience to effectively oversee the work of the Gemmologist. The foregoing may impede the smooth running of the Office. In the circumstances, there are justifiable grounds for redress. We are, thus, making appropriate provision for the Gemmology field by providing a supervisory level with incumbents possessing the relevant qualifications and experience. We are also bringing consequential amendments to the schemes of service of relevant grades.

Recommendation 3

- 26.21 We recommend the creation of the grade of Senior Gemmologist. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Gemmologist reckoning at least four years' service in a substantive capacity in the grade.**
- 26.22 The Senior Gemmologist, would, among others, be responsible to supervise and co-ordinate the work of the Gemmologist and subordinate staff; identify and grade gemstone, diamond and pearl according to approved standards; and supervise the collection and delivery of precious and semi-precious stones.
- 26.23 We further recommend that the grade of Scientific Officer (Assay and Gemmology) be restyled Scientific Officer (Assay) and the scheme of service thereof should be amended such that the qualifications as well as the duties to be performed by the Scientific Officer (Assay) formerly Scientific Officer (Assay and Gemmology) should be specific to the assay field.**

- 26.24 We also recommend that, in future, appointment to the grade of Assistant Director, Assay Office should be made by selection from among officers in the grades of Senior Gemmologist and Scientific Officer (Assay) formerly Scientific Officer (Assay and Gemmology) possessing a Degree in Chemistry or Chemical Engineering or an equivalent qualification and reckoning at least three years' service in a substantive capacity in their respective grade.**

Allowance for Accreditation and ISO Certification

- 26.25 Management made proposal to the effect that officers who have been designated to perform duties related to ISO certification and accreditation at the Assay Laboratory be paid a monthly allowance. After carefully analysing this request and taking into consideration the evolution of the activities of the Assay Laboratory, we are making appropriate recommendations to that end.

Recommendation 4

- 26.26 We recommend that an officer from the grade of Senior Gemmologist or Scientific Officer (Assay) formerly Scientific Officer (Assay and Gemmology) should be designated on a rotational basis to perform duties related to ISO certification and accreditation, against the payment of a monthly allowance of Rs 2700.**

MAURITIUS ACCREDITATION SERVICE (MAURITAS)

- 26.27 The Mauritius Accreditation Service (MAURITAS) is the sole accreditation body which provides a national and unified service for the accreditation of calibration and testing laboratories, inspection bodies and certification bodies. It is internationally recognised through the signatory status to the multilateral mutual recognition agreements of the International Laboratory Accreditation Cooperation and the International Accreditation Forum.
- 26.28 The organisation is headed by a Director who is assisted by officers in the grades of Accreditation Manager, Assistant Accreditation Manager, Accreditation Officer and supported by officers of the General Services grades.
- 26.29 Representations made by staff associations, in the context of this Report, concern the review of salary and the grant of 70% duty remission to certain grades. Union members were apprised of the fact that the grant of duty free facilities is based on findings of our Survey on Travelling and Car Benefits while a review of the salary ranking is based on a job re-evaluation exercise which enables the capture of duties and responsibilities that have evolved over the period since the last Report.
- 26.30 Management, on its part, submitted for the creation of a grade of Deputy Director on its establishment. In support to its arguments, Management laid emphasis on the increasing volume of work associated with the maintenance and implementation of computerised systems at MAURITAS. After deliberation, it was found that these additional work may more probably, be pegged at operational level. In the

circumstances, the creation of the grade of Deputy Director would not necessarily alleviate this problem.

26.31 The Bureau, however, considers that Management may carry out a manpower assessment, on the basis of which, it may consider the advisability of increasing the establishment size, wherever required.

26.32 Notwithstanding the above, we consider the staffing structure as well as the staff complement of MAURITAS to be adequate for delivering along its objectives at this point in time.

Office Clerk

26.33 Provision has been made for the Ministry of Public Service, Administrative and Institutional Reforms 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 effectively clerical duties. 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 5

26.34 We recommend that:

- (i) **the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) 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.**

SMALL AND MEDIUM ENTERPRISES DIVISION

26.35 The Small and Medium Enterprises (SMEs) Division is responsible for the design and formulation of policies and schemes while ensuring that there is appropriate and adequate provision of support and facilities to existing enterprises as well as encouraging creation of new businesses. Its strategies, among others, include: creating the right ecosystem for SME development; clustering of SMEs; promoting local SME products; collaborating with strategic partners; and providing skilled programmes for the creation, organisation and management of SMEs.

- 26.36 At present, the Division is serviced by officers of the three-level Business and Enterprise Analyst Cadre, which is responsible mainly for all matters relating to the formulation, development and implementation of strategies, policies and activities of the SME Sector. The Division also comprises a SME Registration Unit, with a Registrar, SMEs at its head. The Unit is responsible, among others, for the registration and licensing of SMEs and provision of business facilitation services. Its key functions are, *inter alia*, to: register, issue and/or renew registration Certificate to SMEs; provide support and information to facilitate obtention of any registration, permit license, authorisation clearance which an enterprise may require; monitor performance and growth of SMEs and effect site visit to SMEs; and update and analyse regularly registered SMEs. At present, mainly redeployed officers from the ex-SMEDA are posted at the Unit. Officers of the General Services and minor grades equally provide support in the running of the activities of the SME Division.
- 26.37 In the context of this Report, we did not receive any representation from the staff side. Management, however, proposed for: the grant of enhanced travelling benefits for the grades of Senior Business and Enterprise Analyst, Business and Enterprise Analyst, and Business Development Officers, who were redeployed from ex-SMEDA to the Ministry, to continue to benefit from 70% duty remission as they were entitled to same at their former organisation; and aligning the salary of the Registrar, SMEs to that of the Principal Business and Enterprise Analyst, based on the duties being performed by the former.
- 26.38 After examining the proposals, we wish to point out that: recommendations regarding conditions of service have been made for a general application in the Public Sector; as regards the proposal from the Business Development Officers (ex-SMEDA) to continue benefitting from 70% duty remission facilities, clarification on this issue regarding redeployed officers has been provided in section 1 of the Chapter Travelling and Car Benefits in Volume 1 of this Report; and the grades of Registrar, SMEs and Principal Business and Enterprise Analyst are not comparable as the latter is at the apex of a professional cadre, which is not the case for the former. The grade of Registrar, SMEs was created on an *ad hoc* basis following the enactment of the SME Act. Taking into account that the SMEs Registration Unit is still at an embryonic stage and that the Registrar, SMEs is as at now the only permanent level in the Unit, the review of the salary scale is not justified at this stage. We consider that the current organisational structure is appropriate to enable the Ministry to deliver on its mandate.

CO-OPERATIVES DIVISION

- 26.39 The functions of the Co-operatives Division of the Ministry are, among others, to provide legal and institutional framework; register Co-operative Societies; audit, supervise, inspect and monitor Co-operative Societies; coordinate co-operative activities with other institutions; prepare programmes and policies for the co-operative sector; and coordinate foreign financial and technical assistance for the implementation of co-operative projects. The Co-operatives Division has the

statutory duty to ensure that Co-operative Societies operate within the Co-operative legal regulatory framework.

- 26.40 The technical arm of the Ministry consists of the Co-operative Societies Section, the Co-operative Development Unit and Co-operative Audit Unit headed by the Registrar, Co-operative Societies, Secretary for Co-operative Development and Principal Co-operative Auditor respectively.

CO-OPERATIVE SOCIETIES SECTION

- 26.41 The functions of the Co-operative Societies Section are, *inter alia*, to ensure that Co-operative Societies operate in strict conformity with the Co-operative Act 2016 and other relevant subsidiary legislation; advise on legal and policy matters concerning Co-operative Societies; ensure that records regarding list of societies and their categories are updated every year; and sensitise and raise awareness among population at large on the benefit of co-operatives as well as act as a facilitator to the formation and regulator of co-operatives.
- 26.42 The Co-operative Societies Section is headed by the Registrar, Co-operative Societies who is responsible for the day-to-day management of the Section. He is assisted in his duties by a Deputy Registrar, Co-operative Societies and officers in the Co-operative Officer Cadre and supported by officers of the General Services grades.
- 26.43 For this review exercise, both the staff side and Management requested for the upgrading of the qualifications requirement for the grade of Co-operative Officer from a Diploma to a Degree coupled with a review of its salary scale; and consequential amendments for other grades in the cadre. A proposed scheme of service was also submitted to the Bureau by the Ministry, on an *ad hoc* basis, wherein amendments were made to include a Degree in the qualifications requirement for the grade of Divisional Co-operative Officer whereby the matter was deferred for consideration in this review exercise. After perusal of the job description questionnaires of the grade of Divisional Co-operative Officer, it was observed that there has been no major evolution in the duties which would warrant an upgrading in the qualifications requirement.
- 26.44 Hence, both parties were apprised during the meeting that requests for upgrading in qualifications should be substantiated by a corresponding evolution in the duties being performed and an enhancement in the responsibilities.
- 26.45 The present structure is appropriate and we are, therefore, not bringing any change in the organisation structure.

Registrar, Co-operative Societies

- 26.46 Both posts in the grades of Registrar, Co-operative Societies and Deputy Registrar, Co-operative Societies are currently filled and it has been observed that the scheme of service has so far not been amended to restore the appointment to the grade of Registrar, Co-operative Societies by promotion from Deputy Registrar, Co-operative

Societies. **The Bureau is, therefore, reiterating that the Ministry should bring the necessary amendments in the scheme of service of the grade of Registrar, Co-operative Societies to restore appointment thereto by promotion, on the basis of experience and merit, of officers in the grade of Deputy Registrar, Co-operative Societies.**

Co-operative Officer

26.47 At present, Co-operative Officers who possess a Diploma in Co-operative Studies or Diploma in Development Studies or who have successfully completed all papers of Fundamental (Skills) (formerly Part II of the ACCA Examination or an equivalent qualification are allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This arrangement is still valid and should continue.**

Compensation for regular extra hours

26.48 Currently, officers of the Co-operative Officer Cadre, who are required to put in additional hours of work on a regular basis, are granted equivalent time-off for the extra hours put in. Where it has not been possible for Management to grant time-off to the officers within a period of four consecutive months, an appropriate allowance as compensation for the extra hours put in is payable to them subject to the approval of the Ministry of Public Service, Administrative and Institutional Reforms. **The Bureau is maintaining this provision.**

CO-OPERATIVE DEVELOPMENT UNIT

26.49 The Co-operative Development Unit aims to promote and develop the Co-operative Sector in Mauritius and to assist in the conception and implementation of development programmes, projects and strategies. The functions of the Co-operative Development Unit are, among others, to make proposals for the development of the Co-operative Sector; prepare and draft sectoral development plans and review the Co-operative Sector; assist in the formulation of policies relating to the Co-operative Sector; examine project proposals and advise on their viability or otherwise; formulate project requests for assistance from aid/donor agencies; and examine feasibility studies of co-operative projects.

26.50 It is headed by the Secretary for Co-operative Development who is assisted by officers of the Co-operative Development Cadre and supported by officers of the General Services grades.

26.51 For this review exercise, the main proposals of Management were, *inter alia*, a change in appellation of the Co-operative Development Unit; and merging and restyling of grades in the Co-operative Development Officer Cadre such that the research component is included in their appellations and respective schemes of service. Stakeholders were, therefore, requested to provide additional information and justification in respect of their requests. The Ministry additionally made proposal for the creation of the grade of Principal Co-operative Development Officer and subsequently for the qualifications requirement of the grade of Secretary for

Co-operative Development be amended such that appointment be made from among officers in the grade of Principal Co-operative Development Officer.

- 26.52 Stakeholders were apprised of the Bureau's policy for the creation of grades which is based on the functional need of the organisation. After examining the aforementioned requests, the Bureau could not accede to same for technical reasons.

CO-OPERATIVE AUDIT UNIT

- 26.53 With the coming into force of the new Co-operatives Act in 2016, the Co-operative Audit Unit has been set up under Section 72 of the Act, for the purpose of auditing Co-operative Societies. Its functions are, among others, to carry out audit of Co-operative Societies and submit a report on the audit carried out to the President of the Society and Registrar within three months from receipt of the financial statement together with relevant document; review and update the audit approach and procedures; and ensure that quality and sufficiency of audit evidence are maintained in accordance with co-operative legislation.
- 26.54 The Principal Co-operative Auditor heads the Co-operative Audit Unit and is assisted in his tasks by Senior Co-operative Auditors and Co-operative Auditors. He is supported by officers of the General Services grades.
- 26.55 In the context of this review exercise, representations from the staff side were, among others, to: grant 100% duty remission and other travelling benefits to incumbents in the Co-operative Auditors Cadre; refund the subscription and membership fees payable to ACCA; restyle the grade of Principal Co-operative Auditor to Director of Audit, Co-operative Societies and subsequently align the salary with the corresponding grades.
- 26.56 During consultative meeting with the staff side, they were informed of the eligibility criteria for the determination and grant of duty free vehicles. As to the alignment of salaries, same is based on the Bureau's framework of pay determination. As Management apprised that filling of vacancies of certain grades is still on-going, restyling of grades of the Unit was not acceded to for technical reasons. Appropriate recommendation already exists in Volume 1 of this Report to cater for subscription fees.
- 26.57 The Co-operative Audit Unit is still at a developing stage and the Bureau considers that the organisation structure is appropriate.

MINISTRY OF INDUSTRIAL DEVELOPMENT, SMES AND CO-OPERATIVES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
INDUSTRIAL DEVELOPMENT DIVISION	
02 000 114	Rs 132000 Permanent Secretary
02 100 103	Rs 88250 x 3125 – 97625 Director of Industry
02 082 098	Rs 52550 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 Deputy Director of Industry (New Grade)
02 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Head Business Information Unit Principal Industrial Analyst <i>formerly Principal Analyst (Industry)</i>
02 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Assistant to Head Business Information Unit Senior Industrial Analyst <i>formerly Senior Analyst (Industry)</i>
02 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Industrial Analyst <i>formerly Analyst (Industry)</i>

Salary Code	Salary Scale and Grade
24 025 058	<p>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</p> <p>Driver</p>
24 001 045	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</p> <p>General Worker</p>
ASSAY OFFICE	
19 100 103	<p>Rs 88250 x 3125 – 97625</p> <p>Director, Assay Office</p>
19 073 096	<p>Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950</p> <p>Assistant Director, Assay Office</p>
19 059 088	<p>Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Scientific Officer (Assay) <i>formerly Scientific Officer (Assay and Gemmology)</i></p>
19 071 088	<p>Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Senior Gemmologist (New Grade)</p>
19 065 085	<p>Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 57600</p> <p>Gemmologist</p>
19 047 083	<p>Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Technical Officer/Senior Technical Officer (Assay Office)</p>
24 026 063	<p>Rs 15745 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</p> <p>Assay Laboratory Auxiliary</p>

Salary Code	Salary Scale and Grade
MAURITAS	
19 100 103	Rs 88250 x 3125 – 97625 Director, MAURITAS
19 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Accreditation Manager
19 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Assistant Accreditation Manager
19 059 088	Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Accreditation Officer
SMEs DIVISION	
02 000 114	Rs 132000 Permanent Secretary
02 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Principal Business and Enterprise Analyst
02 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Business and Enterprise Analyst
02 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Business and Enterprise Analyst

Salary Code	Salary Scale and Grade
24 026 059	Rs 15745 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 – 28225 Driver (Roster)
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
HANDICRAFT SECTION	
06 062 083	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Supervisor, Handicraft Training Branch
SME REGISTRATION UNIT	
18 077 094	Rs 44800 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800 Registrar, SMEs
02 063 092	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Assistant Manager (Ex-SMEDA) (Personal)
02 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Business Development Officer (Ex-SMEDA) (Personal)
08 041 070	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 Executive Officer (Ex-SMEDA) (Personal)
08 039 070	Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 Senior Clerk/Word Processing Operator (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
08 030 067	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 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)
08 029 066	Rs 16525 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 – 34000 Receptionist/Word Processing Operator (Ex-SMEDA) (Personal)
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/Office Attendant (Ex-SMEDA) (Personal)
24 022 052	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 Office Attendant (Ex-SMEDA) (Personal)
CO-OPERATIVE DIVISION	
02 000 114	Rs 132000 Permanent Secretary
18 096 099	Rs 77950 x 2150 – 82250 x 3000 – 85250 Registrar, Cooperative Societies
18 077 094	Rs 44800 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800 Deputy Registrar, Cooperative Societies
18 070 087	Rs 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 61000 Divisional Co-operative Officer
18 067 084	Rs 34825 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900 Principal Co-operative Officer

Salary Code	Salary Scale and Grade
18 055 080	Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 Senior Co-operative Officer
18 039 077	Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300 QB 41250 x 950 – 42200 x 1300 – 44800 Co-operative Officer
18 091 099	Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 85250 Secretary for Co-operative Development
18 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Co-operative Development Officer
18 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Co-operative Development Officer
18 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Principal Co-operative Auditor
18 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Co-operative Auditor
18 062 088	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Co-operative Auditor

Salary Code	Salary Scale and Grade
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
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
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker



27. MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

- 27.1 Shifting to a cleaner and greener Mauritius in line with the measures enunciated in the Government Programme 2020-2024 is the primary objective of the Ministry of Environment, Solid Waste Management and Climate Change.
- 27.2 The main activities of the Ministry are to: process Preliminary Environment Report/Environment Impact Assessment (EIA) reports; advise industrialists and the public on appropriate pollution abatement measures; attend to complaints made by the public regarding environmental pollution; impart public awareness and environmental education to the non-formal sector; and upgrade infrastructure and enhance the environment, among others.
- 27.3 Mauritius remains one of the most exposed and vulnerable countries to the impacts of climate change. It is estimated that approximately 2.15% of the GDP is invested every year on environment and climate change issues. The Government has further set up a financial portfolio under the National Environment Fund to tackle flood management, coastal protection and disaster risk reduction and management, solid waste management and landslides issues.
- 27.4 Activities of the Ministry are organised under the Department of Environment, the Living Environment Unit and the Solid Waste Management Division which comprise various sub-divisions. The overall management of the Ministry rests upon a Permanent Secretary who is assisted by officers of the Administrative and Technical Cadres.
- 27.5 With regard to the departmental structures of the Ministry, these have been dealt with under the relevant department.

DEPARTMENT OF ENVIRONMENT

- 27.6 The Department of Environment is the technical arm of the Ministry. A few of its divisions are, *inter alia*, the Environment and Climate Change Division; the Environmental Law and Prosecution Division; the Integrated Coastal Zone Management Division; the Sustainable Development Division; and the National Environmental Laboratory. Each of these divisions has distinct functions.
- 27.7 A Director is at the apex of the Department. Assistance in the carrying out of daily activities is provided by the Deputy Directors as well as staff of professional and General Services grades.
- 27.8 In the context of this Report, the staff side has, among others, made proposals for the payment of a monthly Enquiry and Prosecutor's Allowance to officers of the Environment Officer Cadre posted in the Prosecution Division; merging of the grades of Scientific Officer and Senior Scientific Officer, which was also requested by Management; restyling of certain grades; payment of a monthly allowance to officers for performing duties related to the online processing of EIA applications; granting of

a Risk Allowance; and reviewing of the cut point for travel grant. For the latter request, the issue is governed by provisions which are subject to a general policy. As to the other requests, they were studied by the Bureau and views of Management were sought whenever deemed necessary.

- 27.9 Union members equally made submissions with respect to the restyling of the grades of Environment Officer/Senior Environment Officer and Scientific Officer (Environment) in line with appellations obtainable in foreign jurisdictions. Following examination of the request, the Bureau holds that the current appellations better reflect the duties and responsibilities devolving upon incumbents.
- 27.10 We are, in this Report, providing for a new grade and revising the quantum of existing allowances.

Environment Education and Communication Officer (New Grade)

- 27.11 The grade of Environment Education and Communication Officer was created on an *ad hoc* basis and a request was made for the Bureau to provide its salary grading. In view of certain implications, we deferred the matter for consideration in the context of this review exercise. After examining the proposal, we have provided for a grade with a reviewed qualifications requirement which is compatible with the proposed duties.

Recommendation 1

- 27.12 We recommend the creation of a grade of Environment Education and Communication Officer. Appointment thereto should be made by selection from among candidates possessing a Diploma in Communication Studies or Political Science or International Relations or an equivalent qualification.**

- 27.13 Incumbent would be required, among others, to: design, execute and supervise campaigns and sensitisation programmes related to environmental issues; develop and organise stakeholder meetings, workshops, seminars and other events for publicity and dissemination of information on environmental issues with a view to promoting a clean and green environmental culture; prepare brochures, reports, newsletters informational and publicity materials and formulate communication materials on environmental-related issues and initiatives for internal and external audiences; and deliver educational programmes and increase awareness on developments with regard to environmental issues targeting specific groups, including students, elderly persons and Non-Governmental Organisations.

On-Call and In-Attendance Allowances

- 27.14 Owing to the nature of the work at the Division, officers of certain grades are required at times to perform duties after normal working hours. Subsequently, the officers concerned are placed on-call after office hours during the whole month. In a few cases, they are also called upon to attend work while being on-call. In this respect, they are paid a monthly commuted On-Call Allowance as well as an In-Attendance

Allowance per hour for attending work while on-call. We are revising the quantum of the two allowances.

Recommendation 2

27.15 We recommend that a monthly commuted On-Call Allowance for being on-call during the whole month after office hours, and an In-Attendance Allowance per hour when attending work while on-call be paid to officers concerned, as below:

Grade	On-Call Allowance per month Amount (Rs)	In-Attendance Allowance per hour, inclusive of travelling time Amount (Rs)
Environment Enforcement Officer (Personal)	580	115
Scientific Officer (Environment)	1050	210
Senior Scientific Officer (Environment)	1285	255
Environment Officer/Senior Environment Officer	1155	230
Divisional Scientific Officer (Environment) Divisional Environment Officer	1445	290

LIVING ENVIRONMENT UNIT

27.16 The Living Environment Unit (LEU) of the Ministry is a supporting arm responsible for the upgrading, landscaping, uplifting and embellishment of the physical environment as well as for enhancing quality of life. The management of the Unit rests with the Project Manager, who is presently assisted by the Deputy Project Manager, the Project Officer and officers in the Inspectorate Cadre.

27.17 In the context of this Report, Management submitted that Inspectors of the LEU be granted 70% duty remission for the purchase of a car. The decision thereto related would be taken on the basis of the findings of the Survey on Travelling and Car Benefits and the Management was so informed. Management also pleaded for an alignment in salary of the Project Officers on that of some other grades. Our study revealed that the structure referred to is different and, therefore, the request for alignment cannot be acceded to.

27.18 The Bureau considers that the present structure of the LEU is appropriate to enable it to fulfil its mandate and, therefore, requires no change.



27.1 SOLID WASTE MANAGEMENT DIVISION

- 27.1.1 The Solid Waste Management Division (SWMD) is responsible for the protection of the environment and public health through a proper management of solid and hazardous wastes. The major functions of the SWMD, among others, include: devising of policies and strategies and developing programmes for the environmentally sound management of different waste streams including hazardous wastes; management, control and supervision of waste disposal sites in Mauritius; enforcement of legislations with regards to solid and hazardous wastes; and registration of scavenging contractors and recyclers under the Local Government Regulations 2013.
- 27.1.2 At the apex of the Division is the Director, SWMD who is assisted by the Deputy Director, SWMD. The Unit is also staffed by officers in the Project Officer, Technical Enforcement Officer and Technical Officer Cadres.
- 27.1.3 For this Report, in view of the developments in this sector, necessary provisions are being made to improve efficiency in service delivery of the Division.

Deputy Director, Solid Waste Management Division

- 27.1.4 Management has made a request for a change in the qualifications requirement of the grade of Deputy Director, SWMD. Presently, appointment to the grade is made by selection from among Principal Project Officers (PPO) who are registered as Professional Engineers and who possess a Master's Degree in Environmental Engineering together with at least two years' experience in solid waste management.
- 27.1.5 The Bureau has observed that the post-graduate qualifications requirement for the grade is not along the same lines as those prescribed for the first degree. Management also informed that there has been considerable change in work processes at the SWMD which are rather multidisciplinary, whereby much emphasis is being laid on management of hazardous wastes. The work is organised around teams and this system enables the PPOs to gather experience across the different fields which is relevant for the management of the Division.
- 27.1.6 We equally noted that with the present system, it may be difficult to fill posts as the room for manoeuvre is quite restrictive. Additionally, Management has also stated that in view of the functions devolving on the technical staff, the need for a Registered Engineer is not really felt, as backed by experience. Instead, they are of the firm conviction that an officer who has benefitted from an appropriate grooming in accordance with the present system and possessing the qualifications as set at the first level, may deliver effectively.
- 27.1.7 On scrupulously examining the request, we consider that the arguments put forward by Management are plausible. On the other hand, we do not contemplate maintaining a system which is inhibitive, presenting hassles in the delivery of services. Hence, we are bringing appropriate changes to the schemes of service of the grades of Deputy Director, SWMD as well as that of Director, SWMD.

Recommendation 1

- 27.1.8 We recommend that, in future, appointment to the grade of Deputy Director, Solid Waste Management Division should be made by selection from among officers in the grade of Principal Project Officer who possess a Degree in Civil Engineering or Chemical Engineering or Chemical and Environmental Engineering or Environmental Engineering or Chemistry or Environment Science or Solid Waste Management; a Master's Degree in Environmental Engineering from a recognised institution; and reckon at least three years' service in a substantive capacity in the grade.**
- 27.1.9 We also recommend that in the absence of qualified Principal Project Officers, appointment to the grade should be made by selection from among candidates possessing the above mentioned qualifications and reckoning at least 10 years' experience in solid waste management.**
- 27.1.10 We further recommend that the scheme of service of the grade of Director, Solid Waste Management Division be amended such that promotion thereto should be made, on the basis of experience and merit, of officers in the grade of Deputy Director, Solid Waste Management Division.**

Technical Enforcement Unit

- 27.1.11 The Technical Enforcement Unit (TEU), being the enforcement arm of the Solid Waste Management Division (SWMD) of the Ministry, ensures that the Solid Waste Management projects, policies and programmes are being implemented. The TEU carries out site visits and enforces, among others, the Environment Protection (collection, storage, treatment, use and disposal of Waste Oil) Regulations 2006; Eyesore Abatement notices/ Fixed Penalty notices under the Environment Protection Act 2002, subsequently amended in 2008; and Local Government (Dumping and Waste Carriers) Regulations 2003.
- 27.1.12 The Principal Technical Enforcement Officer is the head of the Unit. He is responsible for the overall management including planning and supervision of the Technical Enforcement Unit and enforcement of legislation pertaining to solid waste/hazardous waste management. He is assisted in his duties by officers in the grades of Senior Technical Enforcement Officer, Technical Enforcement Officer and employees of the Workmen's Group.
- 27.1.13 In the context of this Report, the Union submitted the following requests: review the weekly working arrangement of the Technical Enforcement Officer Cadre; creation of a grade of Chief Technical Enforcement Officer whilst merging the grades of Technical Enforcement Officer and Senior Technical Enforcement Officer; increase in the establishment size of the lower levels in the cadre; maintaining the allowance for exposure to foul odour and putrefying waste while extending it to the higher level in Technical Enforcement Officer Cadre; and payment of Risk Allowance due to exposure to hazardous chemicals/wastes.

- 27.1.14 During consultative meetings, representatives of the Union were informed that certain of their demands ought to be addressed administratively. They were also apprised of the Bureau's policy for the merging of grades. For want of fresh information, the request of the allowance for exposure to foul odour and putrefying waste could not be extended to the higher level.
- 27.1.15 The Bureau is not bringing any change to the structure of the Technical Enforcement Unit.

Special Professional Retention Allowance

- 27.1.16 Provision was previously made for officers of the Project Officer Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Exposure to Foul Odour and Putrefying Wastes

- 27.1.17 Presently, officers in the grades of Project Officer/Senior Project Officer, Technical Officer and Technical Enforcement Officer who are regularly exposed to foul odour and putrefying wastes while carrying out visits to transfer stations and fills, are paid a monthly allowance equivalent to 1½ increments at the initial of their respective salary scale. Grant of this allowance is still justified and is being maintained.

Recommendation 2

- 27.1.18 **We recommend that officers in the grades of Project Officer/Senior Project Officer, Technical Officer and Technical Enforcement Officer who are regularly exposed to foul odour and putrefying wastes should be paid a monthly allowance equivalent to 1½ increments at the initial of their respective salary scale. However, officers in post as at the eve of the publication of the 2021 Report drawing a higher quantum should continue to draw same on a personal basis.**
- 27.1.19 Technical Officers have further reported that they are not provided with adequate personal protective equipment. **The Bureau considers that for the security of officers at the workplace, Management should ensure that all officers irrespective of their grade/unit/posting who deal with putrefying wastes and hazardous substances are provided proper personal protective equipment to carry out their duties in a safe manner as outlined in the Chapter on Uniforms in Volume 1 of this Report.**

Hours of Work

27.1.20 Officers in the grades of Technical Enforcement Officer, Senior Technical Enforcement Officer and Principal Technical Enforcement Officer are required to work outside normal working hours including Saturdays, Sundays, Public Holidays and officially declared cyclone days. **This element has been taken into account in arriving at the revised salaries.**

**MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT
AND CLIMATE CHANGE**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Project Manager
26 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Deputy Project Manager
26 065 088	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Project Officer
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Inspector
26 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Inspector
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector

Salary Code	Salary Scale and Grade
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Cabinet Maker Carpenter General Assistant Mason Painter Welder</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 030 063	<p>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 - 31525</p> <p>Leading Hand/Senior Leading Hand</p>
24 033 062	<p>Rs 17565 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 - 30700</p> <p>Driver, Mechanical Unit</p>
24 025 058	<p>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</p> <p>Driver</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Gardener/Nursery Attendant Office Helper (Ex-SPI)</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 020 050	<p>Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Handy Worker (Special Class)</p>

Salary Code	Salary Scale and Grade
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
DEPARTMENT OF ENVIRONMENT	
19 000 110	Rs 119500 Director, Climate Change Director of Environment
19 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director of Environment
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Divisional Environment Officer Divisional Scientific Officer (Environment)
19 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Scientific Officer (Environment)
19 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Environment Officer/Senior Environment Officer

Salary Code	Salary Scale and Grade
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Scientific Officer (Environment)
10 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Environment Education and Communication Officer (New Grade)
19 036 072	Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Environment Enforcement Officer (Personal)
24 043 068	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 Senior Environmental Laboratory Auxiliary <i>formerly Senior Laboratory Auxiliary</i>
24 026 063	Rs 15745 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 Environmental Laboratory Auxiliary <i>formerly Laboratory Auxiliary</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
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Resource Centre Attendant
SOLID WASTE MANAGEMENT DIVISION	
26 000 107	Rs 110125 Director, Solid Waste Management Division

Salary Code	Salary Scale and Grade
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Solid Waste Management Division
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Project Officer
26 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Project Officer/Senior Project Officer (Solid Waste Management Division)
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer
18 066 086	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Principal Technical Enforcement Officer
18 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Technical Enforcement Officer
18 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Technical Enforcement Officer
26 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Inspector
26 032 069	Rs 17305 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 - 35650 x 900 - 36550 Assistant Inspector of Works

Salary Code	Salary Scale and Grade
24 030 063	<p>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 - 31525</p> <p>Leading Hand/Senior Leading Hand (Ex-Supervisor, Tourism Authority) (Personal)</p>
24 025 058	<p>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</p> <p>Driver Driver (Ex-Driver/Cleaner – Tourism Authority) (Personal)</p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker (Ex-Labourer, Tourism Authority) (Personal)</p>



28. MINISTRY OF FINANCIAL SERVICES AND GOOD GOVERNANCE

- 28.1 The Ministry of Financial Services and Good Governance (MFSGG) is responsible for transforming Mauritius into a financial centre of excellence anchored on principles of good governance, global best practices and high ethical standards. To this effect, the Ministry provides guidance and support for the enforcement of good governance practices; and promotes financial services so as to eradicate fraud, corruption, malpractices and irregularities in all aspects of public life.
- 28.2 Accelerating substance building within the Mauritian jurisdiction; positioning the Stock Exchange of Mauritius as an attractive capital-raising platform for international and African focused financial products; encouraging multi-nationals to set up their regional headquarters in Mauritius with more back office activities; promoting the development of wealth and asset management; and extending the network of double taxation agreements, investment partnership and protection agreements are some of the other key functions carried out by the MFSGG. Additionally, the latter provides training, knowledge and resources on good governance to promote its advocacy and practice.
- 28.3 Several parastatal organisations, namely the Financial Services Commission, Financial Reporting Council and Financial Intelligence Unit; state owned companies *viz* the State Insurance Company of Mauritius Ltd; National Insurance Company Ltd and National Property Fund Ltd and the private owned company, Stock Exchange of Mauritius Ltd are answerable to the MFSGG for the operations conferred upon them by their respective Acts. On the technical side, the Office of the Public Sector Governance (OPSG) which was previously under the *aegis* of the Ministry of Justice, Human Rights and Institutional Reforms now serves as the technical arm of the MFSGG in matters relating to good governance and institutional reforms.
- 28.4 In the course of our last review exercise, the MFSGG which was newly created was still in the process of reviewing its organisation structure. Hence, in the 2016 PRB Report, we did not make any major recommendation related thereto. Thereafter, in 2020, six new positions were created on an *ad hoc* basis and submitted to the Bureau for salary determination purposes. The importance of these positions were felt due to the prevailing circumstances where Mauritius was listed under the blacklist of the European Union according to which we were allegedly having strategic deficiencies in relation to anti-money laundering and counter terrorist financing frameworks. Considering that these functions had, up till now, been carried out by employees appointed on a contractual term, the Bureau provided the salary grading of these new substantive positions.
- 28.5 For this review exercise, the MFSGG has averred that it is organising its core business activities under three main technical units namely Financial Services Unit; Good Governance Unit and the Anti-Money Laundering/Combating Financing of Terrorism Unit. To this end, the Ministry is reviewing its work allocation which would enable the effective use of its existing staff. It also made a case in favour of its employees concerning duty free facilities which are granted, based on the findings of the Survey

on Travelling and Car Benefits. They were so informed by the Bureau during the consultative meeting.

- 28.6 The overall responsibility of the Ministry devolves on the Permanent Secretary who is assisted by officers of the OPSG, Administrative and General Services staff as well as officers employed on contractual and advisory capacity. Taking into consideration the present functional requirement as well as the staff complement of the Ministry, **it is considered that the present organisational set up is adequate to enable the MFSGG to deliver on its mandate.**

MINISTRY OF FINANCIAL SERVICES AND GOOD GOVERNANCE
SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
01 000 113	Rs 128875 Director, Anti-Money Laundering/Combating Financing of Terrorism Director, Financial Services Director, Office of Public Sector Governance
01 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Lead Analyst, Anti-Money Laundering/Combating Financing of Terrorism Lead Analyst, Financial Services Lead Financial and Governance Analyst
01 062 092	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Financial and Governance Analyst/Senior Financial and Governance Analyst
01 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Analyst/Senior Analyst, Anti-Money Laundering/Combating Financing of Terrorism Analyst/Senior Analyst, Financial Services

Salary Code	Salary Scale and Grade
01 068 085	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Senior Accounting Technician
01 052 081	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Accounting Technician
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
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



29. ATTORNEY GENERAL'S OFFICE

- 29.1 The Attorney-General's Office (AGO) is responsible to provide legal and legislative drafting services to the Government of Mauritius. It aims to provide sound and independent legal advice and representation to the Government as well as contribute in the development of a fair and just legal system and the promotion of the rules of law, in the interest of the State and the people. In line with its strategic direction, the AGO has as object to ensure provision of quality legal services and efficient prosecution services by: providing appropriate capacity building to ensure quality legal advisory, litigation and drafting services; advising and representing before Courts in criminal matters in a timely manner; and setting up a framework for prosecution of serious offenders and tax evaders and for cooperation at international level.
- 29.2 As the only institution that interacts with the three pillars of our sovereign democratic State namely the Legislature, Judiciary and the Executive, the AGO provides assistance to the Courts based on the powers vested in the Office. It is also responsible for the vetting of all contract or agreements of which the Government is a party, including international agreements, treaties and conventions. Moreover, under the Mutual Legal Assistance Scheme, the AGO provides its services to other Ministries/Departments as well as Parastatal Organisations and Government-owned bodies. Furthermore, it is also mandated under the Law Practitioners Act and the Financial Intelligence and Anti-Money Laundering Act to act as regulatory body for the legal profession and similarly to regulate the practice of private law firms, joint law firms and the collection of practitioner's fees.
- 29.3 The activities of the AGO are organised under the: Office of the Solicitor-General, mandated to provide legal advice to Government in civil matters; Office of the Director of Public Prosecutions (ODPP), responsible to deal with criminal matters; and Office of the Parliamentary Counsel, to look after the drafting of legislations. The International Arbitrations, comprising the Permanent Court of Arbitration and the Mauritius International Arbitration Centre, which were previously operating under the *aegis* of the former Ministry of Good Governance and Institutional Reforms, are now under the portfolio of the Office. Given that the ODPP was made to operate as a distinct department of the AGO following a Cabinet decision, with the Director of Public Prosecutions as Responsible Officer, it has been reported upon separately in this Report.
- 29.4 The Attorney-General is, by virtue of the Constitution, the principal legal adviser to Government and holds office of a Minister. The Solicitor-General, as the administrative head of the AGO, is the highest ranking public officer appointed by the Judicial and Legal Service Commission. The Parliamentary Counsel is mainly responsible for law drafting, preparation of Bills and review of existing legislation. The divisions are manned by officers in professional and technical cadres as well as those of the General Services grades who provide support services. Prior to this Report, the Office of the Parliamentary Counsel was strengthened with the establishment of a

level of Senior Assistant Parliamentary Counsel whilst the Legislative and Litigation Cadre has been abolished.

- 29.5 For this review exercise, the Bureau received representations from the staff side for the Legal Assistant Cadre only, which were mainly geared towards the creation of a level of Senior Registrar and revision of the quantum of existing allowances. Management on its part submitted, among others, that: retirement benefits including retirement age, applicable to Judges, be extended to officers in the grades of Deputy Solicitor-General and Parliamentary Counsel and above, without any discretionary power given to the High Powered Committee; the payment of the Judicial and Legal Allowance be extended to officers of other grades; additional specialised units be created; the grades of Regulatory and Compliance Officer, Senior Legal Research Officer and Assistant Chief State Attorney be created; qualifications requirement and mode of appointment of a few grades be reviewed; the post of Trainee Legal Assistant be abolished; a few levels be merged; and provision be made for enhanced salary scales and benefits.
- 29.6 Whilst parties concerned were apprised of the outcome of most of their demands during the consultative meetings, we consider that: grades and units are created based on functional and organisational requirements; Management needs to carry out a Human Resource Planning exercise as provided under the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, to take stock of any problem of recruitment and retention of legal officers and ensure that it has the right number of qualified and competent people for an effective delivery of services; and it is for Management to go through the established procedure for the payment of an *ad hoc* allowance to designated officers to meet short-term requirements.
- 29.7 We equally took note in our survey findings that the recommendation made in the 2016 PRB Report for the services of State Counsel from the Attorney-General's Office to be made available on a full-time basis to assist and advise the Local Government Service Commission on all legal matters has not been implemented although request was made by the latter on several occasions.
- 29.8 On the other hand, our survey on Recruitment and Retention Problems in the Public Sector has revealed that the perceived recruitment problem at the AGO is mainly due to the timing of the recruitment exercise which is carried out once yearly by the Judicial and Legal Service Commission. As regards retention issues, most of the officers who left did so as they have either been offered a promotion within the cadre or have reached the age of retirement. In this regard, a few provisions have been waived in this Report, as they have outlived their utility.
- 29.9 Against this backdrop, we are restyling the grade of Legal Research Officer with enhanced career earnings; abolishing the grade of Trainee Legal Assistant; revisiting the scheme of service of the grade of Legal Assistant; upgrading the qualifications requirement of the grade of Principal Legal Assistant; providing for Management to sponsor officers of the Legal Assistant Cadre to follow the Diploma course in Legal

Studies; creating a grade of Regulatory Officer; and providing for the continued payment of certain allowances.

Pensionable Allowance to the Solicitor-General

29.10 The Solicitor-General in post as at 31 December 2020 is eligible, on a personal basis, for the payment of a monthly pensionable allowance to bring his monthly salary at par with the Senior Puisne Judge and retirement benefits accruing to Judges. These arrangements are being maintained until the retirement of the incumbent.

Recommendation 1

29.11 We recommend that the Solicitor-General in post as at 31 December 2020 should continue to be paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Senior Puisne Judge and be eligible for the retirement benefits accruing to Judges.

29.12 We further recommend that upon the retirement of the Solicitor-General in post as at 31 December 2020, the provision of the pensionable allowance should be discontinued.

Housing Allowance

29.13 A Housing Allowance meant to cover the extra expenses incurred for housing facilities and security measures, is being paid on a personal basis to the Solicitor-General in post as at 31 December 2020 as obtainable for the Senior Puisne Judges and Puisne Judges of the Judiciary. This benefit is being maintained until the retirement of the incumbent.

Recommendation 2

29.14 We recommend that the Solicitor-General in post as at 31 December 2020 should continue to be paid a monthly Housing Allowance of Rs 11000, on a personal basis, and the allowance should continue to be wholly reckoned for pension purposes, notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance."

29.15 We further recommend that upon the retirement of the Solicitor-General in post as at 31 December 2020, the provision of the Housing Allowance should be discontinued.

Senior Officers of the Attorney-General's Office

29.16 As per existing provisions, a Barrister of the AGO, who on being offered appointment as a Puisne Judge, cannot be released or who opts to continue to serve the AGO with the approval of the relevant authorities, is eligible for the retirement benefits accruing to a Member of the Judiciary, subject to the concurrence of the High Powered Committee (HPC). In addition, the Deputy Solicitor-General and the Parliamentary Counsel who, on being offered appointment as a Puisne Judge, cannot be released or opt to continue to serve the AGO with the approval of the relevant authorities, are granted (i) a monthly pensionable allowance to bring their salary at the level of a

Puisne Judge; and (ii) the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the HPC.

- 29.17 Pursuant to the above provisions, several cases were referred to the HPC for approval to allow senior officers to continue serving in their present position and avail of the remuneration benefits accruing to a Judge. While the HPC approved the extension of the pensionable allowance and retirement benefits in a few cases in the interest of the service, others were turned down on the ground that there was no compelling reason to retain the officers.
- 29.18 In the context of this Report, members of the Judiciary, Federations as well as other stakeholders expressed their concern on this particular provision and questioned its continued applicability and relevance. Management of the AGO, on its side apprised the Bureau that since the implementation of the existing provisions remains at the discretion of the HPC, certain officers who opted to continue to serve the AGO have been unduly penalised.
- 29.19 After examining the representations made by parties concerned, we consider that it is not equitable to extend the higher pensionable benefits to officers of the AGO on the mere grounds that they have either not been released or have opted to continue to serve the AGO. We view that besides pecuniary benefits, Management may consider other HR strategies such as Human Resource Planning, Succession Planning and Training, among others, as provided in Volume 1 of this Report to tackle retention issues, if any. In the given circumstances, the provisions regarding payment of the pensionable allowance and retirement benefits to officers of the AGO are being rescinded. However, we are making an appropriate provision for exceptional cases to be considered by the High Powered Committee.

Recommendation 3

- 29.20 **We recommend that the provisions regarding the grant of a top up pensionable allowance and retirement benefits accruing to a member of the Judiciary to officers of the AGO who on being offered appointment as a Puisne Judge were either not released or opted to continue to serve the AGO, should lapse.**
- 29.21 **We further recommend that only in exceptional cases where the high qualifications, unique competencies, distinctive experience and needs of the service, among others, so warrant that an officer of the AGO who on being offered appointment as a Puisne Judge either could not be released or who opts to continue to serve the AGO, the High Powered Committee may consider the payment of a pensionable allowance to the officer on such terms and conditions as it may decide.**

Special Legal Service Allowance

- 29.22 A Special Legal Service Allowance (SLSA) is currently paid to Judicial and Legal Officers at the AGO in line with the recommendation made in 2016 PRB Report. The payment of the SLSA was meant as a temporary measure to retain the services of experienced officers who tend to leave the service. The continued payment of the allowance is

generally subject to findings of a survey on recruitment and retention carried out by the Bureau.

- 29.23 For this review exercise, the Bureau has carried out the survey anew to assess whether there are still Recruitment and Retention Problems at the AGO.
- 29.24 Based on information submitted by Management in the context of the survey, the vacancy rate for the grades of State Counsel and State Attorney works out to 42% and 75% respectively. We consider that the validity of these metrics is highly influenced by the timing of the recruitment exercise and there may be no recruitment problem at the Office as such. On the supply side, the labour market indicates availability of a large pool of qualified candidates. Moreover, in terms of retention, we did not find any significant outflow from the AGO nor a high resignation rate. Considering the underlying philosophy of a SLSA and given the prevailing situation, we regard that any request for the payment of the allowance should be carefully examined on the basis of valid and reliable data in respect of recruitment, retention, attrition and the needs of the service, among others.

Recommendation 4

- 29.25 We recommend that with effect from 01 January 2021 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, Judicial and Legal Officers in post as at the eve of publication of the 2021 Report and on promotion within their respective cadre should continue to be paid a monthly Special Legal Service Allowance as per the table below, on a personal basis:**

Grade	Special Legal Service Allowance (% of monthly salary)
State Counsels, State Attorneys and Assistant Curator of Vacant Estates reckoning at least 10 years' service in their respective grade. Senior State Counsels, Senior State Attorneys, Assistant Legal Secretary and Curator of Vacant Estates.	7
Principal State Counsels, Principal State Attorneys, Legal Secretary, Assistant Parliamentary Counsel, Assistant Solicitor-General, Deputy Chief State Attorney, Chief State Attorney, Chief Legal Secretary and Senior Assistant Parliamentary Counsel.	10
Deputy Solicitor-General, Parliamentary Counsel and Solicitor-General reckoning less than 10 years' service in the respective grade.	15
Solicitor-General reckoning more than 10 years' service in the grade but less than 30 years' service.	20
Solicitor-General reckoning more than 30 years' service.	30

29.26 We further recommend that:

- (i) henceforth, any request from Management of the AGO for the payment of a Special Legal Service Allowance should be subject to the approval of the High Powered Committee; and
- (ii) in considering each case on its merit, the High Powered Committee may convey its approval for the payment of a time-bound Special Legal Service Allowance on such terms and conditions as it may determine.

29.27 The above recommendations are made on the understanding that no additional remuneration, over and above the recommended package, will be considered until the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Judicial and Legal Allowance

29.28 A yearly Judicial and Legal Allowance is presently payable to Judicial and Legal Officers of the AGO, among others, as an assistance towards meeting the cost for certain items related to the exercise of the profession. Management has submitted that the quanta of the allowance be increased so as to reflect the actual expenditure being incurred and payment of the allowance be extended to officers of a few other grades.

29.29 We are maintaining the payment of the allowance whilst extending it to other Judicial and Legal Officers.

Recommendation 5

29.30 We recommend that Judicial and Legal Officers of the AGO should be paid a yearly Judicial and Legal Allowance as hereunder:

Grade	Quantum (Rs)
Solicitor-General Parliamentary Counsel Deputy Solicitor-General	38690
Assistant Solicitor-General Chief Legal Secretary Chief State Attorney Senior Assistant Parliamentary Counsel Assistant Parliamentary Counsel Deputy Chief State Attorney Legal Secretary Principal State Counsel Principal State Attorney Assistant Legal Secretary	24255

Grade	Quantum (Rs)
Curator of Vacant Estates Senior State Counsel Senior State Attorney Assistant Curator of Vacant Estates State Counsel State Attorney	24255

**Legal Research Officer/ Senior Legal Research Officer
formerly Legal Research Officer**

- 29.31 Management has submitted that since the creation of the grade of Legal Research Officer at the AGO, difficulties are being encountered in recruiting and retaining officers in the grade owing to the fact that it is a dead-end position. To this effect, Management has proposed for the creation of a grade of Senior Legal Research Officer.
- 29.32 After duly examining the request, we consider that creation of a grade of Senior Legal Research Officer would not be appropriate when considering its functional need. We are, however, providing for enhanced career earnings for the grade of Legal Research Officer whilst restyling it to a more appropriate appellation.

Recommendation 6

- 29.33 We recommend that the grade of Legal Research Officer be restyled Legal Research Officer/ Senior Legal Research Officer.**

Legal Assistant Cadre

- 29.34 The Legal Assistant Cadre presently comprises the grades of Trainee Legal Assistant, Legal Assistant, Senior Legal Assistant, Principal Legal Assistant, Chief Legal Assistant and Registrar (Legal Assistant Cadre).
- 29.35 Management has submitted that there is need to restructure the Legal Assistant Cadre to render it more effective and efficient in performing paralegal duties. In this context, requests have been made to: abolish the grade of Trainee Legal Assistant; merge and restyle the grades of Legal Assistant and Senior Legal Assistant; and review the mode of appointment to the grade of Principal Legal Assistant.
- 29.36 We have studied the proposals and subscribe to the views of Management to abolish the trainee position so that direct appointment be made to the grade of Legal Assistant. However, we consider that the merger of the grades of Legal Assistant and Senior Legal Assistant would not be appropriate at this stage. To this effect, we are making appropriate recommendations.

Recommendation 7

29.37 We recommend that:

- (i) the grade of Trainee Legal Assistant be abolished;
- (ii) in future, appointment to the grade of Legal Assistant should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts; and a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the GCE "Advanced Level"; and
- (iii) a proviso be included in the scheme of service of the grade of Legal Assistant to require incumbents to undergo on-the-job training for a period of at least one year, both theoretical and practical, in all aspects of the work of a Legal Assistant, including training in the legal procedure at all levels and in general principles of law. On satisfactory completion of the training and on being favourably reported upon, the officers would be eligible for appointment in the grade in a substantive capacity.

Principal Legal Assistant

29.38 At present, the grade of Principal Legal Assistant is filled by promotion, on the basis of experience and merit, of Senior Legal Assistants reckoning at least three years' service in a substantive capacity in the grade.

29.39 During consultation, the Bureau was apprised that with the introduction of new laws and legislations and setting up of new Tribunals and Commissions, among others, there is need to professionalise the Legal Assistant Cadre to enable the officers to better perform the paralegal duties, the moreso they are called upon to provide administrative and legal support to State Counsels and State Attorneys.

29.40 We have studied the issue and hold that there is need to upgrade the qualifications requirement of the grade of Principal Legal Assistant. In the same vein, we are providing for a transitionary period to allow the incumbents to acquire the higher qualification. We equally hold that Management may explore other possibilities to enable officers of the Legal Assistant Cadre to follow the required Diploma course.

Recommendation 8

29.41 We recommend that:

- (i) the scheme of service of the grade of Principal Legal Assistant be amended such that, as from year 2024, appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Senior Legal Assistant reckoning at least three years' service in substantive capacity in the grade and who possess a Diploma in Legal Studies or an equivalent qualification; and

- (ii) Management should make necessary arrangements with a recognised institution, for the mounting of the Diploma course in Legal Studies or an equivalent qualification and sponsor officers of the Legal Assistant Cadre on a seniority basis to follow same.

29.42 The requirement for possession of a Diploma in Legal Studies or an equivalent qualification for appointment to the grade of Principal Legal Assistant has been taken into consideration in arriving at the recommended salary of the grade.

Black Jacket Allowance

29.43 Officers of the Legal Assistant Cadre at the AGO, who are required by the rules of the Court to appear in black jacket with tie are paid a yearly allowance. We are maintaining the payment of the allowance and revising its quantum.

Recommendation 9

29.44 We recommend that officers of the Legal Assistant Cadre at the AGO, who are required by the rules of the Court to appear in black jacket with tie should be paid a Black Jacket Allowance of Rs 5100 yearly.

Allowance for working extra hours (Legislative Drafting Unit)

29.45 Officers in a few grades at the Legislative Drafting Unit of the AGO are paid a monthly allowance for remaining on duty over and above their normal working hours, during Weekends and Public Holidays. We consider the present arrangement to be appropriate and are maintaining the continued payment of the allowance.

Recommendation 10

29.46 We recommend that officers in certain positions at the AGO who are effectively required to work over and above their normal working hours, during Weekends and Public Holidays in the Legislative Drafting Unit, to meet the tight legislative deadlines for implementing Government policy in a timely manner, should be paid a monthly allowance as hereunder, up to the next Overall Review of Pay and Grading Structure and Conditions of Service in the Public Sector:

Eligible Officers	Quantum (Rs)
Senior State Counsel (Team Leader)	25000
State Counsels	23000
Officers of the Legal Assistant Cadre	9700

Allowance for working in Specialised Units

29.47 Presently, officers undertaking specialised tasks in the Specialised Units of the AGO and who are required to work long hours over and above their normal working hours, are paid a monthly allowance. We are maintaining the continued payment of the allowance.

Recommendation 11

29.48 We recommend that designated officers of the AGO posted in the Human Rights Unit, Specialist Tribunals Unit, International Trade Unit, Intellectual Property Unit, International Cooperation in Legal Matters Unit (Extradition and Mutual Assistance) and Public International Law Unit and the Officer-in-Charge of the respective units, who are called upon to work long hours over and above their normal working hours, should be paid a monthly allowance of Rs 5000 and Rs 10000 respectively.

Regulatory Officer (New Grade)

29.49 Management has submitted that following amendments brought to the Financial Intelligence and Anti Money Laundering Act, the AGO is the regulatory authority of all law firms. As such, it has to ensure that all law firms are compliant with the established rules and regulations. Request has, therefore, been made to create a grade of Regulatory and Compliance Officer under the Registration and Regulation of Law Firms Unit, to enable the AGO to carry out its duties as required by the relevant laws and legislations.

29.50 We have examined the request and are agreeable for the creation of the grade owing to its functional need. We are, however, providing for another appellation to commensurate with the nature of duties that would devolve upon incumbent.

Recommendation 12

29.51 We recommend the creation of a grade of Regulatory Officer. Appointment thereto should be made by selection from among candidates who are registered as a member of the Institute of Chartered Secretaries and Administrators or who possess a Degree in Law or an equivalent qualification; and reckoning at least two years' experience in auditing and inspection duties.

29.52 Incumbent would be required, *inter alia*, to: effect regular inspections of law firms and auditing of their books of accounts; ensure that they are operating in compliance with established rules and regulations and in accordance with the relevant laws; contravene those not abiding by the laws; prepare draft reports of post-site visits to law firms; and prepare follow-up reports.

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

29.53 The Office of the Director of Public Prosecutions (ODPP) is an independent office which aims to bring offenders to justice and ensure that their rights are safeguarded. In a nutshell, the Office is responsible for instituting, continuing or discontinuing all criminal proceedings in Mauritius and tendering advice on criminal investigations carried out by the police and other investigating bodies. Its objectives are to: provide prosecution services, legal advice and litigation support of high standard, without fear or favour. Following a decision of Cabinet, the ODPP has been made to operate as a distinct department under the Attorney-General's Office.

- 29.54 The Director of Public Prosecutions is responsible for and exercises control over the conduct of prosecutions in the Republic of Mauritius and is constitutionally responsible for all criminal matters. He carries out his functions in full independence and is not subject to the direction or control of any other person or authority. The powers conferred to the Director of Public Prosecutions may be exercised by him in person or through other persons acting with his general or specific instructions.
- 29.55 As Responsible Officer of the ODPP, the Director of Public Prosecutions is supported in the discharge of his duties by the Deputy Director of Public Prosecutions; Senior Assistant Director of Public Prosecutions and Assistant Director of Public Prosecutions. Officers of the State Counsel and State Attorney Cadres form part of the professional arm. The Legal Research Officers and officers of the Legal Support Officer Cadre provide the necessary back up at the technical/administrative support levels.
- 29.56 For this review exercise, we received no representation from the staff side save for the Senior State Counsels which were the same as those of Management. These comprised, among others, to: provide for the payment of an allowance to certain officers for performing additional duties; upgrade salary scale of a few positions; create a few levels namely Assistant Chief Attorney and Senior Legal Research Officer; increase in establishment size of certain existing positions; and provision of enhanced conditions of service.
- 29.57 During the consultative meeting, the Bureau apprised Management of proposals which were meritorious and those which could not be retained. Nevertheless, we view that: the prerogative for maintaining the existing specialised units and creating new ones to deal with specific cases in other fields which require additional expertise rests with Management; the latter should carry out a Human Resource Planning exercise as provided in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, to determine the adequate number of employees at the different levels and to cope with the increasing load of work; and grades are created based on functional needs.
- 29.58 We are, in this Report, reviewing the mode of appointment to the grade of Legal Research Officer and restyling the grade with enhanced career earnings; and providing for the continued payment of certain allowances. Moreover, given that the findings of our survey on Recruitment and Retention Problems in the Public Sector did not reveal any major recruitment and retention problems at the ODPP, a few provisions have been waived as they no longer served their purpose.

Pensionable Allowance to the Director of Public Prosecutions

- 29.59 The present Director of Public Prosecutions is eligible, on a personal basis, for a monthly pensionable allowance to bring his monthly salary at par with the Senior Puisne Judge as well as retirement benefits accruing to Judges. These arrangements should continue until the retirement of the incumbent.

Recommendation 13

29.60 We recommend that the Director of Public Prosecutions in post as at 31 December 2020 should continue to be paid, on a personal basis, a monthly pensionable allowance to bring his salary at par with the Senior Puisne Judge and be eligible to the retirement benefits accruing to Judges.

29.61 We further recommend that upon the retirement of the Director of Public Prosecutions in post as at 31 December 2020, the provision of the pensionable allowance should be discontinued.

Housing Allowance

29.62 A Housing Allowance meant to cover the extra expenses incurred for housing facilities and security measures is being paid, on a personal basis, to the Director of Public Prosecutions as obtainable for the Senior Puisne Judges and Puisne Judges of the Judiciary. This benefit is being maintained until the retirement of the incumbent.

Recommendation 14

29.63 We recommend that the Director of Public Prosecutions in post as at 31 December 2020 should continue to be paid a monthly Housing Allowance of Rs 11000, on a personal basis, and the allowance should continue to be wholly reckoned for pension purposes, notwithstanding the provisions of this Report on "Pensionable Value of Rent Allowance."

29.64 We further recommend that upon the retirement of the Director of Public Prosecutions in post as at 31 December 2020, the provision of the Housing Allowance should be discontinued.

Senior Officers of the Office of the Director of Public Prosecutions

29.65 As per existing provisions, a Barrister of the ODPP who, on being offered appointment as a Puisne Judge cannot be released or who opts to continue to serve the ODPP with the approval of the relevant authorities, is eligible for the retirement benefits accruing to a Member of the Judiciary, subject to the concurrence of the High Powered Committee (HPC). In addition, the Deputy Director of Public Prosecutions who, on being offered appointment as a Puisne Judge, cannot be released or who opts to continue to serve the ODPP with the approval of the relevant authorities, is granted (i) a monthly pensionable allowance to bring his salary at the level of a Puisne Judge, and (ii) the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the HPC.

29.66 Pursuant to the above provisions, several cases were referred to the HPC for approval to allow senior officers to continue serving in the present position and avail of the remuneration benefits accruing to a Judge. While the HPC approved the extension of the pensionable allowance and retirement benefits in a few cases in the interest of the service, others were turned down on the ground that there was no compelling reason to retain the officers. In the context of this Report, members of the Judiciary,

Federations as well as other stakeholders expressed their concern on this particular provision and questioned its continued applicability and relevance.

- 29.67 After examining the representations made by parties concerned, we consider that it is not equitable to extend the higher pensionable benefits to officers of the ODPP on the mere grounds that they have either not been released or have opted to continue to serve the Office. We view that besides pecuniary benefits, Management may consider other HR strategies such as Human Resource Planning, Succession Planning and Training, among others, as provided in Volume 1 of this Report to tackle retention issues, if any. In the given circumstances, the provisions regarding payment of the pensionable allowance and retirement benefits to officers of the ODPP are being rescinded. However, we are making an appropriate provision for exceptional cases to be considered by the High Powered Committee.

Recommendation 15

- 29.68 We recommend that the provisions regarding the grant of a top up pensionable allowance and retirement benefits accruing to a member of the Judiciary to officers of the ODPP who on being offered appointment as a Puisne Judge were either not released or opted to continue to serve the ODPP, should lapse.**
- 29.69 We further recommend that only in exceptional cases where the high qualifications, unique competencies, distinctive experience and needs of the service, among others, so warrant that an officer of the ODPP who on being offered appointment as a Puisne Judge either could not be released or who opts to continue to serve the ODPP, the High Powered Committee may consider the payment of a pensionable allowance to the officer on such terms and conditions as it may decide.**

Special Legal Service Allowance

- 29.70 A Special Legal Service Allowance (SLSA) is currently paid to Judicial and Legal Officers at the ODPP in line with the recommendation made in 2016 PRB Report. The payment of the SLSA was meant as a temporary measure to retain the services of experienced officers who tend to leave the service. The continued payment of the allowance is generally subject to findings of a survey on recruitment and retention carried out by the Bureau.
- 29.71 For this review exercise, the Bureau has carried out the survey anew to assess whether there are still Recruitment and Retention Problems at the ODPP.
- 29.72 Based on information submitted by Management in the context of the survey, the vacancy rate for the grade of State Attorney works out to 67%. We consider that the validity of this metric is highly influenced by the timing of the recruitment exercise and there may be no recruitment problem at the Office as such. On the supply side, the labour market indicates availability of a large pool of qualified candidates. Moreover, in terms of retention, we did not find any significant outflow from the ODPP nor a high resignation rate. Considering the underlying philosophy of a SLSA and given the prevailing situation, we regard that any request for the payment of the

allowance should be carefully examined on the basis of valid and reliable data in respect of recruitment, retention, attrition and the needs of the service, among others.

Recommendation 16

29.73 We recommend that with effect from 01 January 2021 and up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, Judicial and Legal Officers in post as at the eve of publication of the 2021 Report and on promotion within their respective cadre, should continue to be paid a monthly Special Legal Service Allowance as per the table below, on a personal basis.

Grade	Special Legal Service Allowance (% of monthly salary)
State Counsels and State Attorneys reckoning at least 10 years' service in their respective grade. Senior State Counsels and Senior State Attorneys.	7
Principal State Counsels, Principal State Attorneys, Assistant Director of Public Prosecutions, Deputy Chief State Attorney, Chief State Attorney and Senior Assistant Director of Public Prosecutions.	10
Deputy Director of Public Prosecutions and Director of Public Prosecutions reckoning less than 10 years' service in the respective grade.	15
Director of Public Prosecutions reckoning more than 10 years' service in the grade but less than 30 years' service.	20
Director of Public Prosecutions reckoning more than 30 years' service.	30

29.74 We further recommend that:

- (i) henceforth, any request from Management of the ODPP for the payment of a Special Legal Service Allowance should be subject to the approval of the High Powered Committee; and**
- (ii) in considering each case on its merit, the High Powered Committee may convey its approval for the payment of a time-bound Special Legal Service Allowance on such terms and conditions as it may determine.**

29.75 The above recommendations are made on the understanding that no additional remuneration, over and above the recommended package, will be considered until the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector.

Judicial and Legal Allowance

29.76 A yearly Judicial and Legal Allowance is payable to Judicial and Legal Officers of the ODPP as an assistance towards meeting the cost for certain items related to the exercise of the profession. We are maintaining the continued payment of the allowance whilst revising its quanta.

Recommendation 17

29.77 We recommend that Judicial and Legal Officers of the ODPP should be paid a yearly Judicial and Legal Allowance as hereunder:

Grade	Quantum (Rs)
Director of Public Prosecutions Deputy Director of Public Prosecutions	38690
Chief State Attorney Senior Assistant Director of Public Prosecutions Assistant Director of Public Prosecutions Deputy Chief State Attorney Principal State Counsel Principal State Attorney Senior State Counsel Senior State Attorney State Counsel State Attorney	24255

Legal Research Officer/Senior Legal Research Officer formerly Legal Research Officer

29.78 At present, the grade of Legal Research Officer is filled by selection from among candidates possessing a Degree in Law or Law and Management or a Degree, the major part of which should be in Law; and a Master's Degree in Law or an equivalent qualification. Management has requested to: upgrade the salary scale of the grade; create a position of Senior Legal Research Officer whilst restyling that of Legal Research Officer to Legal Research Analyst.

29.79 We have examined the submission and consider that creation of a grade of Senior Legal Research Officer would be superfluous and the present appellation of Legal Research Officer is in consonance with the nature of duties performed by incumbents. We, however, view that there is need to compensate the officers in terms of career earnings. Moreover, taking into account the nature of duties that devolve upon incumbents, we consider that the mode of appointment of the grade should be reviewed in line with what obtains for comparable grades at the Attorney-General's Office and the Judiciary.

Recommendation 18

29.80 We recommend that:

- (i) **the grade of Legal Research Officer be restyled Legal Research Officer/Senior Legal Research Officer; and**
- (ii) **in future, the grade of Legal Research Officer/Senior Legal Research Officer formerly Legal Research Officer should be filled by selection from among candidates possessing a Degree in Law or Law and Management or a Degree, the major part of which should be Law or an equivalent qualification.**

Black Jacket Allowance

29.81 Officers of the Legal Support Officer Cadre who are required by the rules of the Court to appear in black jacket with tie are paid a yearly allowance. We are maintaining the payment of the allowance and revising its quantum.

Recommendation 19

29.82 We recommend that officers of the Legal Support Officer Cadre, who are required by the rules of the Court to appear in black jacket with tie be paid a Black Jacket Allowance of Rs 5100 yearly.

Allowance for work performed outside normal working hours

29.83 Officers of the ODPP are paid a monthly allowance for working over and above their normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during such days. We consider the present arrangement as appropriate and are maintaining the continued payment of the allowance.

Recommendation 20

29.84 We recommend that the Supervising Officer as designated by the DPP, the State Counsel and officers of the Legal Support Officer Cadre should be paid a monthly allowance, as hereunder, up to the next Overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector for working over and above their normal working hours, during Weekends and Public Holidays for the grant of release on bail to persons arrested during such days:

Eligible Officers	Quantum (Rs)
Supervising Officer designated by the DPP	25000
State Counsel	23000
Officers of the Legal Support Officer Cadre	9700

Allowance in connection with work performed in Specialised Units

29.85 Legal Officers posted in Specialised Units of the Office of the DPP namely the Asset Recovery Unit; Maritime Law and Human Trafficking Unit, Victims, Witnesses and Juvenile Offenders Support Unit; Serious Fraud, Tax Evasion and Anti-Money Laundering/Combating Financing of Terrorism Unit; and International Cooperation and Mutual Legal Assistance and Extradition Unit, who have undergone specialised training and acquired specialist skills which are essential to conduct cases in specific areas, are entitled to the payment of a monthly allowance. We are maintaining the present arrangement.

Recommendation 21

29.86 We recommend that the designated officers posted in the Specialised Units of the ODPP and the Officer-in-Charge of the respective units should be paid a monthly allowance of Rs 5000 and Rs 10000 respectively.

Specific Provision for Chief Legal Support Officers**Recommendation 22**

29.87 We recommend that officers in the grade of Chief Legal Support Officer possessing a Degree in Law or Law and Management or a Degree the major part of which should be Law or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

ATTORNEY-GENERAL'S OFFICE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 000 121	Rs 175750 Solicitor-General
12 000 118	Rs 150750 Deputy Solicitor-General Parliamentary Counsel
12 000 113	Rs 128875 Assistant Solicitor-General Chief Legal Secretary Chief State Attorney Senior Assistant Parliamentary Counsel

Salary Code	Salary Scale and Grade
12 000 110	Rs 119500 Assistant Parliamentary Counsel Deputy Chief State Attorney
12 088 102	Rs 62700 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Legal Secretary Principal State Attorney Principal State Counsel
12 080 097	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100 Assistant Legal Secretary Curator of Vacant Estates Senior State Counsel Senior State Attorney
12 069 092	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant Curator of Vacant Estates State Counsel State Attorney
12 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Legal Research Officer/Senior Legal Research Officer <i>formerly Legal Research Officer</i>
12 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Registrar (Legal Assistant Cadre)
12 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Chief Legal Assistant
12 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Principal Legal Assistant

Salary Code	Salary Scale and Grade
12 053 077	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Senior Legal Assistant
12 038 073	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Legal Assistant
18 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Regulatory Officer (New Grade)
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
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

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
12 000 121	Rs 175750 Director of Public Prosecutions
12 000 118	Rs 150750 Deputy Director of Public Prosecutions
12 000 113	Rs 128875 Chief State Attorney Senior Assistant Director of Public Prosecutions
12 000 110	Rs 119500 Assistant Director of Public Prosecutions Deputy Chief State Attorney

Salary Code	Salary Scale and Grade
12 088 102	<p>Rs 62700 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Legal Administrator Principal State Attorney Principal State Counsel</p>
12 080 097	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100</p> <p>Senior State Attorney Senior State Counsel</p>
12 069 092	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Legal Research Officer (Personal) State Attorney State Counsel</p>
12 058 092	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Legal Research Officer/Senior Legal Research Officer <i>formerly Legal Research Officer</i></p>
12 038 077	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Disclosure Officer</p>
12 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Chief Legal Support Officer</p>
12 053 083	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Principal Legal Support Officer</p>
12 038 079	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Legal Support Officer/Senior Legal Support Officer</p>

Salary Code	Salary Scale and Grade
	OTHER GRADES
05 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Law Library Officer (ODPP)
10 047 077	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Communication/Liaison Officer
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
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



30. MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

- 30.1 With agriculture occupying around 44% of the arable land area, the Government aims at transforming the agricultural sector into an "innovative, commercially-oriented and modern sector" by the year 2030 and thus, promoting a value-based service delivery in this sector.
- 30.2 In order to achieve these aims, the Ministry of Agro-Industry and Food Security (MAIFS) is committed to enable and facilitate the advancement of agriculture and the agri-business sector for improved food security and safety in line with requirements for sustainable development and that, with support from national service providers and regional stakeholders.
- 30.3 The main objectives of the MAIFS are to increase production of high quality strategic crops, vegetables and meat to satisfy local demand; and promote the development of the agri-business sector for enhancing import substitution such that dependency on imports is reduced.
- 30.4 Activities of the Ministry are organised under three arms: the Agricultural Services, the Forestry Services, and the National Parks and Conservation Service (NPCS). Each arm comprises various divisions/units/departments. The overall management of the MAIFS rests upon a Senior Chief Executive who is assisted by officers of the administrative and technical cadres.
- 30.5 In the last Report, the Bureau brought a few changes to the structure to facilitate, among others, the re-engineering process. Consequently, a series of measures were adopted by the Ministry with a view to restructuring the agricultural sector and attaining the set objectives.
- 30.6 For this review exercise, union members made their proposals to the Bureau which were discussed during meetings. Where for technical reasons it has not been possible to accede to the requests, they have been so apprised. On the other side, Management took up only certain issues submitted to the Bureau, during the meeting scheduled. Thus, the remaining written submissions were studied by the Bureau.
- 30.7 One of the main representations of Management related to the creation of three distinct Directorates within the Department of Agriculture such that a Director is responsible for the Agricultural Services, Laboratory Services, and Veterinary and Livestock Services respectively. It was also proposed that the Director, NPCS be brought at par with the other proposed grades of Director in the Agricultural Services. For the Forestry Services, it was submitted that the Department continues to be headed by the Conservator of Forests while its salary be aligned with that of the Director of Agricultural Services. As regards the Engineering Services, proposal was made for the creation of the grade of Assistant Director (Engineering). Moreover, request was made for the technical arms of the MAIFS to be under the overall responsibility of a Director-General.

- 30.8 The Bureau examined the justifications provided for creation of grades at directorate level, in each sector. In the absence of relevant information, the Bureau is not in a position to ascertain whether the creation of these grades is warranted. The present organisation structure is thus considered adequate to enable the MAIFS to meet its objectives.
- 30.9 Issues concerning each service as well as provisions for allowances and specific conditions of service are discussed in the ensuing paragraphs and appropriate recommendations thereafter, have been made.

AGRICULTURAL SERVICES

- 30.10 The Agricultural Services is the technical arm of the MAIFS. It is concerned with regulatory and policy functions whilst supplying inputs to the farming community. A Director is responsible for its management and is assisted by officers in various technical cadres of both professional and semi-professional levels.
- 30.11 In the context of this Report, staff associations have, among others, made proposals to merge and restyle certain grades; review salaries upwards; grant duty remission; pay risk and meal allowance; create additional levels; and upgrade qualifications requirement. Union members also made representations to the effect that the previous structure of the Agricultural Services was more appropriate and that it should be re-instated. For issues which cut across the Civil Service, the union members were informed that same will be addressed by the Bureau in a holistic manner and for requests that could not be considered, they were given relevant explanations.
- 30.12 Certain requests did not strictly fall within the ambit of the Bureau such as creation of additional posts and payment of uniform allowance and hence, union members were advised to channel their requests towards the appropriate forum to be dealt with. The staff side were also guided as to issues that are devolved upon Management like communication facilities, eligibility for refund of mileage, and proper staffing of the Department. Whenever deemed necessary, the Bureau sought the views of Management on certain issues discussed during meeting with the staff associations.
- 30.13 Management on its side requested the Bureau to consider the payment of an allowance to officers for them to meet the expenses incurred towards their continuous professional development, and payment of a risk allowance to officers of the Food Technology and Laboratory Division. Since both issues concern several grades, these would, therefore, be treated in pursuance of broad policies.
- 30.14 In arriving at the recommendations made, the Bureau has given due consideration to the representations made by staff associations as well as Management.

Scientific Officer

- 30.15 Presently, appointment to the grade of Scientific Officer is made by selection from among serving officers in the grades of Senior Technical Officer and Agricultural

Superintendent possessing a Degree in, among others, Agricultural Biology, Animal Husbandry and Crop Protection. Posting of the Scientific Officers is done by Management in the three divisions, namely the Crop Division, National Food and Agricultural Technology Division, and Veterinary and Livestock Division.

- 30.16 The posting of the Scientific Officers in the divisions should normally be done on the basis of the qualifications they hold and the experiences they possess. However, some officers have expressed qualms concerning their posting to a certain division while they hold qualifications and reckon experience which qualify them for posting in another division. They further averred that they may not qualify for higher positions in the division they are posted because their qualification is not compatible with the requirement for the higher post.
- 30.17 So the point of contention of these officers is that their chances for promotion may be jeopardised merely because of a wrong posting. In the circumstances, the Bureau views this situation with concern, the moreso that the quality of service delivery which is linked to posting, is also at stake. **Hence, we consider that Management should ensure that Scientific Officers are posted to the relevant divisions on the basis of the qualifications they hold and experience they reckon. In case the situation is different from the established procedure, Management should take corrective action as well.**

Laboratory Technologist Cadre

- 30.18 Union requested for a merger of the grades Laboratory Technologist and Senior Laboratory Technologist. Both grades have a clear set of duties with insignificant overlapping. Furthermore, the Senior Laboratory Technologist is required to supervise incumbents in the grade of Laboratory Technologist. In the circumstances, we consider that the merging of these grades would not be appropriate.

Site Visit for the Technical Design Officer Cadre

- 30.19 Following a submission made by the Union for the creation of the grade of Principal Technical Design Officer, the Bureau carried out a site visit at the Survey Office of the Ministry to assess the functional need of the proposed grade and the scope/diversity of the work being performed by incumbents in the Technical Design Officer Cadre. During the visit, the Bureau was apprised that there is no proper line of reporting for the Technical Design Officers, and also the Senior Technical Design Officer in post is often called upon to perform duties in addition to his core functions. It has also been informed that work is channelled to the officers by professionals of the Ministry and most of the time, the latter deal directly with them.
- 30.20 Based on observations made and explanations received, the problem at hand is rather one of workload. In the circumstances, it is believed that the Ministry should review its staff size in accordance with the volume of work devolving on the Technical Design Officer Cadre of the Survey Office. It is also considered that a new level may adversely affect efficiency and effectiveness as no new function of a permanent nature has emerged which would justify the creation thereof.

Veterinary Officer Cadre

- 30.21 For this Report, union members made submission to the effect that officers of the Veterinary Officer Cadre be allowed to attend to their cases directly. Presently, they are required to call at their office to have their attendance recorded prior to attending cases. This causes a problem as often breeders are located near their place of residence and thus, this proposed arrangement will facilitate their work. **The issue was raised with Management which averred that this request may be entertained.**
- 30.22 Also, Veterinary Officers and Senior Veterinary Officers have to attend duties that are not related to the breeding community after normal working hours. Union members informed that currently, only Veterinary Officers are compensated for a maximum of five hours. However, these interventions last for more than five hours at times and no additional payment is received by the Veterinary Officers for the additional hours put in. **When views of Management were sought, they informed that these interventions are not regular but the grant of an *ad hoc* allowance may be considered.**

Movement in Salary Scale for Veterinary Officers

- 30.23 In the context of this Report, the MAIFS submitted a nil return for the Survey on Recruitment and Retention Problems. As a result, the specific provisions addressing the problem of recruitment have been discontinued. However, recommendations in respect of movement in salary scale for the Veterinary Officers are being retained.

Recommendation 1

- 30.24 We recommend that Veterinary Officers should continue to be allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Special Professional Retention Allowance

- 30.25 Provision was previously made for officers of the Veterinary Officer Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume which is applicable in this case as well.**

Allowance to carry out Meat Inspections

- 30.26 The Veterinary Officer who is called upon to carry out meat inspections at the Mauritius Meat Authority at odd hours during Weekdays and Saturdays is paid a daily commuted allowance of Rs 840. The provision is being maintained while the quantum of the allowance is being revised.

Recommendation 2

30.27 We recommend that the daily commuted allowance payable to the Veterinary Officer who is required to carry out meat inspection at the Mauritius Meat Authority at odd hours during Weekdays and Saturdays be revised to Rs 880.

On-Call and In-Attendance Allowance

30.28 Veterinary Officers are required to be on-call after their normal working hours and attend sites if the need arises, with a view to providing a 24-hour service to the breeding community. In this respect, they are paid appropriate allowances, the quanta of which we are revising.

Recommendation 3

30.29 We recommend that the allowance payable to Veterinary Officers for being on-call after normal working hours, for providing 24-hour service to the breeding community, be revised as hereunder:

Weekdays 1530 hours to 0900 hours the next day	Rs 445
Saturdays Noon to 1800 hours 1800 hours to 0900 hours the following day	Rs 210 Rs 345
Sundays and Public Holidays 0900 hours to 1700 hours 1700 hours to 0900 hours the following day	Rs 290 Rs 395

30.30 We further recommend that the allowance payable to Veterinary Officers for attending work whilst on-call be revised to Rs 210 per hour, inclusive of travelling time but subject to a maximum of:

Weekdays	Rs 1080
Saturdays	Rs 1300
Sundays and Public Holidays	Rs 1735

Animal Care Officer
formerly Animal Control Officer

30.31 Union members proposed to restyle the grade of Animal Control Officer to a more appropriate appellation. This request was studied by the Bureau and taking into consideration that an appellation should reflect the nature of duties performed, we are, therefore, restyling the grade in that perspective.

Recommendation 4

30.32 We recommend that the grade of Animal Control Officer be restyled Animal Care Officer.

Agricultural Superintendent

30.33 At present, recruitment to the grade of Agricultural Superintendent is by promotion, on the basis of experience and merit, of officers in the grade of Senior Technical Officer who reckon at least four years' service in a substantive capacity in the grade.

30.34 Union members proposed that the post of Agricultural Superintendent be filled from Agricultural Support Officer/Senior Agricultural Support Officers since most Senior Technical Officers have been promoted following the 2016 PRB Report. The moreso, Agricultural Support Officer/Senior Agricultural Support Officers are called upon to perform the duties devolving upon the grade of Senior Technical Officer.

30.35 We have examined the request and consider that there is merit in the case. We are recommending accordingly.

Recommendation 5

30.36 We recommend that the scheme of service for the grade of Agricultural Superintendent be amended such that, appointment thereto should be made by selection from among officers in the grade of Senior Technical Officer reckoning at least four years' service in a substantive capacity in the grade and from among Agricultural Support Officer/Senior Agricultural Support Officers possessing a Diploma in Agriculture or an equivalent qualification from a recognised institution and reckoning at least 10 years' service in a substantive capacity in the grade.

Agricultural Support Officer/Senior Agricultural Support Officer

30.37 In the last Report, we merged the grades of Agricultural Support Officer and Senior Agricultural Support Officer and upgraded the qualifications requirement from a Higher School Certificate to a Diploma, with a Qualification Bar (QB) inserted in the salary scale. Given that there are still a few officers who do not possess the Diploma, the QB is being maintained. We are, in addition, providing for the revised salary point at which new recruits or officers in post as at the eve of the publication of the 2021 Report who have not yet reached the revised salary point should join the grade if they possess the required Diploma.

Recommendation 6

30.38 We recommend that newly recruited Agricultural Support Officer/Senior Agricultural Support Officers as well as those in post as at the eve of the publication of the 2021 Report possessing a Diploma in the required field and who have not yet reached the revised salary point of Rs 21850 should join the recommended salary scale at this salary point.

Movement in salary scale for Technical Assistants (Ex-SPI) (Personal)

30.39 Technical Assistants (Ex-SPI) (Personal) were allowed to move incrementally in the salary scale of the grade of Senior Technical Assistant (Ex-SPI) (Personal) as per provisions of the 2016 PRB Report. We are reviewing this provision.

Recommendation 7

30.40 We recommend that officers in the grade of Technical Assistants (Ex-SPI) (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 41250 on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Field Assistant (Personal)

30.41 As per last Report, Field Assistants (Personal) were allowed to move incrementally in the salary scale of the grade of Senior Field Assistant (Personal) subject to satisfying certain conditions. Since the grade of Senior Field Assistant (Personal) has been abolished, this provision is being reviewed.

Recommendation 8

30.42 We recommend that officers in the grade of Field Assistant (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 39350 on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Office Clerk

30.43 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 effectively clerical duties. 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 9

30.44 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.**

Redeployment of Staff

Recommendation 10

30.45 We recommend that in respect of Ex-TDA, Teafac and Tea Board employees who have been re-deployed in the Civil Service by virtue of a decision of government, the aggregate number of years of service should be taken into consideration for implementing the recommendations made at paragraph 20.28(i) of Volume 1 of this Report irrespective of their grades and the duties they have been performing. This recommendation is not applicable to officers, if any, qualifying for additional increments by virtue of provisions made at paragraph 9.40 of Volume 1 of this Report.

Agricultural Office Assistant (Personal) formerly Office Assistant (Ex-Sampler) (Personal)

30.46 The main representations of the staff side were geared towards a change in appellation together with an upgrading in salary and qualifications requirement of the grade of Office Assistant (Ex-Sampler) (Personal). Different appellations have been proposed by Unions, namely Office Support Officer, Management Support Officer, Executive Assistant, Office Support Assistant, Administration Support Assistant, Technical Support Assistant, Office Agricultural Assistant or Office Support Clerk. During consultations, they were informed that the proposed appellations would be conflictual with existing grades whose level of responsibilities are higher as compared to the Office Assistant (Ex-Sampler) (Personal). The request for upgrading of the qualifications requirement could not be acceded to as no future recruitment would be made to the evanescent grade. A site visit was conducted by officers of the Bureau in two sections, namely Land Use and Planning Section; and Transport Section and it was observed that the duties being performed by the Office Assistants (Ex-Sampler) (Personal) are as prescribed in the scheme of service. After diligently analysing the proposals, we are restyling the grade in line with the services being provided by the Ministry.

Recommendation 11

30.47 We recommend that the grade of Office Assistant formerly Sampler (Personal) be restyled Agricultural Office Assistant (Personal).

Allowance for Accreditation and ISO Certification

30.48 The designated officer of the Scientific Officer Cadre who performs duties related to ISO certification and accreditation on rotational basis is paid a monthly allowance of Rs 3000. We are maintaining the quantum thereof.

Recommendation 12

30.49 We recommend that the monthly allowance payable to the designated officer of the Scientific Officer Cadre, who performs duties related to ISO certification and accreditation on a rotational basis, should be maintained at Rs 3000.

Other Allowances

30.50 Senior Technical Officers and Agricultural Support Officer/Senior Agricultural Support Officers are eligible to the payment of certain allowances for performing specific duties/shouldering higher responsibilities outside working hours or for working on a roster basis at outstations. The payment of the allowances is being maintained whilst their quanta are being revised.

Recommendation 13

30.51 We recommend that the quantum of the allowances payable to eligible officers should be revised as hereunder:

(a)	Senior Technical Officers posted at the Plant Pathology Section of the National Plant Protection Office	
	(i) for covering arrival and departure of ships and planes	Rs 1245 monthly
	(ii) for performing work connected with White Grub Protocol	Rs 245 per day
(b)	Agricultural Support Officer/Senior Agricultural Support Officers residing on stations for shouldering higher responsibilities outside normal working hours	Rs 250 monthly
(c)	Agricultural Support Officer/Senior Agricultural Support Officers working on a roster basis at outstations	Rs 500 monthly

Trainees in Engineering/Agricultural Engineering

30.52 A monthly allowance of Rs 23975 is being paid to graduates in Engineering undergoing pre-registration practical training. Moreover, Trainee Agricultural Engineers who use their car for official travelling during the performance of their duties are refunded either travelling expenses at the rate of Rs 6.50 per km or bus fares. We are revising both quanta.

Recommendation 14

30.53 We recommend that:

- (i) **Trainees in Engineering should be paid a monthly allowance of Rs 25525; and**

- (ii) **Trainee Agricultural Engineers who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 6.60 per km or bus fares, whichever is higher.**

Abolition of Grades

- 30.54 Management has submitted that the grades of Factory Operative Assistant (Roster) (Personal), Factory Operative and Factory Operative (Roster) (Personal) are vacant and would no longer be required. **We are, therefore, abolishing these grades.**

FORESTRY SERVICES

- 30.55 The main objectives of the Forestry Services are, among others, to manage the state forest lands based on the principles of sustainability, equity and fairness; safeguard roads, rivers and mountain reserves; provide plants, through dedicated nurseries and sale depots; and provide educational and recreational areas to promote awareness and ecotourism activities within state forest lands.
- 30.56 Its aims are, *inter alia*, the protection, propagation and conservation of pristine areas of forests declared as nature reserves. To this end, it is responsible for the enforcement of the legal provisions of the Forest and Reserves Act and implementation of provisions of International Conventions to mitigate the effects of climate change, desertification and forest biodiversity degradation.
- 30.57 The Forestry Services is headed by the Conservator of Forests who is assisted by a Deputy Conservator of Forests and Assistant Conservator of Forests/Senior Assistant Conservator of Forests as well as officers of the Forest Conservation and Enforcement Officer Cadre.
- 30.58 For this Report, Unions requested for a review of the bad road, walking and rent allowances. The Bureau closely examined the requests and eventually made appropriate provision to this effect. For the proposal regarding duty free facilities to certain grades, we based ourselves on the findings of our Survey on Travelling and Car Benefits to grant same.
- 30.59 Both Unions and Management requested for an upgrading in the qualifications requirement of the source grade, that is, Forest Conservation and Enforcement Officer and consequential upward salary review to be at par with grades in the disciplined forces. A scrutiny of the duties prescribed for the grade has revealed that a higher qualifications requirement is not warranted. Furthermore, a re-assessment of the grade showed that it cannot be compared to other grades in the disciplined forces. The present qualifications requirement of this grade is, therefore, appropriate.
- 30.60 Management on its part submitted for an alignment of salary of grades at top management level with those in other departments of the MAIFS. We revisited the job ranking of these grades and we have set the salary which reflects their real worth.

30.61 After a careful analysis, particularly in the face of the mandate of the Forestry Services, we consider the present structure to be fit for purpose. In the circumstances, we do not propose to bring any change thereto.

Diploma in Forestry

30.62 Union members apprised the Bureau of the adaptation problems encountered by officers of the Forest Conservation and Enforcement Officer Cadre when following the Diploma in Forestry course at the university, which is a requirement for appointment as Principal Forest Conservation and Enforcement Officer. Management, in turn, has suggested that an intermediate course be dispensed to officers of the Forest Conservation and Enforcement Officer Cadre prior to allowing them to follow the Diploma in Forestry. It is, however important to note that recommendations made for courses that need to be mounted are in relation to requirements in the cadre. Therefore, determination of such cases do not fall within the ambit of the Bureau. Nevertheless, the Forestry Services is the appropriate authority to deal with this at its end, the moreso that it is responsible for training of its staff.

Movement in salary scale for Forest Conservation and Enforcement Officers and Senior Forest Conservation and Enforcement Officers

30.63 In the last Report, we provided, among others, for Forest Conservation and Enforcement Officers and Senior Forest Conservation and Enforcement Officers to move incrementally in the Master Salary Scale provided they possess a Diploma in Forestry and satisfy certain other conditions. We are reviewing this provision.

Recommendation 15

30.64 We recommend that officers in the grades of Forest Conservation and Enforcement Officer and Senior Forest Conservation and Enforcement Officer possessing a Diploma in Forestry or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 36550 and Rs 39350 on a personal basis; and**
- (ii) join the grades as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Allowance for participating in expeditions to islets and on mountain tops

30.65 Presently, a daily all-inclusive allowance is payable to officers of the Forestry Services, in lieu of overtime, for participating in expeditions to islets and on mountain tops.

30.66 Management has submitted that the services of additional employees are required for expeditions to islets and on mountain tops. A request has, therefore, been made to extend the daily all-inclusive allowance to certain technical and manual grades.

Considering the involvement of these staff, we are providing for the payment of the daily all-inclusive allowance to these grades as mentioned in the ensuing paragraph.

Recommendation 16

30.67 We recommend that the daily all-inclusive allowance payable to officers of the Forestry Services, in lieu of overtime, for participating in expeditions to islets and on mountain tops should be as per table below:

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Conservator of Forests	3660
Deputy Conservator of Forests	3660
Assistant Conservator of Forests/Senior Assistant Conservator of Forests	3660
Divisional Forest Officer	3075
Chief Forest Conservation and Enforcement Officer	2310
Principal Forest Conservation and Enforcement Officer	1995
Senior Forest Conservation and Enforcement Officer	1540
Forest Conservation and Enforcement Officer	1385
Head Survey Field Worker	1190
Survey Field Worker/Senior Survey Field Worker	1135
Senior Gardener/Nursery Attendant	1135
Gardener/Nursery Attendant	1075
Insecticide Sprayer Operator	1075
Carpenter	1075
Mason	1075
Painter	1075
Welder	1075
Woodcutter	1075
Tradesman's Assistant	925
General Worker	865

Walking Allowance

30.68 Officers involved in enforcement duties have to walk long distances as their site of work is not accessible by vehicles and they are paid a monthly Walking Allowance. As these conditions still prevail, we are maintaining same while revising the quantum thereof.

Recommendation 17

30.69 We recommend that Forest Conservation and Enforcement Officers, Senior Forest Conservation and Enforcement Officers, Principal Forest Conservation and Enforcement Officers, Chief Forest Conservation and Enforcement Officers and Divisional Forest Officers should be paid a revised monthly Walking Allowance of Rs 300.

Rent Allowance

30.70 A Rent Allowance is paid to officers of the Forestry Services who do not occupy government quarters. The quantum thereof is being maintained.

Recommendation 18

30.71 We recommend that eligible officers of the Forestry Services who do not occupy government quarters should be paid a monthly Rent Allowance as hereunder:

Grade	Amount (Rs)
Forest Conservation and Enforcement Officer	645
Senior Forest Conservation and Enforcement Officer	695
Principal Forest Conservation and Enforcement Officer	895
Chief Forest Conservation and Enforcement Officer	985
Divisional Forest Officer	1065

Bad Road Allowance

30.72 In the 2016 Report, we introduced the payment of a Bad Road Allowance of Rs 835 per month to officers of the Forest Conservation and Enforcement Officer Cadre who regularly use their cars on bad roads in the performance of their duties. Since these conditions still prevail, we are making appropriate provision to reflect same.

Recommendation 19

30.73 We recommend that the monthly Bad Road Allowance payable to officers of the Forest Conservation and Enforcement Officer Cadre who regularly use their cars on bad roads be revised to Rs 880.

NATIONAL PARKS AND CONSERVATION SERVICE

- 30.74 As one of the major institutions responsible for the conservation of terrestrial biodiversity, the National Parks and Conservation Service (NPCS) is committed to ensure the retention of the genetic diversity of terrestrial biodiversity for the present and future generations. In order to protect the fauna and flora of the island along these lines, the NPCS also works in close collaboration with non-governmental organisations as well as international institutions.
- 30.75 Its main functions consist, among others, in managing national parks and reserves as well as islets; controlling and regulating the import, export and re-export of listed specimen; controlling and regulating the importation of live animals, excluding domestic animals; and managing and restoring native biodiversity rich areas by the removal of invasive alien species.
- 30.76 The NPCS is headed by a Director, who is assisted by a Deputy Director. While the core functions are performed by officers in professional and technical grades, the enforcement aspect befalls officers belonging to the Park Ranger Cadre.
- 30.77 During the present review exercise, Unions proposed for a change in the mode of recruitment for the grade of Scientific Officer (Conservation). However, they were informed that such amendment may be dealt with by Management on an *ad hoc* basis provided that the relevant steps are followed.
- 30.78 As to the request that the salaries of the officers of the NPCS be aligned with that of the Forestry Services, after examining, amongst others, the relative level of responsibility, accountability and scope of activities, the Bureau found that this request cannot be acceded to. With regards to the proposal concerning duty free facilities to certain officers of the Park Ranger Cadre, the Bureau based itself on the findings of the Survey on Travelling and Car Benefits to grant same.
- 30.79 For this Report, both Unions and Management requested for the payment of a bad road allowance to officers who regularly use their vehicles on bad roads. Proposal was also made to upgrade the entry requirements of the professional and enforcement cadres and create additional levels. After examination, the Bureau found that these requests could not be favourably considered.
- 30.80 On the other side, union members submitted that specialised training be provided to all officers of the enforcement cadre and Management was apprised of same. Union also made proposals with respect to the restyling of grades in the technical and professional cadres and to sponsor officers of the Park Ranger Cadre to follow a diploma course. After a scrutiny of the nature of duties performed by officers in these cadres, the above requests could not be entertained. Similarly, the payment of risk and on-call allowances could not be considered for technical reasons.
- 30.81 Since, we consider that the current structure is appropriate to enable the NPCS to fulfil its mandate, it is being maintained.

Ticket/Sales Officer

30.82 Requests were made by staff side to upgrade the qualifications requirement of the grade of Ticket/Sales Officer to a Cambridge Higher School Certificate and to change its appellation to Technician Assistant/Senior Technician Assistant to better reflect the duties performed. To which Management was not agreeable. After examination, the Bureau could not, for technical reasons and associated implications, accede to the requests.

Incremental Movement in salary scale for Technical Officer/Senior Technical Officer (Conservation)

30.83 In the last Report, we made provision for Technical Officer/Senior Technical Officers (Conservation) possessing a Degree in the relevant field to move incrementally in the Master Salary Scale subject to satisfying a few conditions. This provision is being revisited.

Recommendation 20

30.84 We recommend that officers in the grade of Technical Officer/Senior Technical Officer (Conservation) possessing a Degree in either Agriculture or Biology or Zoology or Botany or Ecology or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 57600 on a personal basis; and**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Bad Road Allowance – Park Ranger Cadre

30.85 Officers of the Park Ranger Cadre are presently paid a Bad Road Allowance of Rs 1250 per month as a compensation for using their 4 x 4 or 2 x 4 vehicles on rugged, mountainous and steep terrains for official purposes. The quantum of the allowance is being maintained.

Recommendation 21

30.86 We recommend that the monthly Bad Road Allowance payable to officers of the Park Ranger Cadre for using their 4x4 or 2x4 vehicles regularly in the performance of their duties should be Rs 1250.

Allowance to NPCS Officers for participating in expeditions to islets

30.87 An all-inclusive daily allowance in lieu of overtime is presently paid to officers of the NPCS who participate in expeditions to islets. This allowance also includes the quantum allocated for meal. We are maintaining the payment of the allowance as per table hereunder.

Recommendation 22

30.88 We recommend that officers posted at the National Parks and Conservation Service, who participate in expeditions to islets, should continue to be paid a daily all-inclusive allowance, in lieu of overtime, as follows:

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Director, National Parks and Conservation Service	3660
Deputy Director, National Parks and Conservation Service	3660
Senior Scientific Officer (Conservation)	3660
Scientific Officer (Conservation)	3075
Technical Officer/Senior Technical Officer (Conservation)	2470
Technical Officer	2310
Senior Park Ranger	2310
Park Ranger	1995
Assistant Park Ranger	1540
Senior Forest Conservation and Enforcement Officer	1540
Forest Conservation and Enforcement Officer	1385
Senior Gardener/Nursery Attendant	1135
Gardener/Nursery Attendant	1075
Insecticide Sprayer Operator	1075
Mason	1075
Tradesman's Assistant	925
General Worker	865

Allowance to NPCS Officers for participating in overnight surveys and on mountain tops

30.89 Union members made representations that an allowance be paid to the officers of the Park Ranger Cadre when they are called to participate in overnight surveys on mountain tops. However, upon query, the Bureau was informed that other NPCS officers also participate in these overnight surveys. Therefore, we are making an appropriate recommendation in that respect.

Recommendation 23

30.90 We recommend that officers posted at the National Parks and Conservation Service who participate in overnight surveys on mountain tops, should be paid a daily all-inclusive allowance, in lieu of overtime, as follows:

Grade	Daily All-Inclusive Allowance (Including Meal Allowance) Amount (Rs)
Director, National Parks and Conservation Service	3660
Deputy Director, National Parks and Conservation Service	3660
Senior Scientific Officer (Conservation)	3660
Scientific Officer (Conservation)	3075
Technical Officer/Senior Technical Officer (Conservation)	2470
Senior Park Ranger	2310
Park Ranger	1995
Assistant Park Ranger	1540
Field Supervisor	1135
Gardener/Nursery Attendant	1075
Tradesman's Assistant	925
General Development Worker (Personal) formerly Warehouse Operative (Ex-Tobacco Board)	865
General Worker	865

Walking Allowance – Park Ranger Cadre

30.91 A Walking Allowance of Rs 275 per month is paid to officers of the Park Ranger Cadre as they are required to walk long distances to reach certain areas not accessible by vehicles. We are maintaining payment of the allowance whilst revising the quantum.

Recommendation 24

30.92 We recommend that the monthly Walking Allowance payable to Assistant Park Rangers, Park Rangers and Senior Park Rangers of the NPCCS be revised to Rs 300.

Rent Allowance

30.93 Officers of the Park Ranger Cadre who do not occupy government quarters are eligible to the payment of a monthly Rent Allowance. We are maintaining the quantum of the allowance.

Recommendation 25

30.94 We recommend that the monthly Rent Allowance payable to officers of the Park Ranger Cadre, who do not occupy government quarters, should be as hereunder:

Grade	Amount (Rs)
Assistant Park Ranger	695
Park Ranger	895
Senior Park Ranger	985

**MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY
(AGRO INDUSTRY DIVISION)**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
02 082 098	Rs 52550 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 Chief Agricultural Policy and Programme Development Officer
02 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Agricultural Policy and Programme Development Officer
02 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Agricultural Policy and Programme Development Officer
01 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Agricultural Analyst

Salary Code	Salary Scale and Grade
08 062 081	<p>Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i></p>
08 053 076	<p>Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Higher Executive Officer (Ex – Tea Board) (Personal)</p>
08 049 076	<p>Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i></p>
08 046 076	<p>Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Confidential Secretary (Ex – Tea Board) (Personal)</p>
08 041 070	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 10</i></p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i></p>
08 030 067	<p>Rs 16875 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</p> <p>Clerk/Word Processing Operator (Ex – Tea Board) (Personal)</p>
08 029 067	<p>Rs 16525 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</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 9</i></p>
08 025 063	<p>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</p> <p>Clerk Assistant/Senior Clerk Assistant (Ex – Tobacco Board) (Personal)</p>

Salary Code	Salary Scale and Grade
24 025 058	<p>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</p> <p>Driver (Ordinary vehicles up to 5 tons)</p>
AGRICULTURAL SERVICES	
19 000 110	<p>Rs 119500</p> <p>Director, Agricultural Services</p>
19 102 105	<p>Rs 94500 x 3125 – 103875</p> <p>Deputy Director, Agricultural Services</p>
19 091 102	<p>Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500</p> <p>Assistant Director, Agricultural Services Assistant Director, Livestock and Veterinary</p>
19 080 098	<p>Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250</p> <p>Principal Veterinary Officer</p>
19 080 096	<p>Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950</p> <p>Principal Scientific Officer</p>
19 073 092	<p>Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800</p> <p>Senior Scientific Officer Senior Veterinary Officer</p>
19 069 089	<p>Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400</p> <p>Veterinary Officer</p>
19 059 088	<p>Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Livestock Officer Scientific Officer</p>

Salary Code	Salary Scale and Grade
19 059 092	<p>Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800</p> <p>Herbarium Officer (ex-SPI) (Personal)</p>
19 084 095	<p>Rs 55900 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800</p> <p>Agricultural Technician (Personal) <i>formerly Administrative and Personnel Manager (Teafac)</i></p>
19 058 088	<p>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Agricultural Technician (Personal) <i>formerly Assistant Factory Manager (Teafac) (Personal)</i> <i>Economist (Personal)</i> <i>Project Officer (Tea Board) (Personal)</i> <i>Statistics & Marketing Officer (Teafac) (Personal)</i> <i>Tea Officer (Graduate scale) (Personal)</i></p>
19 077 094	<p>Rs 44800 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800</p> <p>Senior Agricultural Superintendent</p>
19 071 088	<p>Rs 38400 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Agricultural Superintendent Senior Laboratory Technologist (Personal)</p>
19 065 083	<p>Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Laboratory Technologist (Personal) Senior Laboratory Technologist Senior Technical Officer Senior Technical Officer (Ex-Tobacco Board) (Personal)</p>
19 047 079	<p>Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675</p> <p>Apicultural Officer Laboratory Technologist Technical Officer (Ex-Tea Board) (Personal)</p>

Salary Code	Salary Scale and Grade
26 080 098	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 Principal Agricultural Engineer
26 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Agricultural Engineer
26 065 088	Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Agricultural Engineer
26 063 088	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Agricultural Engineer (Ex-SPI) (Personal)
26 060 079	Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 Senior Technical Design Officer
26 041 073	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300 Technical Design Officer
26 031 033	Rs 17045 x 260 - 17565 Trainee Technical Design Officer
19 032 083	Rs 17305 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 – 35650 x 900 – 37450 x 950 – 41250 QB 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Agricultural Support Officer/Senior Agricultural Support Officer
19 053 074	Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 Senior Technical Assistant (Ex-Control Board) (Personal)

Salary Code	Salary Scale and Grade
19 032 069	<p>Rs 17305 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 – 35650 x 900 – 36550</p> <p>Animal Care Officer <i>formerly Animal Control Officer</i> Technical Assistant (ex-SPI) (Personal) Technical Assistant (Ex-Tobacco Board) (Personal)</p>
19 031 065	<p>Rs 17045 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 – 33175</p> <p>Field Assistant (Personal)</p>
26 049 083	<p>Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Transport Superintendent</p>
08 062 081	<p>Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 10</i></p>
08 049 076	<p>Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 5</i></p>
08 053 072	<p>Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350</p> <p>Agricultural Executive Assistant (Personal) <i>formerly in GSE 3</i></p>
08 041 070	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant</p>

Salary Code	Salary Scale and Grade
08 029 067	<p>Rs 16525 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</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 9</i></p>
08 025 063	<p>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</p> <p>Office Clerk</p>
10 032 070	<p>Rs 17305 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 – 35650 x 900 – 37450</p> <p>Visual Artist (Graphics)</p>
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
21 025 067	<p>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 – 34825</p> <p>Sales Officer/Senior Sales Officer, Agricultural Extension Shop</p>
25 052 070	<p>Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Workshop Supervisor</p>
25 044 067	<p>Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825</p> <p>Chief Blacksmith Chief Cabinet Maker Chief Carpenter Chief Mason Chief Motor Mechanic Chief Panel Beater Chief Welder Foreman</p>

Salary Code	Salary Scale and Grade
25 026 059	<p>Rs 15745 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 – 28225</p> <p>Automobile Electrician Blacksmith Cabinet Maker Carpenter Coach Painter Fitter General Assistant Mason Motor Mechanic Painter Panel Beater Plumber and Pipe Fitter Sailmaker Turner and Machinist Upholsterer Welder Welder (ex-SPI) (Personal)</p>
25 022 052	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950</p> <p>Maintenance Handy Worker (Personal)</p>
25 019 049	<p>Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625</p> <p>Maintenance Handy Worker Tradesman's Assistant</p>
24 043 068	<p>Rs 20500 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650</p> <p>Senior Laboratory Auxiliary</p>
24 040 065	<p>Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175</p> <p>Head Survey Field Worker</p>
24 039 063	<p>Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525</p> <p>Senior Field Supervisor</p>

Salary Code	Salary Scale and Grade
24 030 063	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 – 31525 Leading Hand/Senior Leading Hand
24 026 063	Rs 15745 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 Laboratory Auxiliary Laboratory Auxiliary (Ex-SPI) (Personal)
24 033 062	Rs 17565 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 – 30700 Agricultural Implement Operator Driver (Mechanical Unit)
24 033 061	Rs 17565 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 Driver (Heavy Vehicles above 5 tons)
24 028 061	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 Driver (Shift)
24 027 060	Rs 16005 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 – 29050 Forklift Driver
24 039 059	Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225 Head Gardener/ Nursery Attendant
24 026 059	Rs 15745 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 – 28225 Incinerator Operator Vulcaniser

Salary Code	Salary Scale and Grade
24 030 058	<p>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</p> <p>Field Supervisor Senior Livestock Attendant <i>formerly Senior Stockman</i></p>
24 025 058	<p>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</p> <p>Driver (Ordinary vehicles up to 5 tons) Driver (Ordinary vehicles up to 5 tons) (Ex Tobacco Board) (Personal) Driver (Ordinary vehicles up to 5 tons) (Ex Tea Board) (Personal) General Development Worker (Personal) <i>formerly Gangman (TDA) or Driver (TDA)</i></p>
24 022 058	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400</p> <p>General Development Worker (Personal) <i>formerly Telephone Operator (TDA)</i> <i>Telephone Operator (Tea Board)</i></p>
24 021 058	<p>Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400</p> <p>Survey Field Worker/Senior Survey Field Worker Survey Field Worker/Senior Survey Field Worker (ex-SPI) (Personal)</p>
24 027 056	<p>Rs 16005 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050</p> <p>General Development Worker (Personal) <i>formerly Leaf Weigher (TDA)</i></p>
24 025 054	<p>Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000</p> <p>Plant and Equipment Operator Senior Gardener/Nursery Attendant</p>
24 023 053	<p>Rs 14975 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 24475</p> <p>Irrigation Operator (On Roster)</p>

Salary Code	Salary Scale and Grade
24 022 052	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950</p> <p>Factory Operative Assistant Gardener/Nursery Attendant General Development Worker (Personal) <i>formerly Office Attendant (TDA/TEAFAC)</i> <i>Office Attendant, Tea Board</i> General Worker/Gardener (Ex-SPI) (Personal) Hatchery Operator Insecticide Sprayer Operator Livestock Attendant (Roster) <i>formerly Stockman (Roster)</i> Office Attendant (Ex-SPI) (Personal) Office Attendant (Ex-Tea Board) (Personal) Office Attendant (Ex-Tobacco Board) (Personal) Operator Pumping Station Toolskeeper</p>
24 021 051	<p>Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425</p> <p>General Development Worker (Personal) <i>formerly Watchman (TDA)</i> Surveillant <i>formerly Security Guard</i> Surveillant (Ex-SPI) (Personal) <i>formerly Security Guard (ex-SPI) (Personal)</i></p>
24 019 050	<p>Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025</p> <p>Stores Attendant</p>
24 018 047	<p>Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850</p> <p>General Development Worker (Personal) <i>formerly Motor Mechanic, Boiler and Turbine Operator, Supervisor (TDA/Teafac)</i> General Development Worker <i>formerly Warehouse Operative (Ex-Tobacco Board) (Personal)</i> Lorry Loader Sanitary Attendant</p>

Salary Code	Salary Scale and Grade
24 001 048	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225</p> <p>General Development Worker <i>formerly Warehouse Worker (Ex-Tobacco Board) (Personal)</i></p>
24 001 045	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</p> <p>General Development Worker (Personal) <i>formerly Agricultural Development Assistant</i> General Worker</p>
FORESTRY SERVICES	
19 000 107	<p>Rs 110125</p> <p>Conservator of Forests</p>
19 085 099	<p>Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 85250</p> <p>Deputy Conservator of Forests</p>
19 059 092	<p>Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800</p> <p>Assistant Conservator of Forests/Senior Assistant Conservator of Forests</p>
19 070 088	<p>Rs 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Divisional Forest Officer</p>
19 061 081	<p>Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900</p> <p>Chief Forest Conservation and Enforcement Officer</p>
19 053 076	<p>Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 QB 43500</p> <p>Principal Forest Conservation and Enforcement Officer</p>

Salary Code	Salary Scale and Grade
19 046 070	<p>Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Senior Forest Conservation and Enforcement Officer</p>
19 030 067	<p>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</p> <p>Forest Conservation and Enforcement Officer</p>
26 041 073	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 40300</p> <p>Technical Design Officer</p>
08 041 070	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 10</i> Agricultural Executive Assistant (Personal) <i>formerly in GSE 2</i></p>
08 029 067	<p>Rs 16525 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</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 9</i></p>
25 044 067	<p>Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825</p> <p>Chief Mason</p>
25 026 059	<p>Rs 15745 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 – 28225</p> <p>Carpenter Mason Motor Mechanic Painter</p>
25 019 049	<p>Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625</p> <p>Tradesman's Assistant</p>

Salary Code	Salary Scale and Grade
24 040 065	<p>Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 33175</p> <p>Head, Survey Field Worker</p>
24 039 063	<p>Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525</p> <p>Senior Field Supervisor</p>
24 033 062	<p>Rs 17565 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 – 30700</p> <p>Driver (Mechanical Unit)</p>
24 033 061	<p>Rs 17565 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</p> <p>Driver (Heavy Vehicles above 5 tons)</p>
24 039 059	<p>Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225</p> <p>Head Gardener/Nursery Attendant</p>
24 030 058	<p>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</p> <p>Field Supervisor</p>
24 025 058	<p>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</p> <p>Driver (Ordinary Vehicles up to 5 tons)</p>
24 021 058	<p>Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400</p> <p>Survey Field Worker/Senior Survey Field Worker Survey Field Worker/Senior Survey Field Worker (Ex-SPI) (Personal)</p>
24 025 054	<p>Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000</p> <p>Senior Gardener/Nursery Attendant</p>

Salary Code	Salary Scale and Grade
24 022 052	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950</p> <p>Gardener/Nursery Attendant Insecticide Sprayer Operator Woodcutter</p>
24 021 051	<p>Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425</p> <p>Surveillant <i>formerly Security Guard</i> Surveillant (Ex-SPI) (Personal) <i>formerly Security Guard (Ex-SPI) (Personal)</i></p>
24 018 047	<p>Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850</p> <p>General Development Worker <i>formerly Warehouse Operative (Ex Tobacco Board) (Personal)</i> Lorry Loader Sanitary Attendant</p>
24 001 045	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</p> <p>General Worker</p>
NATIONAL PARKS AND CONSERVATION SERVICE	
19 102 105	<p>Rs 94500 x 3125 – 103875</p> <p>Director, National Parks and Conservation Service</p>
19 080 096	<p>Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950</p> <p>Deputy Director, National Parks and Conservation Service</p>
19 073 092	<p>Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800</p> <p>Senior Scientific Officer (Conservation)</p>

Salary Code	Salary Scale and Grade
19 060 088	<p>Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Scientific Officer (Conservation)</p>
19 049 083	<p>Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Technical Officer/Senior Technical Officer (Conservation)</p>
19 061 080	<p>Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250</p> <p>Senior Park Ranger</p>
19 047 079	<p>Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675</p> <p>Technical Officer</p>
19 053 074	<p>Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250</p> <p>Park Ranger</p>
19 046 070	<p>Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Assistant Park Ranger Senior Forest Conservation and Enforcement Officer</p>
19 030 067	<p>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</p> <p>Forest Conservation and Enforcement Officer</p>
08 041 070	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450</p> <p>Agricultural Clerk (Personal) <i>formerly in GSC 10</i></p>

Salary Code	Salary Scale and Grade
08 029 067	Rs 16525 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 Agricultural Clerk (Personal) <i>formerly in GSC 9</i>
08 026 064	Rs 15745 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 – 32350 Ticket/Sales Officer
25 026 059	Rs 15745 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 – 28225 Carpenter Mason
25 019 049	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625 Tradesman's Assistant
24 030 058	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 Field Supervisor
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 (Ordinary vehicles up to 5 tons)
24 025 054	Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000 Senior Gardener/Nursery Attendant
24 022 052	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 Gardener/Nursery Attendant Insecticide Sprayer Operator Livestock Attendant (Roster) <i>formerly Stockman (Roster)</i>
24 019 050	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Stores Attendant

Salary Code	Salary Scale and Grade
24 018 047	<p>Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 21850</p> <p>General Development Worker <i>formerly Warehouse Operative (Ex Tobacco Board) (Personal)</i> Lorry Loader</p>
24 001 045	<p>Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150</p> <p>General Worker</p> <p style="text-align: center;">Ex - CANE PLANTERS AND MILLERS ARBITRATION AND CONTROL BOARD</p> <p style="text-align: center;"><i>All salaries are personal to holders of the post</i></p>
19 065 083	<p>Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Senior Technical Officer (Personal)</p>
19 047 079	<p>Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675</p> <p>Technical Officer (Personal)</p>
08 025 060	<p>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 – 29050</p> <p>Agricultural Office Assistant (Personal) <i>formerly Office Assistant (Ex-Sampler) (Personal)</i></p>
24 026 063	<p>Rs 15745 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</p> <p>Laboratory Auxiliary (Personal)</p>
24 033 062	<p>Rs 17565 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 – 30700</p> <p>Driver (Mechanical Unit) (Personal)</p>



31. MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION

- 31.1 The Ministry of Youth Empowerment, Sports and Recreation (MYESR) is responsible for the elaboration of youth and sports policies for the well-being and sound development of the young people and citizens in general. The Ministry aims at promoting recreational activities which have been found to contribute to community strengthening and the development of social capital which are important for social and national health and wellbeing.
- 31.2 It also aims at increasing the levels and standards of sports activities by putting more facilities at the disposal of the general public; creating a dynamic youth sector that responds smartly and systematically to ever changing needs of the young people as well as promoting recreational activities that meet the needs of all age group.
- 31.3 Its activities are organised under two sectors namely the Youth Sector and the Sports Sector, which are dealt with separately in the ensuing paragraphs of this Chapter.

YOUTH SECTOR

- 31.4 The Youth Sector of the Ministry is responsible for the implementation of the National Youth Policy with the key objectives of creating opportunities to empower young people to develop their resilience and sense of belonging to society. Thus, the Ministry aims to provide greater access to quality and user-friendly services to the youth and prepare them to better participate in the socio-economic development of the country.
- 31.5 Based on the new orientation of the Ministry, youth programmes have been developed in four strategic areas of youth development namely, Economic Empowerment, Psychosocial Empowerment, Youth Empowerment through leisure; and Youth Engagement. The objective is to create a dynamic youth sector that responds smartly and systematically to the ever-changing needs and aspirations of young people of Mauritius.
- 31.6 The Director of Youth Affairs heads the Youth Sector and is responsible for, among others, the overall design, implementation, monitoring and evaluation of national and regional youth programmes; management of officers of the Youth Officer Cadre including performance management; and training and development. The Director of Youth Affairs is supported by officers in the grades of Assistant Director of Youth Affairs; Principal Youth Officer; Senior Youth Officer and Youth Officer. The different programmes of the Ministry are implemented through 25 Youth Centres with the close collaboration of Regional Youth Councils, Youth Clubs and organisations, the Student Community and Youth leaders all grouped in the Youth Empowerment teams.
- 31.7 In the context of this review exercise, the Bureau had consultative meetings with both the Union and Management. The Union mainly requested for the upgrading of qualifications from Diploma to Degree at the level of Youth Officer; creation of a grade

of Deputy Director – Youth; restyling the Youth Officer Cadre; and payment of overtime and an allowance for organising seminars, training and workshops.

- 31.8 Management, on the other hand, proposed the restyling of the Youth Officer Cadre to a more appropriate appellation; and the grant of time off at twice hourly rate for work performed on Sundays and Public Holidays by incumbents in the Youth Officer Cadre.
- 31.9 Parties concerned were apprised during the meeting that the creation of grades is based on functional need; an upgrading in qualification from Diploma to Degree is entertained whenever there is an enhancement in the overall functions, responsibilities and objectives of the Sector; the payment of an allowance for organising seminars, training and workshops could not be acceded to since these duties are included in the scheme of service of the grades; the grant of time off for work performed on Sundays and Public Holidays would be dealt with as a general policy for the whole public sector; and request for restyling is considered in situations where the grade appellation is not reflecting the real nature of duties being performed.
- 31.10 The existing organisation structure is presently apt for the youth sector to deliver on its mandate efficiently and effectively. We are, therefore, revising the salary of existing grades and making appropriate provision to compensate those incumbents who possess higher qualification.

Youth Officer

- 31.11 Youth Officers are currently appointed by selection from among candidates possessing a Diploma in Social Work. In the previous Report, provision was made for incumbents possessing a Degree in the relevant field to move incrementally in the Master Salary Scale after drawing their top salary for a year. We are, in this Report, maintaining this arrangement and recommending accordingly.

Recommendation 1

- 31.12 We recommend that officers in the grade of Youth Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 46100 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**
- 31.13 Incumbents in the grade of Youth Officer possessing a Diploma in Social Work or an equivalent qualification are allowed to proceed incrementally beyond the QB inserted in the salary scale recommended for the grade. **This arrangement should continue.**

SPORTS SECTOR

- 31.14 The main objectives of the Sports Sector are to , *inter alia*, promote sports through the organisation of major sporting events; set up national sports infrastructure and facilities; provide the opportunity to all citizens to practise a sport of their choice

whether for competition or leisure; provide financial support and technical assistance to National Sports Federations for the development and promotion of their respective sports disciplines; set up sports training centres; provide incentives to high-level athletes to achieve excellence in their performance at regional, continental and world levels; and ensure a balanced development of sports throughout the country.

- 31.15 It currently comprises the Sports Officer Cadre on the professional side and the Coach Cadre on the technical side and is headed by the Director of Sports.
- 31.16 The Bureau had consultative meetings with both the Unions and Management of the Sports Sector. The requests of the Union for the Sports Officer Cadre pertain mainly to the creation of different units and an increase in establishment size to manage those units. They were apprised that both issues should be dealt with administratively. The Union for Coach and Senior Coach requested mainly for the grant of 70% duty remission on a car, which is normally based on our survey on Travelling and Car Benefits. They also requested for the creation of a grade of Principal Coach as well as an increase in salary. The Union was apprised that creation of grades is based on the functional need of the organisation and that salary is determined during our job evaluation exercise.
- 31.17 Union's representations for the grade of Technician (Youth and Sports) consist of, amongst others, creation of a supervisory level of Senior Technician (Youth and Sports); increase in establishment size of the grade; amendment of the qualifications requirement; change in appellation of the grade; payment of an allowance for work carried out beyond normal working hours; and provision of enhanced benefits.
- 31.18 In light of the above proposals made, the Bureau views that some issues should be dealt with administratively and payment for working beyond normal working hours should be as per existing provisions of the Report.
- 31.19 Management, on the other hand, has submitted that the present structure of the Sports Sector is appropriate and made some proposals for the increase in establishment size of existing grades and for incumbents to be granted time-off at twice hourly rate when they are called upon to work on Sundays and Public Holidays. Management was duly apprised that increase of establishment size should be dealt with administratively and the grant of time-off would be looked into as a general policy for the whole public sector.
- 31.20 The Bureau has examined the requests of all parties and we are, in the ensuing paragraphs, making appropriate recommendations for those requests which are meritorious.

Senior Technician (Youth and Sports) (New Grade)

- 31.21 Further to the request made by the Union regarding the creation of a supervisory level of Senior Technician (Youth and Sports), we solicited the views of the Ministry on any functional need for same. We were apprised that there is a need to create a higher level mainly to coordinate and supervise the work of Technicians (Youth and Sports).

We view that the request is fully justified and are making recommendations to that end.

Recommendation 2

31.22 We recommend the creation of a grade of Senior Technician (Youth and Sports). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Technician (Youth and Sports), who reckon at least four years' service in a substantive capacity in the grade.

31.23 Incumbent would be called upon, among others, to: organise and supervise the work of Technicians (Youth and Sports) and arrange for training in the general operation and maintenance of equipment in swimming pools, stadiums, gymnasium and any other infrastructure of the Ministry; organise and monitor the optimal use and operational efficiency of filtration plant and other mobile equipment; advise and make recommendations on plant replacement, repair and maintenance policy; ensure the proper estimation for purchase of materials and spare parts and any other equipment in accordance with the provision made in the Public Procurement Act; prepare relevant scope of works, including drawings and estimates and monitor all maintenance and/or construction projects; and ensure the timely follow up of projects.

31.24 We further recommend that pending the filling of the grade of Senior Technician (Youth and Sports), Management should contemplate granting an *ad hoc* allowance to the seniormost Technician who is effectively shouldering higher responsibilities on a regular basis, subject to the approval of the MPSAIR.

31.25 The grade of Senior Technician (Youth and Sports) is being classified as operating on a staggered pattern of work and this element has been taken into consideration in arriving at the recommended salary.

Coach Cadre

31.26 The basic qualifications requirement for the grades of Coach and Coach (Swimming) are similar except for Coach (Swimming) where an additional qualification is required. Appropriate provision is being made for new recruits in the grade of Coach.

Recommendation 3

31.27 We recommend that new recruits joining the grade of Coach and who would be required to conduct coaching session in swimming should draw salary point of Rs 19525.

RECREATION SECTION

31.28 The Recreation Section is being set up with a new mandate and objectives. The Ministry has informed that this section will broadly cater for recreational needs of different age groups. The emphasis will be on outdoor activities as well as team-based leisure programmes.

- 31.29 A National Recreation Policy is presently being worked out. Hence, no recommendation is being made for this section at this stage.

SPORTS MEDICAL UNIT

- 31.30 The Sports Medical Unit is responsible for safeguarding the health of our athletes by providing services ranging from medical consultations, sports specific diagnosis, treatment of injuries, rehabilitation, nutritional and psychological assistance. In the absence of a Sports Medical Officer, a Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) from the Ministry of Health and Wellness (MOHW) who is on temporary transfer at the MYESR is currently in charge of the Unit. The latter is assisted in her duties by Sport Nursing Officers as well as professionals who are employed on sessional basis.
- 31.31 As no proposal regarding the Sports Medical Unit has been received in the context of this Report and as we consider the existing structure to be appropriate, we are not bringing any change thereto. The specific conditions of service for officers of the Sports Medical unit should, however, continue to be in force. Further, we are waiving the refund of retention allowance in respect of Sports Nursing Officers.

Specific Conditions of Service

- 31.32 At present, certain specific conditions of service that exist for the Medical Practitioners at the MOHW are equally applicable to Sports Medical Officers. These provisions should continue to be in force.

Recommendation 4

- 31.33 We recommend that the under-mentioned provisions, under the Ministry of Health and Wellness, should be equally applicable to Sports Medical Officers:**

Specific conditions of service	Recommendation under the MOHW
Smart Phones for Medical cadre	R 29- Para 36.96 (i)
Continuing Professional Development	R 30 – Para 36.98
Special Medical Service Allowance	R 31- Para 36.101
Rent Free Telephone and free calls	R 34 – Para 36.108
Special Provision for Officers of the Medical Profession	R 35 – Para 36.110 and 36.111

Allowance to Sports Nursing Officers

- 31.34 Sports Nursing Officers, who are required to work beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays are granted equivalent time-off for the additional hours put in during the month. In the event the time off cannot be granted, they are compensated at the normal hourly rate at the salary point

reached in their salary scale for the excess hours put in over and above their normal working week in the month subject to a maximum of 20 hours. This provision is being maintained.

Recommendation 5

31.35 We recommend that Sports Nursing Officers should continue to be granted equivalent time-off whenever they are called upon to work beyond their normal working hours on Weekdays, Saturdays, Sundays and Public Holidays. In case the time-off cannot be granted, they should be compensated at the normal hourly rate based on the salary point reached in their salary scale for the excess hours put in over and above their normal working week in the month subject to a maximum of 20 hours.

Retention Allowance

31.36 Presently, the provisions governing the grant of Retention Allowance to certain grades belonging to the Nursing Group at the MOHW are equally applicable to the Sports Nursing Officers. Since the refund of this allowance has been waived for the officers of the MOHW, the same treatment is, therefore, being accorded to the Sports Nursing Officers.

Recommendation 6

31.37 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

31.38 We further recommend that all officers who have left or retire from the service as from 01 January 2021 and who have been required to refund the allowance should be reimbursed the amount refunded by them.

Diploma in General Nursing

Recommendation 7

31.39 We recommend that the provision made at paragraph 36.184 under the MOHW regarding the Diploma in General Nursing should also apply to the Sports Nursing Officers.

Time-Off Facilities

31.40 Most of the sports and youth activities of the Ministry are organised outside normal working hours during Weekdays, Weekends and Public Holidays to ensure an increased accessibility to a wide majority of people. Provisions exist to compensate officers of the Ministry who are required to regularly work beyond normal working hours. This arrangement is still effective and should continue. We are recommending accordingly.

Recommendation 8

31.41 We recommend that arrangements should continue to be made for officers of the Sports Officer Cadre, Coach Cadre and Youth Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job to be granted equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant, upon application, time-off within a period of four months, the officers should be compensated at the normal hourly rate, subject to having put in a minimum of 15 extra hours in a month.

Hours of Work – Officers of the Sports and Youth Sections

31.42 Recommendations were made in previous Reports for the Ministry to consider the advisability of reviewing the hours of attendance of the technical staff to bring in the desired flexibility to cope with the services provided to members of the public. To this end, the Ministry has been operating on a new pattern of work for its technical staff since 2012, which is still effective.

Recommendation 9

31.43 We recommend that the pattern of work for technical staff should continue to be determined by the Responsible Officer.

MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
	SPORTS DIVISION
06 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Director of Sports
06 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Assistant Director of Sports

Salary Code	Salary Scale and Grade
06 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Sports Officer</p>
06 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Sports Officer</p>
06 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Senior Coach</p>
06 039 074	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Coach</p>
09 079 101	<p>Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375</p> <p>Sports Medical Officer</p>
09 045 078	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 x 1300 - 46100</p> <p>Sports Nursing Officer</p>
22 043 076	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior Technician (Youth and Sports) (New Grade)</p>
22 035 072	<p>Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Technician (Youth and Sports)</p>

Salary Code	Salary Scale and Grade
25 048 071	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Maintenance Supervisor (Youth and Sports)</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Foreman</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Electrician General Assistant Painter</p>
24 028 061	<p>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</p> <p>Driver (Shift) (Personal salary for employees in post as at 30.06.08)</p>
24 027 060	<p>Rs 16005 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 - 29050</p> <p>Driver (Roster – day and night) Swimming Pool Attendant (Roster)</p>
24 030 058	<p>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</p> <p>Field Supervisor</p>
24 025 058	<p>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</p> <p>Driver (Personal to employees in post as at 30.06.08)</p>
24 023 053	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Caretaker (Roster)</p>

Salary Code	Salary Scale and Grade
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>
24 018 047	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850</p> <p>Lorry Loader</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>
YOUTH DIVISION	
23 096 099	<p>Rs 77950 x 2150 - 82250 x 3000 - 85250</p> <p>Director of Youth Affairs</p>
23 069 088	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Assistant Director of Youth Affairs</p>
23 061 083	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Principal Youth Officer</p>
23 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Senior Youth Officer (Personal to officers in post as at 31.12.12)</p>

Salary Code	Salary Scale and Grade
23 055 079	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Youth Officer
23 040 077	Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 x 1300 - 44800 Youth Officer
24 027 060	Rs 16005 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 - 29050 Driver (Roster – day and night)
24 030 058	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 Field Supervisor
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
24 023 053	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 Caretaker (Roster)
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



32. MINISTRY OF NATIONAL INFRASTRUCTURE AND COMMUNITY DEVELOPMENT

- 32.1 Key functions of the Ministry of National Infrastructure and Community Development are to ensure that all Government buildings are constructed in an eco-friendly manner and maintained with best practices; ensure that all Government vehicles are properly maintained and the fleet is economically and sustainably managed; provide a modern, safe and efficient road network system for mobility of people and goods; and provide the appropriate framework for the construction industry so that it conforms to international standards and practices.
- 32.2 The Ministry has two main divisions, namely the National Infrastructure Division and the Community Development Division (National Development Unit).

NATIONAL INFRASTRUCTURE DIVISION

- 32.3 The role of the National Infrastructure Division (NID) are, among others, to provide professional services to Ministries/Departments in the design, execution, monitoring and supervision of Government infrastructural projects in compliance with established rules and regulations; maintain Government buildings and assets; advise Ministries/Departments in the procurement, maintenance, repairs and disposal of vehicles, plants and mechanical equipment; and ensure that repairs and maintenance are done in a cost-effective manner. It also advises and monitors the renting of office space by Ministries/Departments.
- 32.4 Core activities of the National Infrastructure Division are organised under the Technical Section in different sub-sections, namely the Architecture, Civil Engineering, Mechanical Engineering and Quantity Surveying Sections. At the apex of each of these sections is a Director who is assisted by a team of officers from the professional and technical cadres.
- 32.5 Submissions have been received from Unions and Management in respect of all the cadres. For requests pertaining to salary upgrading, the Bureau carried out a scrutiny of the job description questionnaires, re-examining certain issues before arriving at the recommended salaries. Concerning the Special Professional Retention Allowance (SPRA) and Travelling and Car Benefits, they were apprised that surveys have been carried out and the findings would be useful to formulate new policy and recommendations thereto related. For the Technical Section, Management provided its views on the requests from Unions rather than submitting fresh proposals. Moreover, requests that required further study by the Bureau have been explained in the subsequent paragraphs.
- 32.6 In addition, upon request, site visits were conducted at the Architect and Drawing Sections. The findings thereof have been taken into account while examining representations made.

- 32.7 In respect of the proposal to change the mode of appointment for the grade of Deputy Director from promotion to selection from among officers in the next lower grade, the Bureau informed that the matter may best be dealt with by the Ministry in view of the procedures involving all stakeholders. Concerning the request for the creation of the grade of Chief Technical Officer, the Bureau found no technical justification and, therefore, could not accede to same.
- 32.8 The Bureau considers that the present structure of the NID is appropriate for effective service delivery and hence, it is being maintained.

Professional Cadres

- 32.9 A set of common requests in respect of all engineers was submitted by the Federation, which were discussed lengthily during the meetings. For requests that provision be made to allow engineers to undertake private work and for a full insurance cover be provided for engineers, they were apprised that these issues may be dealt with at Management's end. As regards requests for Extra Duty/Special Duty Allowance, members were referred to existing provisions in the Report.
- 32.10 Engineer/Senior Engineers also requested for an appropriate allowance with a view to attract and retain them. The survey carried out by the Bureau revealed that there is only a recruitment problem for the grades of Geologist and Geotechnical Specialist at the Ministry. To address this problem, the Ministry is already applying one of the employment practices as laid down in this Report, that is, employment on contract.
- 32.11 Specific requests made by Union for the Architect Cadre related to increase in the number of posts for the grades of Deputy Director (Architecture) and Lead Architect; and the grade of Principal Architect be made evanescent. They were informed thereon that this issue was to be dealt with at Management level. While for the grade of Principal Architect, Union was apprised that same would be gradually absorbed in the grade of Lead Architect. For other proposals regarding allowances in view of library, ICT equipment, communication and so on, they were informed that such requests were administrative issues not falling within the ambit of the Bureau while request relating to an increase in travelling allowance would be based on general policy applicable in the public sector.
- 32.12 For the Quantity Surveying Cadre, representations were made for an increase in the ceiling in respect of the Continuous Professional Development and the qualifying period for full pension to be reviewed to 33 $\frac{1}{3}$ years of service. Members were informed that these issues concern other grades as well and would, therefore, be looked at in a general manner and not specifically. In relation to their demand for SPRA, they were informed that statistics have shown that Quantity Surveying was no longer a scarcity area.
- 32.13 The Union also emphasised that there exists a big gap between the initial salaries of the grades of Architect/Senior Architect, Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer and Quantity Surveyor/Senior Quantity Surveyor and those of the Registered Professionals of the Medical Group. They

consequently suggested that this gap be bridged. Having examined this case from different perspectives, the Bureau has subsequently recommended for appropriate salary scales for these grades.

Incremental Movement

Recommendation 1

- 32.14 We recommend that only those officers in the grades of Engineer/Senior Engineer (Civil), Mechanical Engineer/Senior Mechanical Engineer, Quantity Surveyor/Senior Quantity Surveyor and Architect/Senior Architect who were in post as at 31 December 2012 should be allowed to proceed incrementally by one additional increment over and above the special provision set out at paragraph 9.41 of Volume 1 of this Report, on the same terms and conditions.**
- 32.15 We also recommend that only those officers in the grades of Lead Engineer *formerly Chief Engineer*, Lead Mechanical Engineer *formerly Chief Mechanical Engineer*, Lead Quantity Surveyor *formerly Chief Quantity Surveyor* and Lead Architect *formerly Chief Architect*, Deputy Director (Civil Engineering), Deputy Director (Mechanical Engineering), Deputy Director (Quantity Surveying) and Deputy Director (Architecture) in post as at 31 December 2012 should be allowed to move incrementally by two increments over and above the provision set out at paragraph 9.41 of this Report, on the same terms and conditions.**
- 32.16 The recommendations set out at the foregoing two paragraphs should equally apply to the corresponding grades in the fields of Engineering/ Architecture/ Quantity Surveying in the Public Sector.**

On-Call Allowance to officers posted in the Geotechnical Unit

- 32.17 Presently, officers in the grades of Engineer/Senior Engineer (Civil) and Technical Officer posted in the Geotechnical Unit are required to be 'on-call' for timely and prompt intervention whenever required. These officers are paid 'On-Call' and 'In-Attendance' Allowances. Since payment of these allowances are still justified, the respective quantum is being reviewed.

Recommendation 2

32.18 We recommend that the 'On-Call' and 'In-Attendance' Allowances payable to officers in the grades of Engineer/Senior Engineer (Civil) and Technical Officer posted in the Geotechnical Unit should be as hereunder:

Grade	Period	'On-Call' Allowance (Rs)	'In-Attendance' Allowance for attending duty while 'On-Call' (Rs/hour)
Engineer/Senior Engineer (Civil)	Weekdays 1600 hours to 0845 hours the following day	515	265
	Saturdays, Sundays and Public Holidays 0845 hours to 0845 hours the following day	740	
Technical Officer	Weekdays 1600 hours to 0845 hours the following day	345	165
	Saturdays, Sundays and Public Holidays 0845 hours to 0845 hours the following day	500	

32.19 We further recommend that whenever the officers are on-call for less than the hours prescribed in a given period, the On-Call Allowance should be pro-rated.

Special Professional Retention Allowance

32.20 Provision was previously made for officers of the Engineering, Architecture and Quantity Surveying Cadres to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Trainees in Engineering and Architecture

32.21 For graduates in Civil Engineering, Mechanical Engineering and Architecture to be registered in accordance with legislation in force to be able to practice, they are required to undergo pre-registration practical training. To this effect, they are paid a monthly fee of Rs 23975. We are revising the quantum.

Recommendation 3

32.22 We recommend that the fee payable to graduates in Civil Engineering, Mechanical Engineering and Architecture, who are required to undergo pre-registration practical training in order to be registered in accordance with legislation in force to be able to practice, be revised to Rs 25525 monthly.

32.23 We also recommend that Trainees in Civil Engineering, Mechanical Engineering and Architecture who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 6.60 per km or should be refunded bus fares, whichever is higher.

Survey Fees for the Mechanical Engineering Cadre

32.24 Presently, a survey fee of Rs 815 per examination is being paid to officers of the Mechanical Engineering Cadre to carry out duties pertaining to examination of vehicles, purchased duty free by public officers and taxi owners, involved in accidents and declared total loss by the insurance companies; and examination and advice on the adapted and modified cars for handicapped persons so as to enable them to purchase duty free vehicles. Same is being revised as hereunder.

Recommendation 4

32.25 We recommend that the survey fee payable to the officers of the Mechanical Engineering Cadre be revised to Rs 855 per examination.

Examination Fees for the Mechanical Engineering Cadre

32.26 Officers of the Mechanical Engineering Cadre are paid examination fees of Rs 815 for carrying out examination of vehicles for their road worthiness, outside normal working hours upon the request of the National Land Transport Authority, Ministries, among others. We are reviewing the quantum.

Recommendation 5

32.27 We recommend that the fee payable to the officers of the Mechanical Engineering Cadre for examination of vehicles carried out outside normal working hours be revised to Rs 855 per examination.

Duty Allowance

32.28 Officers of the Technical and Mechanical Officer Cadre as well as officers of the Mechanical Engineering Cadre are presently paid a Duty Allowance of Rs 1000 monthly. The quantum is being revised.

Recommendation 6

32.29 We recommend that officers of the Technical and Mechanical Officer Cadre and Mechanical Engineering Cadre who are required to examine Government vehicles involved in accidents after normal working hours should be paid a Duty Allowance of Rs 1050 monthly.

Technical Design Officer Cadre

- 32.30 One of the main representations made by Unions for the Technical Design Officer Cadre was the creation of the grade of Deputy Chief Technical Design Officer. To this effect, a site visit was carried out at the Drawing Office of the Ministry to examine the work processes. The Bureau did carry out certain observations and took note of several important aspects highlighted by the incumbents particularly regarding use of specialised softwares. Our attention was also drawn to the effect that very often, officers of the professional cadres deal directly with Technical Design Officers rather than through the hierarchy.
- 32.31 On this basis, the Bureau considers that creating another level will not only entail multilayering of the work processes but will also lead to delay in file processing. **Therefore, as technology is perpetually updating, there is need for mounting of specific training courses for the Trainee Technical Design Officers and Technical Design Officers to keep abreast of latest technologies in their field. The Ministry should also ensure that it has adequate manpower to cope with the volume of work.**
- 32.32 The Union equally requested that the salary scale of TDOs of this Ministry should be different from that of TDOs of other Ministries. The job description questionnaires were re-assessed and taking into consideration the level of responsibilities and duties devolved upon incumbents in the TDO Cadres in each Ministry, the salary is considered appropriate.

Technician (Quantity Surveying)

- 32.33 Proposal was made by Management for the Technician (Quantity Surveying) Cadre to be made evanescent as it is no longer adding value to the delivery of services. The justifications put forward are that the inputs in the Quantity Surveying Section are mostly required by Quantity Surveyors. We are, therefore, making appropriate provision to that effect.

Recommendation 7

- 32.34 We recommend that the grade of Technician (Quantity Surveying) be abolished.**

Inspectorate Cadre

- 32.35 Representations in respect of this cadre included request for change in the mode of appointment to the grade of Superintendent of Works from selection to promotion. In view of the processes involved, Union was advised to take up the matter with their Management. Request was also made for several allowances such as Uniform Allowance for which they were advised to refer same to the respective committees at the level of MPSAIR.

Special Events

- 32.36 Provision has been made in the last Report to compensate officers of the Inspectorate Cadre, who regularly work beyond normal working hours for special events or festivals celebrated at national level such as Independence Day and Mahashivratri. These officers do not qualify for the payment of overtime as the total number of hours put in is less than 40 hours weekly and they perform less than five excess hours weekly. The Bureau considers that this provision is still valid and we are maintaining same.

Recommendation 8

- 32.37 We recommend that officers of the Inspectorate Cadre, who are called upon to put in beyond 33¾ hours and less than 40 hours weekly, should be compensated at the normal hourly rate provided that the officers put in a minimum of five hours in excess of 33¾ hours weekly.**

Materials Testing Laboratory

- 32.38 The Materials Testing Laboratory performs various types of tests on materials used for building and road constructions. Materials tested include, among others, soil, aggregate, bitumen, asphaltic concrete, cement, concrete and steel bars. The results obtained are then used by the Civil Engineering Section of the Ministry in the performance of the functions devolving upon them.
- 32.39 The Principal Materials Testing Officer, who is responsible to the Director (Civil Engineering) for the effective and efficient running of the Materials Testing Laboratory, is assisted by officers in the grades of Senior Materials Testing Officer and Materials Testing Officer.
- 32.40 For this Report, union members were informed of issues that need to be dealt with administratively at the level of the Ministry. As regards the creation of a level above the Principal Materials Testing Officer, on the basis of the span of activities of the Laboratory, we consider that there is no functional need for same. A case was also made for the merging of the grades of Senior Materials Testing Officer and Materials Testing Officer. However, for technical reasons, the request could not be acceded to. We, therefore, consider the present structure to be appropriate.

Movement for Materials Testing Officer

- 32.41 As per existing provision, the Materials Testing Officers are allowed to proceed incrementally up to salary point Rs 46900 in the Master Salary Scale, subject to certain conditions. This provision is being revisited.

Recommendation 9

- 32.42 We recommend that officers in the grade of Materials Testing Officer in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis, on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Plan Printing Operator

32.43 Presently, provision is made for incumbents in the grade of Plan Printing Operator (PPO) who possess a Certificate in Autocad in addition to the prescribed qualification of the grade, to proceed beyond the top salary of their grade by one increment provided they satisfy the set criteria. This provision was introduced as an inducement for PPOs to upgrade their qualification to better equip them to cope with technical issues. We are, in this Report, reviewing this provision.

Recommendation 10

32.44 We recommend that Plan Printing Operators should, on obtention of a Certificate in Autocad or a relevant equivalent qualification, be granted one additional increment subject to the top salary recommended for the grade.

Health Surveillance

32.45 The Bureau recommended in the last Report that necessary arrangements be made for Plan Printing Operators to benefit from medical/health check up free of charge. These officers are constantly exposed to substances emanating from the printing machines which are hazardous to health. The recommendation for Health Surveillance to these incumbents is being upheld.

Recommendation 11

32.46 We recommend that Management should continue to arrange with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health check up free of charge.

NATIONAL INFRASTRUCTURE DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
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>

Salary Code	Salary Scale and Grade
25 033 068	Rs 17565 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 - 35650 Technical Assistant (Ex-SMEDA) (Personal)
24 030 063	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 - 31525 Leading Hand/Senior Leading Hand
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
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant <i>formerly Security Guard</i>
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
CIVIL ENGINEERING SECTION	
26 000 107	Rs 110125 Director (Civil Engineering)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director (Civil Engineering)

Salary Code	Salary Scale and Grade
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Geotechnical Specialist Lead Engineer
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Engineer/Senior Engineer (Civil)
26 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Geologist
MECHANICAL ENGINEERING SECTION	
26 000 107	Rs 110125 Director (Mechanical Engineering)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director (Mechanical Engineering)
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Mechanical Engineer
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Mechanical Engineer/Senior Mechanical Engineer
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical and Mechanical Officer
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical and Mechanical Officer

Salary Code	Salary Scale and Grade
22 029 066	Rs 16525 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 - 34000 Automobile Electronics Technician
26 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Technical Officer (Civil Engineering) Principal Technical and Mechanical Officer
26 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical Officer (Civil Engineering)
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer
QUANTITY SURVEYING SECTION	
26 000 107	Rs 110125 Director (Quantity Surveying)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director (Quantity Surveying)
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Quantity Surveyor
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Quantity Surveyor/Senior Quantity Surveyor
26 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Quantity Surveyor

Salary Code	Salary Scale and Grade
26 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Chief Technician (Quantity Surveying)</p>
26 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Principal Technician (Quantity Surveying)</p>
26 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Technician (Quantity Surveying)</p>
26 077 090	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200</p> <p>Head, Works Cadre</p>
26 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Superintendent of Works</p>
26 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Chief Inspector of Works</p>
26 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Inspector of Works</p>
26 051 074	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Inspector of Works</p>
26 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Assistant Inspector of Works</p>

Salary Code	Salary Scale and Grade
19 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Materials Testing Officer
19 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Materials Testing Officer
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Materials Testing Officer
25 052 070	Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Workshop Supervisor
16 026 065	Rs 15745 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 - 33175 Plan Printing Operator
25 044 067	Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Chief Automobile Electrician Chief Blacksmith Chief Cabinet Maker Chief Carpenter Chief Coach Painter Chief Fitter Chief Locksmith Chief Mason Chief Motor/Diesel Mechanic Chief Painter Chief Panel Beater Chief Plumber and Pipe Fitter Chief Turner and Machinist Chief Welder Foreman

Salary Code	Salary Scale and Grade
25 028 061	<p>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</p> <p>Multi-Skilled Tradesman (Building Construction) Multi-Skilled Tradesman (Automotive Electricity and Electronics)</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Automobile Electrician Blacksmith Cabinet Maker Carpenter Carpenter (Works) Coach Painter Diesel Test Bench Operator Fitter Locksmith Mason Mason (Works) Mechanic (Works) Motor Mechanic Motor/Diesel Mechanic Painter Panel Beater Panel Beater (Works) Plumber and Pipe Fitter Turner and Machinist Welder Welder (Works) Wood Machinist</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 043 068	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Senior Laboratory Auxiliary</p>
24 026 063	<p>Rs 15745 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</p> <p>Laboratory Auxiliary</p>

Salary Code	Salary Scale and Grade
24 033 062	Rs 17565 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 - 30700 Driver (Mechanical Unit)
24 033 061	Rs 17565 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 Driver (Heavy Vehicles above 5 tons)
24 026 059	Rs 15745 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 - 28225 Vulcaniser
24 025 054	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000 Plant and Equipment Operator Toolskeeper (Plaine Lauzun – Workshop)
24 021 051	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Surveillant (Works) <i>formerly Security Guard (Works)</i>
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker (Works)
ARCHITECT SECTION	
26 000 107	Rs 110125 Director (Architecture)
26 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director (Architecture)
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Architect

Salary Code	Salary Scale and Grade
26 073 093	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800</p> <p>Principal Architect (Personal to officers in post as at 31.12.15)</p>
26 065 092	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Architect/Senior Architect</p>
26 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Landscape Architect</p>
26 071 090	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200</p> <p>Chief Technical Design Officer</p>
26 065 084	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Principal Technical Design Officer</p>
26 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Senior Technical Design Officer</p>
26 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer</p>
26 041 073	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Technical Design Officer</p>
26 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Technical Design Officer</p>



ENERGY SERVICES DIVISION

- 32.47 The Energy Services Division (ESD) is responsible, *inter alia*, to: provide high quality services in the electrical engineering field to Ministries and Departments; cater for the operation, maintenance and supervision of high voltage systems within government premises; conduct energy audits and implement remedial measures to reduce energy usage; draw up technical specifications for Ministries and Departments in respect of electrical plant and machinery; and provide technical assistance to official functions and events such as international and national events and conferences.
- 32.48 The Director, ESD is at the apex of the Division. He is supported in his functions by a Deputy Director, ESD and officers of the Electrical Engineer, Technician and Inspector Cadres, as well as employees of the Tradesman and General Services grades.
- 32.49 In the context of this review exercise, the Unions made several representations for the Electrical Engineer Cadre, which consisted, among others to: reorganise the existing structure at the ESD by splitting the activities of the Division into two distinct parts, namely (i) Planning; and (ii) Maintenance and Operation, each headed by a Deputy Director and to reinforce manpower; provide an upgrading of their salaries as well as enhanced conditions of service; and set up an on-call and in-attendance system for Electrical Engineers in line with what obtains at the Forensic Science Laboratory.
- 32.50 Representations made by the Union on behalf of officers in the Engineering Cadre in all fields, including electrical, have been reported earlier in this Chapter. With regard to the ESD Inspectors and Technicians, their representations were, *inter alia*, geared towards: abolition of the position of Trainee Technician; and payment of an In-Attendance Allowance, on the ground that they have to attend work after office hours.
- 32.51 Management, in turn, mainly proposed for a review of the mode of appointment of the grade of Director, ESD with a view to enabling the Division to be headed by a high calibre professional, possessing sharp technical, administrative as well as project management skills and the abolition of the position of Trainee Inspector.
- 32.52 Proposals made by the Unions and Management for the Tradesman Cadre have been reported and addressed under the Chapter "Workmen's Group – Tradesman Cadre."
- 32.53 After duly examining all the proposals made, the Bureau is making the following observations: most of the representations made by the Unions, including a few from Management, relate to implementation, which should be dealt with administratively; the Bureau has made general recommendations on conditions of service; and no allowance is paid for work carried out during normal working hours in respect of fast track projects or capital projects. However, overtime is paid for work performed outside normal working hours as per our general recommendations; it would be more appropriate for Management to amend the mode of appointment of the grade of Director, ESD after consulting relevant stakeholders; and it is up to Management to put in place a system of on-call and in-attendance in respect of officers, should the need arise.

32.54 It is noteworthy that the Bureau did not receive additional information requested from parties concerned. We consider the structure of the Engineering and Technician Cadres as appropriate and, therefore, are not bringing any change thereto. However, we are reviewing that of the Inspector Cadre by abolishing the position of Trainee Inspector, ESD.

Inspector Cadre

32.55 At present, the grade of Inspector ESD is filled by appointment of Trainee Inspectors. In the context of this review exercise, Management informed that the duties devolving upon the Technician Cadre are similar to those of the Inspector Cadre, so that it would be more appropriate that the trainee position be abolished and the duties devolving on the Inspector Cadre be taken over by the officers of the Technician Cadre, against an increase in the establishment size of the latter.

32.56 Since the proposal of Management is in line with the Bureau's policy for flatter structures, we are agreeable to same as it would enhance efficiency and effectiveness at the ESD. We are, therefore, making recommendations in that direction, whilst maintaining the promotion prospects of the officers of the Inspector Cadre.

Recommendation 12

32.57 We recommend that the:

- (i) position of Trainee Inspector, ESD be abolished;**
- (ii) grade of Inspector, ESD be made evanescent and abolished upon vacancy;
and**
- (iii) Inspector Cadre be gradually phased out.**

32.58 We further recommend that the duties devolving upon the Inspector Cadre be equally incorporated in those of the grades of the Technician Cadre and the latter's establishment size be increased prior to the complete phasing out of the Inspector Cadre.

Human Resource Planning Exercise

32.59 In the last Report, we recommended that Management should carry out a Human Resource Planning (HRP) exercise with a view to determining the right establishment size at all levels within the ESD. The Bureau has been apprised that same was not conducted. We further noted that no response was received on the survey carried out by the Bureau on the recommendations of the 2016 PRB Report/Addendum Report which have not been implemented. We opine that the HRP exercise would enable Management to take cognizance of any problem of manpower arising at the Division and would contribute in enhancing organisational effectiveness. In this context, we are reiterating the recommendation.

Recommendation 13

32.60 We again recommend that Management of the Energy Services Division should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention of Volume 1 of this Report with a view to determining the right establishment size at all levels at the Division.

Incremental Movement**Recommendation 14**

32.61 We recommend that officers in the grades of Lead Electrical Engineer *formerly Chief Engineer* and Deputy Director, Energy Services Division in post as at 31 December 2012 should be allowed to move incrementally by two increments over and above the provision set out at paragraph 9.41 of this Report, on the same terms and conditions.

Special Professional Retention Allowance

32.62 Provision was previously made for officers of the Electrical Engineering Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before the retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Survey Fees to Engineers and Officers of the Inspector and Technician Cadres

32.63 At present, Engineers and officers of the Inspector and Technician Cadres of the Energy Services Division who are called upon to carry out survey of site of fire/electrocution are paid a survey fee of Rs 800 and Rs 525 per survey respectively. We have been apprised that in the event the same task is carried out after normal working hours, the officers are not being paid any compensation. It is to be pointed out that our recommendation has not excluded the payment of survey fees for same.

Recommendation 15

32.64 We recommend that the survey fees payable to the Engineers and officers of the Inspector and Technician Cadres of the Energy Services Division who are required to carry out a survey on site of fire/electrocution be revised to Rs 840 and Rs 550 per survey respectively.

Training Schemes for Graduates in Engineering

32.65 Graduates in Engineering need to acquire two years' experience for registration purposes as per the requirement of the Council of Registered Professional Engineers. At present, graduates under the training scheme are paid a monthly allowance of Rs 23975. We are revising the quantum of the allowance.

Recommendation 16

32.66 We recommend that the monthly allowance payable to graduates in Engineering under the training scheme be revised to Rs 25525.

Travelling Allowance to Graduates in Engineering

32.67 Graduates in Engineering under the training scheme are refunded mileage for official travelling at the rate of Rs 6.50 per km in the event they use their cars in the performance of their duties, whilst those who perform official travelling by bus are refunded bus fares *in toto*. We are revising the rate at which mileage is being refunded.

Recommendation 17

32.68 We recommend that Graduates in Engineering under the training scheme who use their car for official travelling in the discharge of their duties should be refunded travelling expenses based on the distance travelled at the rate of Rs 6.60 per km or should be refunded bus fares, whichever is higher.

Risk Allowance

32.69 Provision exists for the payment of a Risk Allowance equivalent to one and a half increments at the initial salary of respective salary scale to officers of the Energy Services Division who effectively work on high tension voltage (22000 volt).

32.70 During consultations, Unions have informed that the above provision has not been implemented by Management. Further to a query from the Bureau, the latter informed that the non-implementation of this recommendation was due to difficulties encountered by the ESD to identify the officers eligible for the Risk Allowance, the moreso, the officers need to pass a competency test prior to working on high tension voltage. We have been apprised that as at date, no arrangement has been made to carry out the competency test and presently, the employees are working on high tension voltage under the supervision of contractors or employees of the Central Electricity Board. In this context, the Ministry is advised to make necessary arrangements for officers concerned of the Energy Services Division to take part in the relevant competency test with a view to enabling them to work on high tension voltage.

32.71 In view of the above, we are retaining the recommendation made in 2016 PRB Report.

Recommendation 18

32.72 We recommend that officers of the Energy Services Division who effectively work on high tension voltage (22000 volt) be paid a monthly Risk Allowance equivalent to one and a half increments at the initial point of their respective salary scale.

ENERGY SERVICES DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	ENERGY SERVICES DIVISION
22 000 107	Rs 110125 Director, Energy Services Division
22 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, Energy Services Division
22 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Electrical Engineer
22 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Electrical Engineer/Senior Electrical Engineer
22 056 059	Rs 26050 x 675 - 27400 x 825 - 28225 Trainee Engineer (Electrical)
22 067 083	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Technician
22 062 079	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Principal Technician
22 050 076	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Technician

Salary Code	Salary Scale and Grade
22 035 069	Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Technician
22 027 029	Rs 16005 x 260 - 16525 Trainee Technician
22 067 083	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Chief Inspector
22 062 079	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Principal Inspector
22 050 076	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Inspector
22 035 069	Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Inspector (Personal)
08 035 066	Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000 Time Keeper
25 047 070	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Chief Electrician (Shift) (New Grade) Chief Plant Mechanic (Shift) (New Grade)

Salary Code	Salary Scale and Grade
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Chief Electrician Chief Plant Mechanic</p>
25 029 062	<p>Rs 16525 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 - 30700</p> <p>Electrician (Shift) (New Grade) Plant Mechanic (Shift) (New Grade)</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Electrician Plant Mechanic</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
24 025 058	<p>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</p> <p>Driver</p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>



32.1 NATIONAL DEVELOPMENT UNIT

- 32.1.1 The National Development Unit (NDU) aims at bringing development to the door steps of citizens, thereby contributing in upgrading the quality of life of the population. It is a major driving force in the development of infrastructure and provision of roads, drains and amenities, such as, sports facilities and children playgrounds throughout the island. The NDU has also adopted a grass-root level approach to address the real needs of the population and has set up a network through its 36 offices of the Citizens' Advice Bureau.
- 32.1.2 The activities of the Unit are organised under three main arms, namely: Regional Development, Engineering Unit and Citizen's Advice Bureau. Apart from the professional and technical staff, officers of the General Services, Procurement and Supply as well as Finance Section, among others, provide support to staff of the Administrative Cadre.

Regional Development

- 32.1.3 Regional Development is being looked into by officers of the Regional Development Officer Cadre. Its four-level structure comprises professional staff, with the Chief Regional Development Officer at its head.
- 32.1.4 The main representations from the Union consisted in: creation of a grade of Deputy Chief Regional Development Officer, coupled with an increase in the establishment size of the grades of Principal Regional Development Officer and Senior Regional Development Officer; payment of a Responsibility Allowance to Regional Development Officers for shouldering additional higher responsibilities; reviewing the mode of appointment to the grade of Regional Development Officer so that outside candidates may equally apply for the post; payment of a Risk Allowance/Insurance to Regional Development Officers; and granting a Disturbance or On-Call Allowance to Regional Development Officers.
- 32.1.5 Management, among others, proposed the creation of a position of Deputy Chief Regional Development Officer owing to the significant workload devolved upon the Chief Regional Development Officer.
- 32.1.6 After duly examining the requests and taking into account the views of all stakeholders, we are making the following observations: levels are created based upon their functional needs and a rising workload may best be addressed by an increase in the establishment size of the relevant levels; many representations made relate to administrative issues which should be dealt with by Management; the Bureau has made general recommendations with regard to conditions of service; and the risks involved in the performance of duties have already been taken into consideration in arriving at the recommended salary of the grade. Regarding the proposal for the payment of an On-Call Allowance or Disturbance Allowance for working on Saturdays, Sundays and Public Holidays, the Bureau did not receive additional information on this issue and, therefore, we are unable to consider same.

Engineering Section

- 32.1.7 The Engineering Section is responsible for transforming identified programmes of the Unit into concrete projects through the design of infrastructure works and management of construction contracts.
- 32.1.8 This Section is headed by a Chief Project Manager who is assisted by officers of the Engineering Cadre as well as technical staff.
- 32.1.9 Several proposals from Management were submitted in the context of this Report and during the consultative meeting, all the requests were thoroughly discussed. For issues regarding upgrading/review of salaries, Management was informed that same would be examined in the light of information obtained from the Job Description Questionnaires. Concerning other requests pertaining to allowance for purchase of engineering books, e-materials, journals and so on, provisions already exist in the Report in relation thereto.
- 32.1.10 The staff side also laid emphasis on the restyling of the grade of Chief Project Manager to Director, Project Management/Engineering. As the level of duties, responsibilities and span of control are not comparable to those of Directors in the same field, acceding to the request would have repercussion. In the circumstance, as the appellation is appropriate, no change is being brought thereto.
- 32.1.11 Both staff side and Management requested for the creation of a level below the Chief Project Manager to assist the latter in the performance of his duties. After examining the request, the Bureau did not find any functional justification for the creation of a new level at this stage.
- 32.1.12 Based on the above, the Bureau considers the present structure of the Engineering Section to be appropriate.

Special Professional Retention Allowance

- 32.1.13 Provision was previously made for officers in the grades of Project Officer/Senior Project Officer, Project Manager and Chief Project Manager to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Citizen's Advice Bureau Organiser Cadre

- 32.1.14 The Citizen's Advice Bureau Organiser (CAB) Cadre consists of the grades of CAB Organiser, Assistant CAB Coordinator and CAB Coordinator. Following a decision of the HPC, the grade of CAB Organiser which was made evanescent in the last Report has been reinstated. In the context of this Report, representations from this Cadre

were mainly focused towards the restyling of the grade of CAB Organiser and upgrading its qualifications requirement to Degree; increasing the establishment size; reviewing the mode of appointment in the Cadre; granting duty free facilities; and payment of risk and uniform allowances.

32.1.15 During consultations, the staff side was apprised of the Bureau's policy in respect of restyling and upgrading of qualifications. Normally, such requests are made by Management whenever there is a mismatch in the appellation and the duties, while upgrading, is entertained when the execution of duties warrants a higher skill/qualification due to a change in complexity and responsibility. As regards the requests for risk and uniform allowances, Union members were advised to channel their demands to the respective committees. After examining all the requests, we are upholding the present structure which is adequate.

Specific Provision for Citizen's Advice Bureau Coordinator

Recommendation 1

32.1.16 We recommend that officers in the grade of Citizen's Advice Bureau Coordinator possessing a Degree in Social Work should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

NATIONAL DEVELOPMENT UNIT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
02 101 104	Rs 91375 x 3125 - 100750 Chief Regional Development Officer
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Regional Development Officer
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Regional Development Officer

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Regional Development Officer
26 102 105	Rs 94500 x 3125 - 103875 Chief Project Manager
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Project Manager
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Project Officer/Senior Project Officer
26 050 083	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Project Assistant
08 069 088	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Citizen's Advice Bureau Co-ordinator
08 062 083	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Assistant Citizen's Advice Bureau Coordinator
08 053 079	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Citizen's Advice Bureau Organiser
08 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Executive Officer (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
08 030 067	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 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)
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
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Office Attendant (Ex-SMEDA) (Personal)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker



33. MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

- 33.1 The Ministry of Information Technology, Communication and Innovation (MITCI) is entrusted with the responsibility of providing a high speed communication infrastructure, developing a digital economy and strengthening innovation in industry by improving delivery of service as well as the dissemination of information through the optimal use of emerging technologies. In so doing, the MITCI envisions to transform Mauritius into a well-connected, knowledge-based and high income society.
- 33.2 Formulating policies and providing the necessary legal framework for the development of ICT and its optimal use across all sectors; facilitating, through the implementation of an E-Government programme, the provision of Government services electronically anytime, anywhere for the greater convenience of the public; ensuring that the ICT culture permeates all levels of the society to bridge the digital divide to the extent possible; encouraging the development of ICT enabled services including e-business and promoting capacity building in ICT, are some of the key tasks of the MITCI.
- 33.3 The above services are provided through four main departments namely the Central Informatics Bureau (CIB), the Central Information Systems Division (CISD), the Data Protection Office (DPO) and the IT Security Unit (ITSU). Besides these, there are several other bodies which are accountable to the MITCI such as National Computer Board (NCB), ICT Appeal Tribunal, Mauritius Research and Innovation Council (MRIC), State Informatics Limited (SIL), Mauritius Post Limited (MPL) and Mauritius Telecom. A Permanent Secretary presently heads the Ministry and he is responsible for ensuring that all these departments/bodies work towards achieving the Government's vision relating to the ICT Sector. He is assisted in his tasks by officers in professional, technical and administrative cadres as well as officers in grades pertaining to the General Services.
- 33.4 In the Budget 2016/2017, Government announced the merger of the CIB, CISD and the ITSU as one single integrated unit. We have been apprised that the establishment of this new Unit would lead to a complete restructuring of these departments and that, up to now, no consensus has been reached on the model to be adopted regarding this merger. Hence, no proposal related thereto has been submitted to the Bureau in the context of this Report.
- 33.5 We have also been informed that, at its meeting of 27 September 2019, the Cabinet decided that two departments of the NCB namely the Computer Emergency Response Team Mauritius (CERTMU) and the Government Online Centre (GOC) should be integrated as departments under the MITCI. In this respect, the MITCI proposed to regroup the CERTMU and the ITSU into a single Unit given their complementary nature and requested that grades be created to absorb the existing officers into the new Unit. It also submitted for the creation of levels to absorb the officers of the GOC. Since the merging of the two Units and the creation of the additional levels entailed wide implications, the moreso the officers of CERTMU and GOC have been recruited under

a different regime compared to the one prevailing in the Civil Service, we advised the MITCI to re-examine the proposed structure.

- 33.6 However, no further submission was received at the time of drafting of this Report. As a result thereof, we are not making any recommendation relating to the new structure. The Bureau would, nonetheless, examine the matter as and when the required information is submitted. The other proposals received regarding the different departments of the MITCI are dealt with in details under the respective departments. As regards the request for the grade of Chief Technical Officer to be restyled Chief Technology Officer, we could not accede to same as we consider the existing job title to be appropriate, the more so it is in alignment with what obtains for similar positions in other fields. Furthermore, we could not retain the proposal for the creation of a permanent level of Head, ICT. We have, nevertheless, reviewed the mode of compensation to officers who are designated as Head, ICT. We have also, in this Report, brought amendments to a few schemes of service and improved certain conditions of service which are specific to officers of the IT sector. Existing provisions regarding the setting up of a Standing Committee and provision of training are also being maintained. As regards the requests for alignment/upgrading of salaries of the various grades, same have been given due consideration in our job evaluation exercise.

Creation of departmental IT structure/grades

- 33.7 In the context of our last Report, we received many proposals from Ministries/Departments for the creation of departmental IT grades. However, as the accountability for bringing computerisation and e-Government initiatives in the Civil Service as well as catering for all IT needs of Ministries/Departments is vested to the MITCI, we could not accede to the requests. Instead, we recommended the setting up of a Standing Committee to examine the need for the creation of these grades and address other specific IT related problems.
- 33.8 As the Standing Committee has not been set up, we have received numerous requests for the creation of departmental grades for this review exercise. We have carefully examined the rationale given in regard to these proposals and noted that in most cases the demands were principally triggered by the lack of IT staff either on a full time or part time basis, which was adversely affecting service delivery in these Ministries/Departments.
- 33.9 Nevertheless, we still maintain that the MITCI needs to reconsider its existing policies and arrangements regarding the provision of IT services in the Civil Service. The recommendation made in our last Report for the setting up of the Standing Committee is, thus, being upheld.

Recommendation 1

33.10 We recommend that the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) should consider the advisability of setting up a Standing Committee, under its chairmanship and comprising representatives of the Ministry of Information Technology, Communication and Innovation; Ministry of Finance, Economic Planning and Development and the Pay Research Bureau. The Committee would be required to examine the dire need for creating departmental IT grades in Ministries/Departments and address other specific IT related problems which would enhance service delivery.

Provision of Training

33.11 As IT is a very dynamic and evolving sector, there is need for the officers to continuously keep abreast of latest technologies in the field and enrich their knowledge and skills in the domain to remain effective. In this respect, we urged Management in our last Report, to make arrangements for the dispensing of appropriate training, both locally and abroad, to its IT staff and to put in place a system of rotation to update the knowledge and skills of these officers. This provision should continue to be in force.

Recommendation 2

33.12 We recommend that:

- (i) the MITCI should make proper arrangements to provide continuous training to its IT staff to update their knowledge and skills. It should also ensure that the officers are provided with opportunities to follow training courses, attend workshops and seminars both locally and abroad; and**
- (ii) the posting of officers in specific units or organisations should be done on a rotational basis to enable the officers to be acquainted with all aspects of the job.**

IT SECURITY UNIT (ITSU)

33.13 Established in 2004, the IT Security Unit (ITSU) is the key contact point for IT Security in Government. To this end, the Unit is responsible for implementing Government policies with regards to IT Security; assisting Ministries/Departments in the implementation of security standards; disseminating information on IT Security and carrying out security audits.

33.14 The Head, ITSU is at the apex of the Unit and he is assisted in his duties by Programme Managers, ITSU. Necessary support is also provided by officers of the General Services grades. The main proposals of the Unions, in the context of this report, are to create a level of Deputy Director; merge and restyle the existing position of Programme Manager to Assurance Manager and to rename the Unit as Information Security Assurance Bureau.

33.15 We have been informed that the MITCI is in the process of finalising a Cybersecurity and Cybercrime Bill which will lead to a reorganisation of the activities of the ITSU and

CERTMU as both would be regrouped into a single unit. In view of the imminent restructuring exercise, we consider that it would not be appropriate to bring any change to the existing structure. The present set up of the ITSU is, thus, being upheld.

CENTRAL INFORMATICS BUREAU

- 33.16 The Central Informatics Bureau (CIB), which was set up in 1989, is responsible for promoting e-Governance through the provision of project management, consultancy and advisory services to Ministries and Departments for the successful implementation of e-Government projects.
- 33.17 It promotes rationalisation and sharing of information across the Civil Service through ICT; trains officers to enable them to effectively use ICT in the performance of their day-to-day work; propagates the ICT culture within the Civil Service; and assists Ministries and Departments in improving effectiveness and efficiency of Government services through the innovative use of Information and Communication Technologies.
- 33.18 The organisation structure of the CIB is made up of a four-level hierarchy comprising the grades of Programme Manager, CIB; Lead Programme Manager, CIB; Deputy Director, CIB and the Director, CIB at the apex level.
- 33.19 The main proposal regarding the CIB for this review exercise is to uplift the salaries of various levels in view of the important role of the CIB in bringing digital transformation in the Civil Service. Requests were also made for the grant of various allowances. We have, in this respect, re-assessed the grades and consider the salaries of the different levels to be appropriate.
- 33.20 Overall, we consider the present organisation set up to be adequate to enable the CIB to effectively deliver on its mandate. However, we are reviewing the schemes of service of the first two levels to match with the evolution in the jobs.

Schemes of Service - Programme Manager, CIB

Lead Programme Manager, CIB

- 33.21 A request has been made by Management for the schemes of service of the grades of Lead Programme Manager, CIB and Programme Manager, CIB to be amended with a view to integrate duties pertaining to IT security project management, project governance, project management methodologies and project evaluation. As mentioned earlier, the IT sector is a very dynamic one, requiring officers to constantly update their skills and knowledge. Likewise, we staunchly believe that the schemes of service of these grades cannot remain static and need to be amended to reflect the evolution in the jobs. We are making appropriate recommendation in that direction.

Recommendation 3

- 33.22 We recommend that the schemes of service of the grades of Programme Manager, CIB and Lead Programme Manager, CIB be amended to include the duties of IT Security project management, project governance, project**

management methodologies and project evaluation. These elements have been taken into consideration in arriving at the recommended salary of the grades.

Spearheading E-Government Initiatives

33.23 With a view to identifying ways and means to computerise work processes and accelerate the progression for implementation of IT projects, we made provision in our previous Report, for Programme Managers, CIB and Lead Programme Managers, CIB to be posted to Ministries/Departments. As per this arrangement, the CIB Officers should operate for most of their time on the site/s where they are posted, until successful completion and implementation of the projects.

33.24 While the staff side has made proposal for the present provision to be waived, Management, on its part, has requested that it be maintained. After having carefully examined the request of both sides, we consider that the present arrangement should be maintained for the proper implementation of e-Government projects and systems in the Civil Service. The Bureau also has to underscore that the issue of shortage of staff, which was extensively discussed in our previous Reports, was raised with Management in the course of this exercise and the latter has apprised that this matter would be addressed shortly. We are, therefore, reiterating our previous recommendations for the posting of CIB officers to Ministries/Departments and the increase in their establishment size.

Recommendation 4

33.25 We recommend that Management should:

- (i) **consider the advisability of reviewing the mode of operation at the Central Informatics Bureau, so that Programme Managers, CIB and Lead Programme Managers, CIB are posted to Ministries/Departments. The role of the CIB Officers would consist in identifying ways and means to computerise work processes with the collaboration of senior officers of the Ministry/Department. Once a computerisation project has been identified, the CIB Officer would be responsible to lead the project in collaboration with support staff from the Central Information Systems Division (CISD); and**
- (ii) **consider increasing the establishment size of the grades of Programme Manager, CIB, and Lead Programme Manager, CIB.**

CENTRAL INFORMATION SYSTEMS DIVISION

33.26 Known as the Data Processing Division (DPD) at its inception in 1971, the Central Information Systems Division (CISD) is responsible for providing ICT support services to Ministries/Departments and is mainly concerned with the operational aspects of ICT Projects.

33.27 Its main services include, amongst others; maintenance of Government payroll system; development and maintenance of Government websites; administration of the Government Email Services (GES); application development and implementation;

database, system and network administration; application software maintenance; commissioning of computer equipment; first-level technical support on PC hardware and software; and provision of central backup service for data in Ministries and Departments.

- 33.28 The Department is headed by the Director, CISD and he is assisted in his duties by a Deputy Director, CISD and Technical Managers. The department is also staffed by officers in the Systems Analyst Cadre as well as officers in the grades of Operations Manager, Assistant Operations Manager and Computer Support Officer/Senior Computer Support Officer (Roster), amongst others.
- 33.29 In the context of this review exercise, while the Unions made demands for new grades of ICT Manager and Principal IT Officer, Management submitted proposals for the creation of the grades of Head, ICT, Software Engineer and Network/Systems Engineer. The creation of all these levels could not be considered for lack of functional justifications and the parties were provided with the necessary explanations related thereto during the meetings.
- 33.30 The proposal to merge the grades of Systems Analyst and Senior Systems Analyst could also not be retained in view of the supervisory function presently being carried out by the higher level. A request was equally received for the grade of Systems Analyst to be opened to Assistant Systems Analyst/Senior Assistant Systems Analysts holding a degree but not in IT related fields. The parties concerned were lengthily explained as to why the request would not be technically in order. Further, we could not agree for the restyling of the grade of Computer Support Officer/Senior Computer Support Officer into that of IT Officer/Senior IT Officer in view of technical implications. The parties concerned had been so informed and had been advised to submit alternative job titles to the Bureau for examination which we did not receive.
- 33.31 We consider the present structure at the CISD to be adequate to enable the division to operate effectively.

Posting of Officers

- 33.32 Representations were received from various Ministries/Departments for the creation of IT grades on their establishment. This issue is discussed at paragraphs 33.7 to 33.9 and appropriate recommendation is made at paragraph 33.10. The Bureau also has to highlight that pursuant to a request for the creation of several IT grades at the Registrar General's Department on the ground that the IT System put in place over there is a highly complex one and needs to be properly managed, we conducted a site visit as reported at paragraphs 23.5.11 to 23.5.14 of this Report. During that visit, we interviewed the Acting Registrar-General, other officers at managerial level, as well as staff members (end users). We learnt that the posting of officers of the CISD who are presently managing the system, is done on a rotational basis. The latter are subject to transfer and when this occurs too frequently, it impacts on the proper monitoring of the IT system. Further, it invariably takes the ones replacing the outgoing officers quite some times before they are able to properly grasp the complex system. Their attention was also drawn to the fact that, unlike the present set up, with departmental grades,

there would be no replacement when the incumbents would be on leave or when the posts are vacant.

- 33.33 On the strength of our observation, we consider that instead of the creation of specific IT grades at the Registrar General's Department, the posting of CISD officers for a reasonable length of time coupled with a proper handing over between the outgoing IT officers and the incoming ones at the time of transfer would greatly improve the existing situation over there. We are, hence, making appropriate recommendations in that direction and are also catering for other Ministries/Departments which may be encountering similar problems as the Registrar General's Department.

Recommendation 5

- 33.34 We recommend that the CISD should ensure that the posting of officers to Ministries/Departments, which have complex IT systems, is of a reasonable duration and that adequate time is granted for handing over between the outgoing IT officers and the incoming ones at the time of transfer.**

Head, ICT

- 33.35 Normally, the responsibility for providing project management services to Ministries/Departments rests upon Programme Managers, CIB. However, in view of shortage of officers in this grade, provision was made in our previous Report, for officers of the CISD not below the grade of Systems Analyst to be designated as "Head, ICT" and posted to Ministries/Departments where no Programme Manager is posted. We also recommended that the "Head, ICT" should be paid a monthly allowance equivalent to the difference between the substantive salary of the officer and the initial salary of the grade of Programme Manager, CIB or three increments worth at the incremental point reached in the substantive post (to be read from the Master Salary Scale) whichever is higher, provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the grade of Programme Manager, CIB.
- 33.36 We have been apprised by the MITCI that the present mode of compensation is not workable as it may give rise to a situation where junior officers would draw a higher quantum of allowance than their senior ones. The MITCI has, consequently, requested that the present provisions be waived and the level of Head, ICT be created on a permanent basis. During consultations, we provided Management with the necessary explanations as to why the creation of the grade on a permanent basis could not be acceded to. Nevertheless, taking into account the qualms expressed by Management, we are reviewing the mode of compensation to ensure that there is no occurrence of supersession in the pay package.

Recommendation 6

- 33.37 We recommend that:**

- (i) an officer of the CISD not below the grade of Systems Analyst be designated as "Head, ICT" and posted in a Ministry/Department/Organisation, where no Programme Manager, CIB is posted;**

- (ii) the "Head ICT" would be called upon to perform duties of his/her substantive post as well as assist in leading and coordinating ICT projects; participate in the elaboration of the organisation's e-business plan and its subsequent implementation; liaise with stakeholders for an effective implementation of the projects; chair committees/meetings related to the setting up and implementation of the projects; arrange for the training of staff in using the new system and work out the training programmes/updates; submit a report to Management at regular intervals on the status of ICT usage and feedback on the new system put in place; and ensure that the Ministry/Department/Organisation has a website of its own and regularly update same; and
- (iii) the "Head, ICT" should be paid a monthly allowance equivalent to two increments at the salary point reached in their respective salary scale.

Allowance to Officers posted in Specialised Units

33.38 In our last Report, we introduced an allowance to those officers of the Analyst Cadre, who in view of their specific knowledge and skills, are posted to specialised units of the CISD to perform specialised tasks. As this arrangement would continue to be in force, we are maintaining the present provision.

Recommendation 7

33.39 We recommend that officers of the Systems Analyst Cadre who are posted in specialised units at the CISD to perform specialised tasks, should be paid a monthly *ad hoc* allowance equivalent to one increment at the salary point reached in their respective salary scale.

Assistant Systems Analyst/Senior Assistant Systems Analyst

33.40 As per existing provision, Assistant Systems Analyst/Senior Assistant Systems Analysts possessing a Degree in Computer Science or equivalent qualification are allowed to move incrementally in the Master Salary Scale, subject to certain conditions. This provision is being revisited. Specific provision is also being made for the grade of Systems Analyst.

Recommendation 8

33.41 We recommend that officers in the grade of Assistant Systems Analyst/Senior Assistant Systems Analyst possessing a Degree in Computer Science or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 61000 on a personal basis; and
- (ii) join the grade as from the date of the publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Specific Provision for Systems Analyst

Recommendation 9

33.42 We recommend that officers in the grade of Systems Analyst possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or a Degree the major part of which should be Computer Science or Computer Engineering or Information Systems or Information Technology or Software Engineering or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Data Entry Officer (Personal)

33.43 Incumbents in the grade of Data Entry Officer (Personal) are allowed to move incrementally in the salary scale of the grade of Senior Data Entry Operator as a means to compensate them for lack of promotion prospects. This provision should continue to exist.

Recommendation 10

33.44 We recommend that officers in the grade of Data Entry Officer (Personal) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 36550 on the same conditions prevailing previously, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

DATA PROTECTION OFFICE

33.45 The Data Protection Office (DPO) has the statutory duty to safeguard the privacy rights of individuals. It came into operational in February 2009 when the Data Protection Act (DPA) 2004 came into effect. With the replacement of this Act by the new DPA 2017 which is aligned with international standards, considerable changes were brought to the role and functions of the DPO.

33.46 As a regulator with enforcement powers, the DPO is required, among others, to ensure compliance with the DPA and any regulations under it; issue or approve such codes of practice or guidelines for the purpose of the DPA; exercise control on all data processing operations and verify whether the processing of data is done in accordance with the Act; promote self-regulation among controllers and processors; investigate any complaint or information which give rise to a suspicion that an office may have been, is being or is about to be, committed under the DPA and take such measures as may be necessary to bring the provision of the DPA to the knowledge of the general public.

33.47 The Data Protection Commissioner is at the head of the DPO and is assisted in her duties by officers of the Data Protection Officer Cadre as well as other supporting staffs.

33.48 In the context of this review, demands were made by the staff side for the merged level of Data Protection Officer/Senior Data Protection to be split into two. The reasons as to why the Bureau could not accede to this request was explained in details to the parties concerned during the consultative meeting. We equally could not retain the proposal for the creation of the grades of IT Manager and Information Processing Officer given that the CISD, which operates within the same Ministry, already caters for the implementation and smooth running of the computerised system and its officers are posted to all Ministries/Departments. With regards to Management's proposal for a level of Deputy Data Protection Commissioner to be provided to assist the Data Protection Commissioner, we consider that the grade may be created on an *ad hoc* basis, the moreso, we have been apprised that approval has already been obtained for same by the MPSAIR.

33.49 In our last Report, we had reinforced the structure of the DPO through the creation of the grades of Principal Data Protection Officer, Assistant Data Protection Officer and Legal Executive. After examination, we consider the existing organisation set up to be appropriate.

Specific Conditions of Service

Health Surveillance

33.50 In our last Report, we made provision for employees in the IT grades of the MITCI and its Divisions, to undergo regular health check ups as they are required to work extensively on a computer monitor which may have a health hazard. This provision should continue to prevail.

Recommendation 11

33.51 We recommend that the MITCI should continue to make necessary arrangements with Health Authorities, for its employees in IT grades to undergo a medical surveillance, including regular health check ups, free of charge.

MINISTRY OF INFORMATION TECHNOLOGY, COMMUNICATION AND INNOVATION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
04 000 112	Rs 125750 Chief Technical Officer, ICT

Salary Code	Salary Scale and Grade
02 000 110	Rs 119500 Data Protection Commissioner
04 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Head, IT Security Unit
04 077 100	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 Programme Manager, ITSU (Personal to officers in post as at 31.12.15)
04 077 098	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Programme Manager, ITSU
12 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Legal Executive
04 073 096	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Data Protection Officer
04 061 092	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Data Protection Officer/Senior Data Protection Officer
04 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Assistant Data Protection Officer
22 039 064	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 32350 Senior Receptionist/Telephone Operator
22 024 061	Rs 15225 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 Receptionist/Telephone Operator

Salary Code	Salary Scale and Grade
24 025 058	<p>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</p> <p>Driver</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>
CENTRAL INFORMATICS BUREAU	
04 000 110	<p>Rs 119500</p> <p>Director, CIB</p>
04 102 105	<p>Rs 94500 x 3125 - 103875</p> <p>Deputy Director, CIB</p>
04 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Lead Programme Manager, CIB</p>
04 077 100	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250</p> <p>Programme Manager, CIB (Personal to officers in post as at 31.12.15)</p>
04 077 098	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Programme Manager, CIB</p>
24 025 058	<p>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</p> <p>Driver</p>
CENTRAL INFORMATION SYSTEMS DIVISION	
04 000 108	<p>Rs 113250</p> <p>Director, CISD</p>

Salary Code	Salary Scale and Grade
04 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director, CISD
04 080 100	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 Technical Manager
04 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Systems Analyst
04 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Systems Analyst
04 050 085	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Assistant Systems Analyst/Senior Assistant Systems Analyst
04 070 085	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Operations Manager
04 063 082	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Assistant Operations Manager
04 058 080	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Computer Operations Controller (Roster)
04 058 077	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Data Entry Controller

Salary Code	Salary Scale and Grade
04 033 076	<p>Rs 17565 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 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Computer Support Officer/Senior Computer Support Officer (Roster)</p>
04 047 074	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Data Entry Supervisor</p>
04 041 069	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Data Entry Officer</p>
04 033 068	<p>Rs 17565 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 - 35650</p> <p>Technical Assistant (Ex-SMEDA) (Personal)</p>
04 030 067	<p>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</p> <p>Data Entry Officer (Personal)</p>
24 025 058	<p>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</p> <p>Driver</p>



33.1 INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL

- 33.1.1 The Information and Communication Technologies (ICT) Appeal Tribunal has jurisdiction to hear and dispose of any appeal against a decision of the Information and Communication Technologies Authority, the Postal Authority and the Commissioner of the Data Protection Office regarding information and communication technologies. The Tribunal may make such orders for requiring the attendance of persons and the production of articles, documents or other electronic records; takes evidence on oath and may for that purpose administer oaths; on its own notion, calls and hears any person as witness; and adopts such procedures as may be necessary for its proper functioning. Any party who is dissatisfied with the decision or findings of the Tribunal relating to an appeal as being erroneous in point of law may appeal to the Supreme Court.
- 33.1.2 For the purpose of hearing and determining any cause or matter under the relevant Act, the Tribunal shall consist of a Chairperson and a Deputy Chairperson appointed by the Public Service Commission and at least any two of its Members. The Tribunal is also to be provided with such public officers as are necessary for its proper functioning. In this regard, officers in the grades of Shorthand Writer and other officers of the General Services grades on secondment from other Ministries, are posted at the Tribunal to provide support services.
- 33.1.3 For this review exercise, we did not receive any representation from the staff side and Management. Whilst, we consider that the present structure is appropriate to enable the Tribunal to attain its mandate, we are revising the salary of existing grades.

INFORMATION AND COMMUNICATION TECHNOLOGIES APPEAL TRIBUNAL**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
12 000 118	Rs 150750 Chairperson, ICT Appeal Tribunal
12 000 110	Rs 119500 Deputy Chairperson, ICT Appeal Tribunal



34. MINISTRY OF LABOUR, HUMAN RESOURCE DEVELOPMENT AND TRAINING

- 34.1 The mission of the Ministry of Labour, Human Resource Development and Training is, *inter alia*, to promote decent work, support employers and employees in creating a safe, conflict-free and productive workplace and facilitate access to gainful employment. Its key functions are, among others, to: promote industrial peace and harmony and protect the fundamental rights and dignity of workers; enhance productivity and the general well-being of the workforce through improvement in the standards of safety and health and prevention of occupational diseases and injuries at the workplace; regulate the functioning of associations and trade unions and facilitate the employment of job seekers; and provide assistance and guidance with regard to employment prospects.
- 34.2 To achieve its mission, the Ministry formulates national labour policies and enforces, among others: the Employment Relations Act, the Occupational Safety and Health Act, the Workers' Rights Act, Additional Remuneration Act, Employees Superannuation Fund Act and the National Wage Consultative Council Act 2016 (subsequently amended in 2019). It also acts as the nodal agency for activities relating to the International Labour Organisation.
- 34.3 The Permanent Secretary, who is the Accounting and Responsible Officer of the Ministry, is supported in his mandate by officers of the Administrative Cadre, Heads of the Technical Units, officers in General Services grades and other supporting staff.
- 34.4 The activities of the Ministry are organised under five main divisions namely, the Labour and Industrial Relations Division; Occupational Safety and Health Division; Registry of Associations; the National Remuneration Board; and the Employment Service, each with responsibility for the provision of services in respect of a specific policy area. With the recent Government setup, the Mauritius Institute of Training and Development and the Human Resources Development Council which are parastatal bodies, now fall under the *aegis* of this Ministry.
- 34.5 For this review exercise, the representations made by both the staff side and Management have been studied and commented upon under their respective Division.

NATIONAL REMUNERATION BOARD

- 34.6 The National Remuneration Board (NRB) is responsible to make recommendations on the wages of workers on an occupational basis and for the review of the wages every five years in accordance with the Employment Relations (Amendment) Act 2019. These recommendations form the basis for Remuneration Order Regulations. At present, there are 30 different sectors which are governed by Remuneration Orders with an average of 300,000 workers.

- 34.7 A Chairperson is at the apex of the NRB who is responsible to make recommendations regarding minimum wages and conditions of employment in the private sector. He is assisted in his functions by a Vice-Chairperson and officers of the three-level Remuneration Analyst Cadre and other professionals in other fields.
- 34.8 In the context of the present review exercise, the Bureau has received no representation on behalf of the Remuneration Analyst Cadre, whilst the Chairperson of the NRB made several representations on an individual basis. These mainly consisted in: reviewing the schemes of service of the grades of Chairperson, National Remuneration Board and Vice-Chairperson, National Remuneration Board and Head Remuneration Analyst; upgrading the salary of the Chairperson; aligning the salary of the Vice-Chairperson, National Remuneration Board to that of other officers carrying out similar functions; and payment of a Judicial and Legal Allowance. Management on its side, made the same requests, save for the review of the scheme of service.
- 34.9 After careful examination of the various proposals, we are making the following observations: amendment of schemes of service is the prerogative of Management, after consultation with relevant stakeholders; and allocation of responsibilities to specific grades with respect to the administration and management of the National Remuneration Board, should be dealt with administratively. As regards the request for upgrading of salaries and payment of a Judicial and Legal Allowance, we found same to be devoid of merit.
- 34.10 In view of the above, we consider the present structure to be appropriate in enabling the Board to deliver on its mandate effectively.

LABOUR AND INDUSTRIAL RELATIONS DIVISION

- 34.11 The Labour and Industrial Relations Division is responsible for the formulation of labour legislations and caters mainly for an equitable and sound labour relations environment at workplace. It ensures compliance with labour legislation both in respect of Mauritians and migrant workers including the institution of civil or criminal proceedings, as deemed necessary, and the conduct of such proceedings in the Industrial Court, for or in the name of a worker. It also provides a conciliation service to promote the settlement of industrial disputes reported.
- 34.12 The services of the Division are provided through the following sections: the Inspection and Enforcement Section; Conciliation and Mediation Section; Research, Legislation and Labour Standards Section; Information, Education and Communication Section; Workfare Programme Unit; Reduction of Workforce Unit; and Special Migrant Workers Unit.
- 34.13 The Labour and Industrial Relations Division is headed by the Director, Labour and Industrial Relations, who is responsible for the overall administration and supervision of the Division and is assisted by officers in the Labour and Industrial Relations Officer Cadre and supported by General Services grades.

- 34.14 For this review exercise, the staff side made the following demands: upgrading of salary scale and qualifications requirement for the grade of Labour and Industrial Relations Officer; re-introduction of the sponsored course in Legal Studies; and compensation for performing strike ballot duties. On the other hand, Management submitted for an amendment in the mode of appointment of the grade of Labour and Industrial Relations Officer such that recruitment be made from both serving officers and outside candidates.
- 34.15 During consultations with the stakeholders, they were apprised of the Bureau's policy in respect of determination of salary and that any upgrading of qualifications should be justified by an evolution in the complexity of duties and responsibilities devolving upon the grade concerned. The Bureau has, nonetheless, examined the request and a perusal of the duly filled-in Job Description Questionnaires, indicated that the duties are more geared towards enforcement. Moreover, the scheme of service of the grade of Labour and Industrial Relations Officer already provides for both internal and external candidates.
- 34.16 The Bureau considers that the organisation structure for the Division is fit for purpose and is, therefore, bringing no change in this Report.

OCCUPATIONAL SAFETY AND HEALTH DIVISION

- 34.17 The Occupational Safety and Health (OSH) Division of the Ministry is the main body regulating occupational safety and health in the country. It enforces legislation pertaining to occupational safety and health hazards and ensures continual enhancement of safety and health standards at workplaces. Its main functions are, among others, to prepare legislations on safety and health; develop national occupational safety and health strategies in line with changes in work pattern and technology; carry out sensitisation campaign on occupational safety and health to minimise risks at workplaces; inspect and enforce duties at workplaces and examine the International Labour Organisation Conventions and SADC documents on occupational safety and health.
- 34.18 There are seven sections namely under the OSH Division, the Enforcement Section (North); Enforcement Section (South); Construction Section; Employees' Lodging Accommodation Section; Occupational Safety and Health Training and Information Centre; Accident and Prosecution Section and the Specialist Support Services (SSS) Unit.
- 34.19 The Director, Occupational Safety and Health is responsible for the overall administration of the Occupational Safety and Health Inspectorate and Specialist Support Services Unit. He is assisted by officers of the OSH Inspectorate Cadre and those of the Specialist Support Services (SSS) Unit.
- 34.20 The main representations from the Union for the OSH Cadre were, among others, the upgrading of the qualifications requirement of the grade of Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer (OSHO/SOSHO) from Diploma to Degree and consequential amendments for other grades in the cadre in

light of amendments to be brought to the OSH Act ; creation of two additional distinct units namely the Registration Unit and Civil Service Unit; increase in the quantum of Telephone Allowance being paid to incumbents in the grade of Principal Occupational Safety and Health Officer; and the payment of On-Call Allowance, Telephone Allowance and Coat Allowance to officers posted in the Prosecution Unit of the Accident and Prosecution Section. The Union for the OSH Engineering Cadre posted at the Specialist Support Services Unit requested for a change in appellation of the grade of Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer to Engineer/Senior Engineer in their respective fields. They also claimed that the Engineering Cadre of the Division has no contribution in the OSH Division and, therefore, requested that the employees be redeployed to other Ministries/Departments. Management's submissions pertained to the upgrading of qualifications requirement from Diploma to Degree at entry level for the OSH Cadre; the OSH Cadre and the Specialist Support Services to be two distinct cadres with their own structures, among others.

- 34.21 From the numerous requests spelt out, the staff side was apprised that several issues relate to inhouse administration and that general Conditions of Service would be looked into holistically by the Bureau. As regards upgrading of qualifications requirement of the grade of OSHO/SOSHO, parties were informed that the existing qualifications are in line with provisions of the OSH Act.
- 34.22 Both Unions and Management have impressed on the Bureau the need to segregate the OSH and the OSH Engineering functions so that each one has its own career path for greater efficiency and effectiveness. We have examined the proposals and consider that they are tenable subject to a re-organisation. This would entail amendment in existing schemes of service and redeployment of officers.
- 34.23 To optimise use of available resources, Management may consider the advisability of transferring professional grades under the realm of Engineering to other appropriate Ministries. **However, for career earning and as an inducement, the Head, Specialist Support Services on his transfer to another establishment should be granted one additional increment on conversion and should draw salary in the enhanced scale of Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250.** Necessary amendments should, thereafter, be brought to relevant schemes of service of the OSH Cadre.

Specific Provision for Divisional Occupational Safety and Health Officer

Recommendation 1

- 34.24 We recommend that officers in the grade of Divisional Occupational Safety and Health Officer possessing a Degree in Occupational Safety and Health or Civil or Mechanical or Electrical or Chemical Engineering should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Special Professional and Retention Allowance

- 34.25 Provision was previously made for officers in the grade of Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

REGISTRY OF ASSOCIATIONS

- 34.26 The Registry of Associations is responsible for the registration of associations, trade unions, and their respective rules to enable these organisations to have a legal status and to ensure that they operate within their respective legal framework.
- 34.27 As the head of the Division, the Registrar of Associations is responsible for its day-to-day management. He is assisted in his duties by the Deputy Registrar of Associations and technical staff of the Division.
- 34.28 In the context of this Report, the main requests of the Union pertained to, among others, the grade of Inspector of Associations to be filled from outside candidates and the provision of one year on-the-job training to be included thereto; posting of a Management Support Officer to assist the Inspector of Associations; change in the mode of appointment from selection to promotion for the grade of Senior Inspector of Associations; and other requests pertaining to different conditions of service.
- 34.29 During the meeting with Management, the Bureau was apprised of the turnover rate for the grade of Inspector of Associations and proposed that recruitment be carried out from outside candidates who possess the required qualification. Both Management and the staff side were apprised that some of their issues ought to be addressed administratively while those pertaining to condition of service would be looked into holistically by the Bureau.
- 34.30 We consider that the structure of the Division is adequate for the Ministry to deliver on its mandate. Therefore, we are bringing no structural changes. **We, however, recommend that Management should carry out the Human Resource Planning exercise as recommended in Chapter Recruitment, Promotion and Retention in Volume 1 of this Report.**

Inspector of Associations

- 34.31 Specific provision exists for officers in the grade of Inspector of Associations who have successfully completed all papers of Fundamentals (Skills) *formerly Part II of the ACCA Examination* or an equivalent qualification to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This arrangement is still valid and should continue.**

EMPLOYMENT DIVISION

- 34.32 The Ministry of Labour, Human Resource Development and Training enacted the National Employment Act in 2017 which provides for the setting up of a National Employment Department to replace the Employment Service to meet the new challenges of the labour market.
- 34.33 The main objectives of the Department are, among others, to: promote employment; facilitate the employment of job seekers and ensure that job seekers are able to find employment that meet their aspirations; provide assistance and guidance with regard to employment prospects, including future employment prospects; provide labour market information on the demand and supply of skills to local employees, job seekers and training institutions; and promote placement and training of job seekers through approved programmes.
- 34.34 Its functions are, *inter alia*, to: collect and analyse data on any employment related matter in order to address the needs of the labour market, including skills mismatch, underemployment, unemployment and future employment prospects, and to anticipate future needs and expectations of job seekers and employers; establish and implement programmes and projects relating to employment and training; organise job fairs and other events on training opportunities and employment prospects and provide vocational guidance and counselling.
- 34.35 With the replacement of the Employment Service by the National Employment Department (NED), a series of new grades were requested by Management which were graded by the Bureau, on an *ad hoc* basis, namely, Director, National Employment Department; Deputy Director, National Employment Department; Chief Employment Coordinator; Senior Employment Counselling Officer; and Employment Counselling Officer. The Director, National Employment Department is responsible for the day-to-day operations, overall management, supervision and coordination between the technical and professional services provided by the NED. He is assisted in his duties by a Deputy Director, National Employment Department and officers of the technical cadres.
- 34.36 For this review exercise, representations from the staff side included, among others, an upgrading of the qualifications requirement of the grade of Employment Officer; creation of additional posts; review of salary scales of various grades; grant of 70% duty exemption to incumbents in the grade of Employment Counselling Officer; to compensate the Senior Employment Counselling Officer for acting as Officer-in-Charge at regional offices and to allow them to benefit from mileage allowance when conducting inspections; and the payment of risk allowance.
- 34.37 On the other hand, Management requested for the creation of the grades of Senior Employment Counselling Officer; Chief Employment Coordinator; Deputy Director, National Employment Department; and Psychologist.

- 34.38 During consultative meetings, all stakeholders were apprised that the creation of additional posts rests upon Management and request for upgrading of qualifications requirement should be substantiated by a corresponding evolution in the complexity of tasks whereby new skills are required. As regards the grant of duty exemption facilities, they were apprised that same would be determined based on the findings of the Survey on Travelling and Car Benefits. On the other hand, parties were apprised that grades pertaining to the National Employment Department have already been created on an *ad hoc* basis and same has been reflected in the salary schedule.
- 34.39 Since the NED has recently been restructured following the enactment of the National Employment Act 2017, no major change is being envisaged to the organisation structure in this Report.

Qualification Bar

- 34.40 A Qualification Bar (QB) has been inserted in the respective salary scale of the grades of Deputy Director, National Employment Department, Chief Employment Coordinator, Senior Employment Counselling Officer and Employment Counselling Officer:
- (i) **officers in the grades of Deputy Director, National Employment Department and Chief Employment Coordinator who possess the Degree in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grades; and**
 - (ii) **officers in the grades of Senior Employment Counselling Officer and Employment Counselling Officer who possess the Diploma in Human Resource Management or Public Administration or Management or Counselling or Psychology or Economics or Statistics or Marketing should be allowed to proceed incrementally beyond the QB in the recommended salary scale of the grades.**

Human Resource Analyst Cadre

- 34.41 The four-level structure of the Human Resource Analyst Cadre comprises the grades of Human Resource Analyst, Senior Human Resource Analyst, Principal Human Resource Analyst and Director, Human Resource Development. The Cadre previously formed part of the establishment of the Ministry of Education, Tertiary Education, Science and Technology. However, since 2020, it operates under the portfolio of the Ministry of Labour, Human Resource Development and Training. At present, the Cadre consists of only two officers in the grade of Human Resource Analyst, as vacancies in the three higher levels have not been filled since long.
- 34.42 The Unions' requests regarding the Human Resource Analyst Cadre comprised restyling of the grade of Principal Human Resource Analyst to Assistant Director, while reviewing its salary scale and the Ministry to fill the vacancies in the Human Resource Analyst Cadre.

- 34.43 With respect to the above representations made, we wish to highlight that the appellation of a grade should be in consonance with its duties and filling of vacancies rests upon Management.
- 34.44 During the consultative meeting, Management informed that the two Human Resource Analysts would be called upon to provide support to the National Employment Department once it is operational.
- 34.45 Whilst reassessing the grade of Human Resource Analyst, the Bureau noted that incumbents were performing higher duties which normally devolve upon the Training and Programme Coordinator. This element has been taken into consideration whilst arriving at the revised salary scale of the grade. We have also reviewed the job appellation to reflect the level of duties being performed by the Human Resource Analysts.

Recommendation 2

34.46 We recommend that:

- (i) **the grades of Human Resource Analyst and Senior Human Resource Analyst be merged and restyled Human Resource Analyst/Senior Human Resource Analyst;**
- (ii) **the duties of the merged grade of Human Resource Analyst/Senior Human Resource Analyst should comprise those of the former grades of Human Resource Analyst and Senior Human Resource Analyst; and**
- (iii) **the newly restyled grade of Human Resource Analyst/Senior Human Resource Analyst be made evanescent.**

CAREERS GUIDANCE SERVICE

- 34.47 The Career Guidance Service provides quality guidance and counselling to students and the public at large as well as career information.
- 34.48 The main requests from the staff side pertained to an upgrading in the salary scale as they claimed that they have been entrusted with duties of Psychologist since the grade is presently vacant; and the provision of additional staff.
- 34.49 Union members were apprised of the Bureau's policy for pay determination which is based a job evaluation exercise. They were, therefore, handed over Job Description Questionnaires to fill in and submit to the Bureau. The staff side were also informed that increasing establishment size rests upon Management.
- 34.50 Upon perusal of the Job Description Questionnaires of the officers, it was observed that the duties being performed by incumbents in the cadre are in line with their respective schemes of service. Therefore, the request could not be entertained.
- 34.51 We are bringing no change to the current structure of the Careers Guidance Service which is considered to be appropriate.

REDUNDANCY BOARD

- 34.52 The Redundancy Board set up under Section 73 of the Workers' Rights Act 2019, deals with all cases of reduction of workforce and closure of enterprises for economic, financial, structural, technological or any other similar reasons as provided for under Section 72 of the Act. Hence, any employer who intends to reduce his workforce or close down his enterprise has a duty to notify the Board accordingly.
- 34.53 In the discharge of its functions, the Board is responsible to: make orders in relation to the reduction of workforce or closing down of enterprise; make such orders for requiring the attendance of any person and the production of any document as it may determine; and take evidence on oath and for that purpose, administer oaths. As per the relevant provision of the Workers' Rights Act, the Board shall complete its proceedings within 30 days from the date of notification by the employer and such period may be extended by agreement of both parties.
- 34.54 The Board presently comprises a President and a Vice-President as well as independent members and representative of workers. As per the Workers' Rights Act 2019, the Secretary to Cabinet and Head of the Civil Service is empowered to designate public officers in the grades of Economist and Accountant to assist the Board for its operational requirements. At the technical level, the grades of Registrar, Redundancy Board and Deputy Registrar, Redundancy Board have been created to provide the necessary backup services.
- 34.55 In the context of this review exercise, the Bureau has not received any representation from the staff side and Management. We consider the present structure to be appropriate.

MINISTRY OF LABOUR, HUMAN RESOURCE DEVELOPMENT AND TRAINING**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
19 063 088	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Psychologist

Salary Code	Salary Scale and Grade
08 060 081	<p>Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900</p> <p>Senior Transcriber <i>formerly Senior Shorthand Writer</i></p>
08 050 077	<p>Rs 23025 x 400 – 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Transcriber <i>formerly Shorthand Writer</i></p>
24 025 058	<p>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</p> <p>Driver</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>
NATIONAL REMUNERATION BOARD	
02 000 110	<p>Rs 119500</p> <p>Chairperson, National Remuneration Board</p>
02 092 102	<p>Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Vice-Chairperson, National Remuneration Board</p>
02 082 098	<p>Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Head Remuneration Analyst</p>

Salary Code	Salary Scale and Grade
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Remuneration Analyst
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Remuneration Analyst
LABOUR AND INDUSTRIAL RELATIONS	
18 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Director, Labour and Industrial Relations
18 080 097	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100 Deputy Director, Labour and Industrial Relations
18 077 094	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Assistant Director, Labour and Industrial Relations
18 070 087	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Principal Labour and Industrial Relations Officer
18 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Labour and Industrial Relations Officer
18 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 44800 Labour and Industrial Relations Officer

Salary Code	Salary Scale and Grade
OCCUPATIONAL SAFETY AND HEALTH	
18 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Director, Occupational Safety and Health
18 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Deputy Director, Occupational Safety and Health
18 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Chief Occupational Safety and Health Officer
18 070 088	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 QB 61000 x 1700 - 62700 Divisional Occupational Safety and Health Officer
18 060 085	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 QB 55900 x 1700 - 57600 Principal Occupational Safety and Health Officer
18 047 081	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer
26 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Head, Specialist Support Services
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Occupational Safety and Health Engineer/Senior Occupational Safety and Health Engineer

Salary Code	Salary Scale and Grade
REGISTRY OF ASSOCIATIONS	
18 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Registrar of Associations
18 077 094	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Deputy Registrar of Associations
18 066 087	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Principal Inspector of Associations
18 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Inspector of Associations
18 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 44800 Inspector of Associations
EMPLOYMENT DIVISION	
18 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Director, Employment Service Director, National Employment Department
18 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 QB 68000 x 1800 - 69800 Deputy Director, National Employment Department
02 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Training Programme Coordinator

Salary Code	Salary Scale and Grade
18 072 090	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200</p> <p>Deputy Director, Employment Service</p>
18 066 087	<p>Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 QB 55900 x 1700 - 61000</p> <p>Chief Employment Coordinator</p>
18 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Chief Employment Officer</p>
18 055 080	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250</p> <p>Senior Employment Counselling Officer</p>
18 047 078	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Senior Employment Officer</p>
18 039 077	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 QB 39350 x 950 - 42200 x 1300 - 44800</p> <p>Employment Counselling Officer</p>
18 033 071	<p>Rs 17565 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 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Employment Officer (Personal to officers in post as at 31.12.20)</p>
24 025 058	<p>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</p> <p>Driver</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>

Salary Code	Salary Scale and Grade
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
HUMAN RESOURCE DEVELOPMENT	
02 100 103	Rs 88250 x 3125 - 97625 Director, Human Resource Development
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Human Resource Analyst
02 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Human Resource Analyst /Senior Human Resource Analyst (Personal) <i>formerly Human Resource Analyst</i> <i>Senior Human Resource Analyst</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
CAREERS GUIDANCE SERVICE	
18 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Careers Counsellor
18 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Careers Counsellor
18 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Careers Counsellor

Salary Code	Salary Scale and Grade
12 053 081	<p style="text-align: center;">REDUNDANCY BOARD</p> <p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Registrar, Redundancy Board</p>
12 038 077	<p>Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Deputy Registrar, Redundancy Board</p>



35. MINISTRY OF COMMERCE AND CONSUMER PROTECTION

- 35.1 The Ministry of Commerce and Consumer Protection (MCCP) envisions to bring a conducive commercial environment and an effective protection of consumers. It aims to, *inter alia*, facilitate trade of goods and services; ensure regular supply of essential commodities and monitor prices of controlled goods; promote and safeguard the interests and rights of the consumers through legal and institutional framework; provide an interactive communication platform for information, protection, and education of consumers; regulate weights and measure used in trade; and authorise the holding of trade fairs and exhibitions.
- 35.2 The Permanent Secretary is the Accounting and Responsible Officer of the Ministry. He is assisted in the performance of his duties by officers of the administrative and technical cadres and supported by officers of the General Services grades and employees of the Workmen's Group.
- 35.3 It comprises different units/divisions namely the Consumer Protection and Market Surveillance Unit; the Trade Division; the Legal Metrology Services and the Price Fixing Unit. The State Trading Corporation (STC) and the Competition Commission are two statutory bodies falling under the *aegis* of the Ministry.
- 35.4 In the context of this review exercise, the Bureau had consultations with representatives of both the staff side and Management. The proposals from both parties for each respective unit at the Ministry have been dealt with separately under their relevant sub-chapters.
- 35.5 Moreover, we have also received submissions from Management at the very last stage towards the publication of the Report for a major revamping of the organisation structure of the technical side. Since it was not canvassed, the Bureau refrained from expatiating on the proposals pertaining to the new structure. However, this does not preclude the Ministry to submit anew the proposals, on an *ad hoc* basis, through established procedures to the Bureau for further consideration. In this context, we are maintaining the existing organisation structure.

Trade Division

- 35.6 The Trade Division is the technical arm of the Ministry for all matters related to trade practices and the implementation of trade policies. It deals mainly with the importation and exportation of controlled goods, the licensing of authorised dealers for the importation and sales of second-hand motor vehicles and the accreditation and monitoring of the scrap metal sector. The Division is being serviced by officers of the Analyst (Trade) Cadre, comprising a Director of Trade at its head and three other professional levels namely Principal Analyst (Trade), Senior Analyst (Trade) and Analyst (Trade).
- 35.7 For this Report, the Union's representations with respect to the Analyst (Trade) Cadre consisted in: reviewing the salary of the Director of Trade; creating a level of Deputy Director of Trade; granting enhanced travelling benefits to officers of the Analyst

(Trade) Cadre; restyling the grade of Analyst (Trade) to Trade Analyst; granting a risk allowance to the officers; paying a yearly allowance in lieu of provision of safety equipment with a view to enabling the Analysts (Trade) to purchase better quality equipment; and reviewing the mode of appointment to the grade of Principal Analyst (Trade) from selection to promotion.

- 35.8 Management, on its side, proposed for a restructuring and restyling of the Trade Division along with a change in job appellations and increasing establishment size of certain positions.
- 35.9 Further to the observations made by the Bureau in respect of the revamping of the organisation structure, we are not bringing any change thereto or restyling job appellations. In addition, the Bureau observes that: general recommendations have been made regarding conditions of service; request for the grant of risk allowance should be referred to the Departmental Safety and Health Committee as provided under the Chapter Risk, Insurance and Compensation in Volume 1 of this Report; and the proposed payment of an allowance to purchase Personal Protective Equipment should be dealt with by the Standing Committee on Uniform at the level of the Ministry of Public Service, Administrative and Institutional Reforms.

LEGAL METROLOGY SERVICES

- 35.10 The Legal Metrology Services (LMS) is responsible for the calibration and maintenance of measurement norms in line with International Standards. It also controls weighing and measuring equipment used in trade to ensure that the instruments are accurate and used correctly as per the requirements of the Legal Metrology Act. In addition, the LMS is involved in the control of goods to ensure that they are properly labelled and contain the quantity declared on the packages.
- 35.11 The management of the LMS is under the overall responsibility of a Director who is supported by a Deputy Director. He is further assisted by officers belonging to professional and technical cadres.
- 35.12 In the context of this Report, both the staff associations and Management submitted that officers in the grade of Legal Metrology Officer be granted 70% duty remission. Both parties were apprised that any decision along these lines would be based on the results of the Survey on Travelling and Car Benefits. Additionally, request was also made by a Union that officers using their personal car for official travelling, be refunded mileage for distance covered. The Union was informed that recommendations to that effect already exist and the issue pertains merely to implementation.
- 35.13 Moreover, union members made further proposals to the effect that officers be compensated in the form of a risk allowance for the health and safety issues that they face while performing their duties. They were informed that the request for risk allowance will be addressed by the Bureau in a holistic manner. As regards the request for the payment of an allowance to Legal Metrologists for working on Saturdays and

Sundays, the Union was explained the various modes of compensation for working beyond normal hours.

- 35.14 Management on its side laid emphasis on upgrading of the salary of the Director, LMS and Deputy Director, LMS. The Bureau has ensured that the level of duties and responsibilities as well as accountability devolving on both grades have been given due consideration and are effectively reflected therein following a reassessment exercise.
- 35.15 During the consultative meeting, Management's stand was a clear indication that the present structure of the LMS is adequate for it to deliver on its mandate. We are, thus, making no change to the structure of the LMS.

Technical Officer (Legal Metrology) (Personal)

- 35.16 Presently, officers in the grade of Technical Officer (Legal Metrology) (Personal) are allowed to proceed incrementally up to salary point Rs 46900, subject to satisfying certain conditions. This provision is being maintained while the salary point is being revised.

Recommendation 1

- 35.17 We recommend that officers in the grade of Technical Officer (Legal Metrology) (Personal) in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis and on the same conditions prevailing previously provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

CONSUMER PROTECTION AND MARKET SURVEILLANCE UNIT

- 35.18 The Consumer Protection and Market Surveillance Unit (CPMSU) is a dedicated unit within the Ministry, which caters for the protection of consumers in general and is entrusted the responsibility of enforcing the various consumer legislations as well as providing overall consumer satisfaction and security. Its objectives are, among others, to: protect consumers through enforcement of laws; educate consumers of their rights and responsibilities; settle disputes between trades and consumers by mutual agreement or in case of deadlock through a court of justice; and update the existing laws to meet new challenges ahead.
- 35.19 The Head, Consumer Affairs Unit is responsible for the efficient and effective operation and administration of the Unit as well as ensuring the effective implementation of all Consumer Protection Laws and any other related regulations. He/she is assisted in his/her duties by officers in the grades of Principal Consumer Affairs Officer, Senior Consumer Affairs Officer and Consumer Affairs Officer.
- 35.20 In the context of this review exercise, the staff side mainly requested for an upgrading of the qualifications requirement of the grade of Consumer Affairs Officer from a

Diploma to a Degree; officers of the Consumer Affairs Cadre to move incrementally in the Master Salary Scale; and the provision of a Parking Allowance.

- 35.21 The staff side was apprised during consultative meeting that a request for upgrading of qualifications requirement should be substantiated by a corresponding evolution in the nature and complexity of duties. They were also apprised that the request for the payment of a Parking Allowance should be dealt with administratively.
- 35.22 Management, on its side, requested for an upgrading of the salary scale of the grade of Head, Consumer Affairs *vis-à-vis* other comparable grades in the Civil Service and the latter was apprised that same is based on the evolution in the complexity of duties and responsibilities.
- 35.23 The Bureau has examined all the requests pertaining to the Consumer Protection and Market Surveillance Unit and considers that the existing structure is appropriate for the unit to deliver its services efficiently and effectively. We are, however, revising the quantum of an existing allowance.

Allowance to officers of the Consumer Affairs Cadre

- 35.24 Officers of the Consumer Protection and Market Surveillance Unit who possess specific communication skills and are called upon to conduct and coordinate consumer education programmes campaign as well as deliver talks through the media, are presently being paid an allowance of Rs 265 per session. The Bureau is maintaining the current provision while revising the quantum of allowance.

Recommendation 2

- 35.25 We recommend that the allowance payable to officers of the Consumer Affairs Cadre possessing specific communication skills and who are called upon to conduct and coordinate consumer education programmes/campaign as well as deliver talks through the media, be revised to Rs 275 per session.**

Hours of Work

- 35.26 According to the existing schemes of service of all grades in the Consumer Affairs Cadre, officers may, in the performance of the duties be called upon to work outside normal working hours, including Sundays and Public Holidays. **This element has been taken into consideration while determining the respective salary scale of the grades.**

COMMERCE DIVISION

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary

Salary Code	Salary Scale and Grade
02 100 103	Rs 88250 x 3125 - 97625 Director of Trade
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Analyst (Trade)
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Analyst (Trade)
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Analyst (Trade)
18 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Senior Commercial Officer
18 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Commercial Officer
18 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Commercial Officer
08 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Trade Information Officer
24 043 068	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 Senior Laboratory Auxiliary
24 026 063	Rs 15745 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 Laboratory Auxiliary

Salary Code	Salary Scale and Grade
24 033 062	Rs 17565 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 - 30700 Driver (Mechanical Unit) <i>formerly Heavy Vehicle/Mechanical Driver</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
24 018 047	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850 Helper
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
LEGAL METROLOGY SERVICES	
19 100 103	Rs 88250 x 3125 - 97625 Director, Legal Metrology Services
19 086 101	Rs 59300 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Deputy Director, Legal Metrology Services
19 073 096	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Legal Metrologist
19 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Legal Metrology Officer
19 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical Officer (Legal Metrology)

Salary Code	Salary Scale and Grade
19 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer (Legal Metrology) (Personal)</p> <p style="text-align: center;">CONSUMER PROTECTION AND MARKET SURVEILLANCE UNIT</p>
18 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Head, Consumer Affairs Unit</p>
18 067 086	<p>Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300</p> <p>Principal Consumer Affairs Officer</p>
18 060 083	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Consumer Affairs Officer</p>
18 053 080	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Consumer Affairs Officer</p>



36. MINISTRY OF HEALTH AND WELLNESS

- 36.1 The Ministry of Health and Wellness (MOHW) is the pre-eminent government body responsible for public healthcare. Besides its mandate of transforming the existing health services into a modern high performing quality health system that is patient centered, accessible, equitable, efficient and innovative; it is also, among others, required to improve the quality of life and well-being of the population through the prevention of communicable and non-communicable diseases as well as promotion of healthy lifestyles and an environment conducive to health. Further, it aims at facilitating the development of the country into a medical and knowledge hub and support the advancement of health tourism.
- 36.2 Some of its key accountabilities are health policies formulation and their implementation; provision and promotion of preventive, curative, rehabilitative and palliative health services; setting standards and implementing regulations; provision of maternal and child health services; management of primary health care centres and hospitals; and inspection for basic sanitation and food safety. For an efficient delivery of these services, the MOHW has organised its activities under two arms: administrative and technical. The administrative arm is principally involved in the formulation of policy, dealing with establishment, personnel and executive matters and controlling public expenditure. To this end, the responsibility rests on officers from the Administrative, Human Resource, Financial Operations and Procurement Cadres as well as those providing support services for the proper running of the administrative arm.
- 36.3 On the other hand, the technical arm, which is headed by the Director-General, Health Services, is responsible for the formulation of health policies and programmes and for the effective delivery of health care services across Mauritius and Rodrigues. He is assisted in his tasks by an array of Professional, Technical and other supporting staff who work in the different health care institutions of the country which are categorised under primary, secondary and tertiary levels. The primary health care service is provided by the Community Health Centres (CHC), Area Health Centres (AHC) and Mediclinics and includes, among others, treatment of common diseases, injuries, maternal and child care. In addition, the AHCs cater for dental care and Non-Communicable Diseases (NCD) prevention activities.
- 36.4 The secondary health care services, which are provided by the various hospitals on a 24/7 basis, include among others, accident and emergency services, general medicine, general and specialised surgery, gynaecology and obstetrics, chest medicine, orthopaedics, traumatology, paediatrics and intensive care. Whereas, the tertiary health care is provided in specialised hospitals where surgeries relating to Thoracic, Cardiac and ENT are carried out. The MOHW also runs five Ayurvedic Clinics for providing outpatient care. In addition to primary health care services, the MOHW dispenses services related to podiatric care, dialysis, and transportation of patients by ambulances as well as SAMU services in cases of emergencies.

- 36.5 Furthermore, to provide a better health service the MOHW, in the near future, intends to implement major infrastructural projects comprising, among others, the New Flacq Teaching Hospital, the New Moka Eye Hospital and the Roche Bois and St. Francois Xavier Community Health Centres. Both the officers of the administrative and technical arms are accountable to a Senior Chief Executive who is at the helm of the MOHW and has the responsibility for the overall management of the Ministry.
- 36.6 In our endeavour to enable the MOHW to improve its service delivery, we formulated a series of recommendations in our last Report comprising the creation, merging and restyling of grades. We also brought harmonisation concerning the payment of certain allowances and made provision for career earnings for dead-end positions. Further, we restored, to the extent possible, salary relativities which had been disturbed with the EOAC Report. In so far as this review exercise is concerned, we have received numerous representations from the staff side of the various groups falling under the MOHW namely medical, pharmacy, nursing, medical support, health records, medical technician, technologist and paramedics, operations support services, health inspectorate, environmental health engineering, among others. While these representations are discussed under the respective groups/units, we are hereunder, making certain general recommendations regarding filling of vacancies, amendments to schemes of service, provision of training, among others.

Filling of Vacancies/Posts created

- 36.7 As was the case for our past Reports we have, in the course of this review exercise, once again been inundated with representations from the staff side for recruitment of additional staff and filling of vacant positions. Some of the grades where representations have been received for an increase in establishment size include Consultant-in-Charge, Dental Surgeon/Senior Dental Surgeon, Dental Assistant, Community Health Rehabilitation Officer, Midwife as well as various other grades of the Workmen's group. It has particularly been highlighted that the lack of staff in these grades is hampering efficient and smooth delivery of health services.
- 36.8 Given that the services provided by the MOHW are principally people-driven, we are, therefore, once again reiterating our recommendation for the MOHW to carry out a proper Human Resource Planning Exercise with a view to ensure that its manpower requirement matches the prevailing workload and that all vacant positions are filled within a reasonable lapse of time.

Recommendation 1

- 36.9 We recommend that the MOHW should conduct a Human Resource Planning Exercise with a view to determine the right number of people required in each grade for it to deliver effectively on its mandate.**

Schemes of Service

- 36.10 We have in this Report, created a few grades and merged a few others. In view of these changes, consequential amendments need to be brought to the schemes of service of related grades in the respective cadres. We are recommending accordingly.

Recommendation 2

- 36.11 We recommend that, where grades have been created or merged, consequential amendments should be brought to the schemes of service of such relevant grades to reflect the required profiles, roles and responsibilities devolving upon incumbents.**

Conducive Working Environment

- 36.12 We made provision in our last Report for officers of the MOHW to be provided, to the extent possible, with a conducive working environment so as to increase their feeling of wellbeing at work thereby encouraging them to work harder and efficiently. Given the repeated representations received for the provision of a conducive working environment and taking into account the benefits attached to having a harmonious working environment, we are at the request of the staff side, reproducing this recommendation.

Recommendation 3

- 36.13 We recommend that the MOHW should make necessary arrangements to provide, to the extent possible, a conducive working environment to officers belonging to the health sector.**

Provision of Training Facilities

- 36.14 Training is an essential tool for improving employees' productivity and boosting their performance and should be provided on a regular basis. To this effect, we have made appropriate recommendations under the Chapter Training and Development in Volume 1 of this Report. However, considering the number of representations received from the health care officers for the provision of training facilities and as some of these officers have averred that they have never been provided with training since they joined the service, we strongly urge the MOHW to look into the matter with a view to providing ongoing training to these employees.

Recommendation 4

- 36.15 We recommend that the MOHW should, on an on-going basis, accord priority to the training of health sector employees and implement the recommendations made in the Chapter Training and Development of Volume 1 of this Report.**

Digital Library

- 36.16 Following requests for the book allowance currently payable to officers of the medical profession to be extended to various grades of the MOHW, we made provision in our last Report for the setting up of a digital library to enable health sector employees to have access to relevant information and databases thereby keeping abreast of latest developments in their respective field.
- 36.17 Although the MOHW has not responded to our survey on "Recommendations made in the 2016 PRB/Addendum Report which have not been implemented", we have been informed that the Digital Library has not yet been set up. However, the MOHW, in

collaboration with the Mauritius Institute of Health (MIH), has since August 2014 set up a Virtual Health Library Mauritius which is a scientific, technical and medical portal that enables health professionals to access no less than 100 000 e-books, reference materials, open access learning resources and e-journals from international databases such as HINARI, EBSCO and Emerald Insight. Many of the very popular medical journals are also accessible on the virtual library. Given that an appropriate portal exists already for employees of the health sector to acquire the necessary knowledge relevant to their fields, we believe that the present arrangements should continue to be in force. Nevertheless, we are also reiterating the recommendation for the setting up of the Digital Library so that officers of the health sector can have access to more information and databases in their fields.

Recommendation 5

36.18 We recommend that the Ministry of Health and Wellness, with the Ministry of Information Technology, Communication and Innovation, should make necessary arrangements for:

- (i) the setting up of a Digital Library to enable health sector employees to have access to relevant information and databases; and**
- (ii) officers to have access to both local and international E-libraries as per the strategic requirements of the Ministry.**

Risk Allowance

36.19 Certain officers of the MOHW, working in constant and close contact with mental patients, T.B. patients and drug addicts, are entitled to a risk allowance equivalent to one and a half increments at the initial of their salary scales. In the course of this exercise, we have once again received demands for the extension of this allowance to other grades of the MOHW. The Bureau has to highlight that risk is a compensable factor, and has already been taken into account while determining the salary of the grades. Nevertheless, officers in certain grades who are exposed to higher than normal risk than their colleagues, are compensated through the grant of a risk allowance. The requests for the payment of risk allowance is extensively discussed under the chapter Risk, Insurance and Compensation in Volume 1 of this Report.

MEDICAL GROUP

36.20 The Medical Group consists of doctors who may be categorised into General Practitioners and Specialists. These doctors form part of our key health professionals and play a pivotal role in the delivery of public health service.

36.21 Being at the apex of the Medical Group, the Director-General, Health Services is responsible, among others, for ensuring the execution of all Government health policies related to the implementation of curative, preventive, promotion and rehabilitative services. He is assisted by the Director, Health Services; Regional Health Directors; Director, Laboratory Services; Director, Dental Services; Consultants-in-Charge; Specialist/Senior Specialists; Director, Health Promotion and Research; NCD Coordinator, Ayurvedic Medical Officer/Senior Ayurvedic Medical Officers as well as

officers of the Medical and Health Officer/Senior Medical and Health Officer (MHO/SMHO) Cadre, Dental Surgeon/Senior Dental Surgeon Cadre, Occupational Health Physician Cadre, Emergency Physician Cadre, Community Physician Cadre, and AIDS Physician Cadre.

- 36.22 We have, in the context of this Report, received a mass of representations emanating from the different categories of officers of the Medical Group. Although we have carefully examined each of these representations, it would have been really tedious for us to list all of them in this Report. Hence, we have considered it appropriate to provide our views only on the most common and salient ones.
- 36.23 Among the most frequent representations received was the setting up of a Medical Service Commission. As such a decision does not fall within our ambit we so informed the parties concerned. Likewise, we apprised the staff side of the series of representations that were essentially administrative issues and needed to be dealt with at the level of the MOHW. Though not strictly falling under our terms and conditions, we also sought the views of Management on certain proposals such as non-filling of certain posts; appropriate reporting line and proper working hours to be set for certain grades, among others. In several of these cases, we were informed by the MOHW that the matter would be looked into administratively.
- 36.24 Due to technical reasons, we could not agree to various proposals relating to restyling of grades; creation of levels; provision of a new salary scale for Specialist/Senior Specialist possessing super specialist qualifications; creation of a subgroup in the medical group; and introduction of new allowances. The Bureau was also unable to accede to the demand for the payment of a night attendance bonus to MHO/SMHOs as the philosophy behind the grant of this allowance is not applicable in their case. Proposals for enhanced conditions of service to be granted to the Medical Group compared to what is obtainable for the whole public sector were also not retained in view of the massive repercussion that this may entail. As regards the payment of an annual equipment allowance to doctors for buying equipment such as stethoscope, ophthalmoscope and others, we are informed that such equipment are provided by the Ministry. The decision to review the allowance for attending Court, on the other hand, rests upon the Judiciary.
- 36.25 For those proposals which we found justified, we have made appropriate recommendations in this Report. These include the creation of a permanent level to head the Ayurvedic Unit; refund of unutilised causal leave to MHO/SMHOs in view of the specificities of the job; lying in time foregone, up to a certain extent, to be taken into account while computing the actual hours of MHO/SMHOs; introduction of incremental credits for specialist qualifications and payment of an appropriate allowance to Specialist/Senior Specialists in scarce fields. We have also extended the allowance payable to Emergency Physicians Cadre for aeromedical retrieval of patients to MHO/SMHOs who are also called upon to participate in such activities. Additionally, we have recommended that consideration be given for the implementation of a three-tier shift system for the MHO/SMHOs in replacement of the present two-tier shift and made provision for them to be rotated in various

units/departments to enable them to develop their skills and enrich their experience. Considerable improvements have also been brought to certain conditions of service which are specific for the Medical Group.

- 36.26 In so far as the upgrading/adjustment of salaries of the different grades are concerned, we have in the course of the present exercise, carried out a fresh assessment of the grades. Further, we have taken into account existing salary relativities; career prospects and the involvement of the officers in containing the COVID-19 pandemic while formulating our recommendations. As regards the grade of MHO/SMHO, the Bureau has, in addition to the foregoing, also considered the fact that it is the only professional grade with the merger of the first and second level which has been granted the salary of a principal professional level; prevailing market rate especially what is earned for a comparable position in the private sector, as well as the findings of our survey on recruitment and retention problems in the public sector while arriving at the recommended salary for the grade. We also expect that this would ease recruitment of more doctors and enable the Ministry to implement a proper shift system for the benefit of patients and staff and enable the latter to work in the utmost interest of the public in accordance with their *Materia Medica*.

Medical and Health Officer/Senior Medical and Health Officer

- 36.27 As recommended in our 1993 Report, MHO/SMHOs are classified as shift workers. However, due to an inadequate number of officers, the MOHW could not effectively implement the shift system earlier and, hence, had to resort to a system of coverage to provide round-the-clock service in the hospitals. The MHO/SMHOs were, therefore, required to put in extra hours for providing coverage at night, for which they were remunerated.
- 36.28 In our last Report, we strongly advocated the implementation of the shift system in view of the number of representations received regarding the arrangement in place which was considered to be too taxing on the officers. Thereafter, a two-tier shift system was introduced on a pilot basis by the MOHW in April 2016 which was later implemented in all hospitals as from October of the same year. The effective implementation of the shift system, however, led to an uproar from the concerned officers who even declared a labour dispute against the Ministry. The matter was heard at the level of the Commission for Conciliation and Mediation and while an agreement was reached by both parties on most of the points in dispute, there were some issues which met with a deadlock. These concern hours of work; hourly rate to be computed on the basis of 33.75 hours; lying in time to be reckoned as working time and payment of risk allowance.

Hours of work of MHO/SMHOs

- 36.29 As mentioned above, one of the main contention of the MHO/SMHOs following the introduction of the shift system related to their working hours. The officers claimed that their hours of work should be 33¾ as it was the case previously and not 40 hours. The Bureau has to highlight that as recommended in its 1993 Report, officers in the grade of MHO/SMHO are classified as shift workers and though, not explicitly

mentioned in the successive Reports, this provision still remains valid, the more so that it has not been superseded by any other provision. Besides, the scheme of service of the grade was amended in October 2016 to reflect this element. **In accordance with existing provision for officers on shift, the standard working week for MHO/SMHOs should, therefore, be based on 40 hours or a multiple of 40 hours, where the shift covers a cycle.**

Allowance equivalent to two increments to MHO/SMHOs in post as at 26 October 2016

36.30 In view of the contention of the MHO/SMHOs following the effective implementation of the shift system, the High Powered Committee (HPC) granted an allowance equivalent to two increments at the incremental point reached to those in post as at 26 October 2016. This provision, which was an additional inducement to ease the effective implementation of the shift system and for continuity of service is, however, time bound. We have, in the course of this exercise, re-examined the whole issue and, on this basis, are making appropriate recommendation for those who are entitled to the said allowance.

Recommendation 6

36.31 We recommend that MHO/SMHOs in post as at 26 October 2016 should, in addition to their normal yearly increment, be granted two increments on conversion for effectively working on shift and the allowance granted by the HPC should, then, lapse.

Risk Allowance

36.32 Another point in dispute on which no agreement could be reached was the payment of risk allowance to MHO/SMHOs. It is to be noted that risk is a compensable factor in our Job Evaluation Scheme and has already been taken into account in arriving at the salary of the grade. It is only in specific circumstances, that is, where the posting of an officer exposes him to higher than normal risk than his colleagues in the same grade, that the payment of a risk allowance has been considered.

36.33 We have taken cognisance of the fact that the proposal for the payment of a risk allowance to MHO/SMHOs was submitted to the Risk Assessment Committee (RAC) set up under the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) and the latter, after examination of the case, was of the view that the MOHW should take preventive measures rather than resort to the payment of risk allowance. **The Bureau recommends accordingly.**

Allowance for working beyond normal working hours

36.34 In our last Report, we rationalised the payment of allowances payable to officers of the Medical Group who are required to work beyond their normal working hours and recommended that they be compensated at the normal hourly rate based on the basic salary point reached in their respective salary scale, for every additional hour put in.

- 36.35 Subsequently, with the introduction of the shift system for the MHO/SMHOs, those who were required to work extra hours were entitled to the payment of overtime as per existing provisions. In addition, through an authority granted by the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR), those who were drawing salary above Rs 56450 and not eligible for the payment of overtime, were compensated at the normal hourly rate. This authority would, however, lapse with the publication of this Report.
- 36.36 We have scrupulously examined the whole issue anew taking on board all associated implications and on the basis thereof, we consider that there are reasonable grounds for special provisions to be made for these category of officers particularly in view of the nature of duties performed. Hence, we consider that MHO/SMHOs should continue to benefit from overtime for work done in excess of 40 hours per week whereas those not qualifying for same should be compensated at hourly rate. These provisions should equally be applicable to other officers of the medical group who are required to work beyond their normal working hours.

Recommendation 7

36.37 We recommend that officers of the Medical Group who are:

- (i) drawing salary up to Rs 62700 and who are required to put in extra hours in excess of 40 hours should be paid overtime as provided at paragraphs 16.5.71 and 16.5.72 of Chapter Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report; and**
- (ii) drawing salary Rs 64400 and above should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale, for every additional hour put in.**

36.38 We further recommend that:

- (i) whenever the Medical Officer has to move from one site of work to another after normal working hours, he should be compensated at the normal hourly rate at the salary point reached in the salary scale for every additional hour put in, inclusive of travelling time;**
- (ii) Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists in the fields of Obstetrics and Gynaecology and Paediatrics who are required to perform night duty should be compensated at the normal hourly rate based on salary point reached in their respective salary scale for every additional hour worked. The provision for working on night shift is optional for Consultants-in-Charge, Specialist/Senior Specialists known as Consultants and Specialist/Senior Specialists who were already in service as at 30.06.08 either in a substantive capacity or have been in an acting capacity for at least a year and is mandatory for new entrants to the grade of Specialist/Senior Specialist as from 01.01.13; and**

- (iii) the recommendation at sub paragraph (ii) may be extended to other fields, should the need arise.**

Three-Tier shift for MHO/SMHOs

- 36.39 Prior to 2016, the shift system for MHO/SMHOs could not be implemented owing to a shortage of officers on the establishment in spite of availability of qualified candidates on the market. The Bureau then reviewed the mode of payment for the MHO/SMHOs who were required to put in extra hours to provide 24-hour coverage. Presently, a two-tier shift system is in force. However, just like the previous work pattern, it is noted that the present shift system also involves long hours of work for those working on night shift. Besides, the present system also commands a huge cost to enable its proper implementation.
- 36.40 Working for long hours is extremely exhaustive and affects an officer's productivity at work. It also has an incidence on the work life balance of the officer and may lead to burnout. For these reasons and taking into consideration that nowadays there is no longer a dearth of doctors on the market as evidenced by the large number of candidates who applied for the few dozens of vacancies during the last recruitment exercise of the PSC, we consider that the Ministry may be in a position to implement a three-tier shift system in Units/Departments where the demand exists. We are recommending accordingly.

Recommendation 8

- 36.41 We recommend that the Ministry considers the advisability of implementing a three-tier shift for MHO/SMHOs in relevant Units/Departments taking into consideration availability of human capital.**

Rotation of MHO/SMHOs

- 36.42 Currently, not all Units/Departments of the MOHW are required to provide a 24-hour service. As a result thereof, MHO/SMHOs posted to these Units/Departments are presently not required to effectively work on shift although they are classified as shift workers. In a bid to be acquainted with the different aspects of their job and enhance their understanding of the various units/departments as well as acquire other skills and enrich their experience, it is imperative that the MHO/SMHOs be made to rotate. We are, thus, recommending in that direction.

Recommendation 9

- 36.43 We recommend that incumbents in the grade of MHO/SMHO should be made to rotate in various units/departments to enable them to acquire relevant skills and enrich their experience.**

Allowance to acting Specialist/Senior Specialist

- 36.44 Specific provision exists for MHO/SMHOs who are assigned the duties of Specialist/Senior Specialist and are subsequently appointed to the grade in a substantive capacity. This arrangement is being maintained.

Recommendation 10

36.45 We recommend that MHO/SMHOs who are assigned the duties of Specialist/Senior Specialist should hypothetically be granted one increment for each completed year of actingship subject to the top salary of the grade and upon their substantive appointment as Specialist/Senior Specialist, these increments should be used to determine their salary point in their new salary scale.

Lying-in period

36.46 Another moot point raised by the staff side during consultations pertained to the lying-in-time allegedly foregone by the MHO/SMHOs.

36.47 The Bureau has carefully examined this issue and is clarifying same. We are alive to the fact that it is important to enable recovery from intense period of concentration and physical work which may result in reduced work performance. In fact, hours of work are determined by the organisation based on functional requirements. With the present two-tier shift, resting time has been provided in accordance with legal provisions.

36.48 However, the Bureau has been apprised of genuine situations where at times, in the event of emergency, the MHO/SMHOs are unable to benefit from their lying-in period as they are called upon to look after urgent cases. In such circumstances, we consider the arguments advanced for the officers to be compensated up to a certain extent for the hours that they have effectively worked, to be reasonable. However, same needs to be certified by an officer in a position upon whom a certain authority has been conferred.

Recommendation 11

36.49 We recommend that, exceptionally, in the event of emergency or urgency and subject to the approval of the Duty Manager, one hour of the lying-in period foregone by an MHO/SMHO should be taken into account while computing his/her actual hours of work.

Night Duty Allowance

36.50 Since the introduction of the two-tier shift system for MHO/SMHOs in 2016, those officers who are effectively working on night shift are exceptionally being paid a night duty allowance equivalent to 25% of the normal rate per hour including up to a maximum of two hours lying-in-period on the basis of eight hours in respect of the present night shift of 16 hours. The existing provision should be applicable until the introduction of the three-tier shift.

Recommendation 12

36.51 We recommend that MHO/SMHOs who effectively work on night shift should be, exceptionally, paid a Night Duty Allowance equivalent to 25% of the normal rate including up to a maximum of two hours lying-in-period and on the basis of eight hours in respect of the present night shift of 16 hours. This provision should be applicable until the introduction of the three-tier shift.

Refund of Unutilised Casual Leaves

36.52 A case has been made for MHO/SMHOs to be reimbursed their untaken casual leaves during a year as an inducement for them to continue attending duty. In examining this request, we have taken into account the specificities and nature of duties performed by the incumbents in the provision/coverage of a 24-hour service to patients. To this end, we are providing an incentive in relation to untaken casual leave to MHO/SMHOs.

Recommendation 13

36.53 We recommend that, until the next Report, officers in the grade of MHO/SMHO should be refunded untaken casual leave annually at the rate of 1/66 of their last monthly salary per day in the corresponding year.

36.54 We further recommend that the unutilised casual leave should be refunded to MHO/SMHOs on a *pro rata* basis for the year in which the officer proceeds on retirement or passes away while in service.

Incremental Credits for Specialist Qualifications

36.55 Previously, MHO/SMHOs were entitled to the grant of incremental credits on obtention of a specialist qualification provided they met certain set conditions. This provision was in the last Report, replaced by the Higher Qualification Incentive. We are, in this Report, reintroducing the grant of incremental credits for specialist qualifications in fields which are considered as scarce by the MOHW.

Recommendation 14

36.56 We recommend that on obtention of a specialist qualification in a field listed as scarce by the MOHW, MHO/SMHOs, who are appointed in a substantive capacity, should be granted up to two incremental as follows:

- (a) up to two years' study full-time or equivalent - One increment part-time
- (b) above two years' study full-time or equivalent - Two increments part-time

36.57 We also recommend that the above incremental credits should be payable either as from the date of appointment in the grade or as from the date of confirmation or as from the date the additional qualification has been awarded, whichever is the latest.

Ayurvedic Unit

- 36.58 The Ayurvedic unit is responsible for providing Ayurvedic medical treatment to the population and promoting therapeutically sound use of Ayurvedic medicine by providers and consumers, among others. Since 2004, the Unit has been providing its services through Ayurvedic Medical Officer/Senior Ayurvedic Medical Officers. Further, the seniormost Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer presently acts as Officer-in-Charge of the Unit against payment of an allowance. The officers are provided support by Nursing Officers and Health Care Assistant/Senior Health Care Assistants (General).
- 36.59 We have been requested by the staff side to provide for a permanent position of Head of Ayurvedic Services to properly manage and oversee the Unit. In addition, they have requested for the provision of the grades of Specialist/Senior Specialist (Ayurvedic Services) and Deputy Director, Comptroller of Ayurvedic Medicine Pharmaceuticals. We have provided for a permanent level to head the Unit on the basis of the evolution of the sector and the increasing role of Ayurveda in building a healthier society. We also deemed it appropriate to carry out a site visit to better assess the existing situation and determine the need for the other levels asked for. We observed that certain patients have a rather complicated health issue which needs to be attended to, may be, by officers possessing a more advanced qualification. We are making appropriate provision to this effect. As regards the creation of the Deputy Director, Comptroller of Ayurvedic, Medicine Pharmaceuticals, we could not accede to same for lack of functional justification. **However, we urge the authorities to look into the issues relating to the import and sale of substandard Ayurvedic medicine in the country.**
- 36.60 The reasons we could not accede to the other proposals, for instance a review of the initial salary of the grade of Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer, were lengthily explained to the parties concerned during the consultations.

Head, Ayurvedic Unit (New Grade)

Recommendation 15

- 36.61 **We recommend the creation of a grade of Head, Ayurvedic Unit. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer reckoning at least ten years' service in a substantive capacity in the grade.**
- 36.62 Incumbent in this grade would be required to: organise, administer and manage the Ayurvedic health services; frame and implement appropriate legislations related to Ayurvedic medicine in both public and private health sector; make arrangements for the provision of medical and para-medical staffing and provide necessary training for the smooth running of Ayurvedic health services and promote an interdisciplinary approach to health management and sound managerial processes.

Specialist (Ayurvedic Services)

Recommendation 16

36.63 We recommend that the MOHW considers the advisability of creating a grade of Specialist (Ayurvedic Services) which should be filled by selection from candidates who are fully registered as Ayurvedic Practitioners and as Specialist with the Traditional Medicine Board of Mauritius in accordance with legislation in force in the country.

Allowance to officers entrusted with responsibility of Duty Manager in hospitals after normal working hours

36.64 As per existing arrangements, Medical Superintendents, Senior Emergency Physicians, Emergency Physicians and the seniormost MHO/SMHOs are required to assume the function of Duty Manager during a particular coverage after normal working hours, for which they are remunerated. Their role as Duty Manager is to ensure proper coordination of all managerial and clinical activities in the hospitals.

36.65 In the course of this review, where some Unions requested that the responsibility of Duty Manager be restricted to Medical Superintendents and the seniormost MHO/SMHOs, others have made a case for their grades to be included in the list of officers eligible to act as Duty Manager. Moreover, representations were received to extend the work and responsibilities of the Duty Manager for day duty as well.

36.66 Being given that the responsibilities for ensuring proper coordination of all managerial and clinical activities befall the Regional Health Director and the Medical Superintendent during normal working hours, we could not agree to the proposal for extending same for day duty. As regards the inclusion/exclusion of grades to the present list of those eligible to act as Duty Manager, we sought the views of the MOHW on the matter and on the basis of the information received, consider that it would be more appropriate to maintain the present arrangement.

Recommendation 17

36.67 We recommend that the seniormost Medical and Health Officer/Senior Medical and Health Officers, Medical Superintendents, Emergency Physicians and Senior Emergency Physicians who assume the function of Duty Manager during a particular coverage after normal working hours should continue to be compensated at the normal hourly rate based on salary point reached in their respective salary scale, for every additional hour put in.

On-Call and In-Attendance Allowances

36.68 Presently, Specialist/Senior Specialists; Specialists (Dental Services); Specialist/Senior Specialists known as Consultants; Consultants-in-Charge and Director, Emergency Services are paid an On-Call Allowance whenever they are scheduled to be on call. In addition, they are paid In-attendance allowance whenever they are required to attend hospitals while on-call. Since this arrangement would continue to be in operation in

the foreseeable future, we are maintaining the allowances and revising the quantum thereof.

Recommendation 18

36.69 We recommend that the On-Call Allowances payable to Specialist/Senior Specialists, Specialists (Dental Services), Specialist/Senior Specialists known as Consultants, Consultants-in-Charge and Director, Emergency Services should be revised as hereunder:

On-Call	Specialist/Senior Specialist and Specialist (Dental Services) (Rs)	Specialist/Senior Specialist known as Consultant (Rs)	Consultant-in-Charge and Director, Emergency Services (Rs)
Weekday 1600 hours to 0900 hours the following day	1030	1085	1145
Saturday 1200 hours to Sunday 0900 hours Sunday/Public Holiday 0900 hours to 0900 hours the following day	1525	1635	1715

36.70 We also recommend that when attending hospitals while 'On-Call', the rate of In-Attendance allowance, inclusive of travelling time, payable to the above officers, should be as follows:

- (i) Specialist/Senior Specialist and Specialist (Dental Services) - Rs 830 per hour**
- (ii) Specialist/Senior Specialists known as Consultant - Rs 880 per hour**
- (iii) Consultant-in-Charge and Director, Emergency Services - Rs 980 per hour**

Allowance at the Hyperbaric Medicine Unit

36.71 The Consultants-in-Charge and Specialist/Senior Specialists posted to the Hyperbaric Medicine Unit are presently paid an all-inclusive allowance for accompanying patients inside the decompression chamber as they are subject to the same risk of trauma to ears, eyes, fire, explosion and other illness related to working in such an environment. We are maintaining the present provisions.

Recommendation 19

36.72 We recommend that the Consultants-in-Charge and the Specialist/Senior Specialists posted to the Hyperbaric Medicine Unit should be paid a monthly *ad hoc* allowance of Rs 2625 for accompanying patients inside the decompression chamber.

Allowance to Regional Public Health Superintendents

36.73 As per established practice, Regional Public Health Superintendents provide coverage at port and airport to ensure that ships and aircrafts entering the port and the airport comply with certain Public Health Regulations in force. They are also required to attend to any public health problems when on-call, including treatment of malaria cases, etc. and to visit patients in private hospitals and/or at their place of residence after normal working hours. We are revising the quantum of the allowance payable to them for providing such services.

Recommendation 20

36.74 We recommend that the monthly allowance payable to the Regional Public Health Superintendents for providing coverage at port and airport in connection with arrival of ships and planes and for attending to public health problems, including treatment of malaria cases, after normal working hours should be revised to Rs 3000.

On-Call and In-Attendance Allowances to Regional Public Health Superintendents

36.75 In addition to the above allowance, provision exists for the Regional Public Health Superintendents to be paid On-Call and In-Attendance allowances in view of the growing movement of passengers at the port and airport which increases the degree of risk to communicable diseases. Further, their services are required in the aftermath of natural disasters. We are hereunder providing the revised quantum of the allowance to be paid to the concerned officers.

Recommendation 21

36.76 We recommend that the Regional Public Health Superintendents should be paid an On-Call allowance as follows:

Period	On-Call Allowance (Rs)
Weekdays: 1600 hours to 0900 hours the following day	1145
Saturdays: 1200 hours to Sunday 0900 hours Sundays and Public Holidays: 0900 hours to 0900 hours the following day	1715

36.77 We also recommend that the Regional Public Health Superintendent should be paid an In-Attendance allowance of Rs 980 per hour only in situations warranting his physical presence for the management of patients.

Allowance to Consultants-in-Charge responsible for the Specialised Hospitals

36.78 Besides their clinical duties, Consultants-in-Charge who are responsible for Specialised Hospitals such as the Subramaniam Bharati Eye Hospital; the Ear, Nose and Throat (ENT) Hospital; Poudre d'Or Hospital and the Brown Sequard Mental Health Care Centre are required to perform certain administrative duties. They are presently being paid a monthly allowance of Rs 2860 for the extra duties perform. Given that there is need for this arrangement to continue, we are maintaining the provision and revising the quantum of the allowance.

Recommendation 22

36.79 We recommend that the monthly allowance payable to Consultants-in-Charge who are responsible for specialised hospitals should be revised to Rs 3000.

On-Call/In-Attendance Allowance to Doctors posted to Agalega Islands

36.80 Doctors, posted on a tour of service to Agalega, are entitled to a monthly On-Call allowance of Rs 21905 for being on call during the whole month and an In-Attendance allowance of Rs 440 per hour whenever they are required to attend duty while on call. We are revising the quantum of these allowances.

Recommendation 23

36.81 We recommend that the monthly On-Call allowance payable to Doctors who are posted on a tour of service to Agalega and are on-call during the whole month should be revised to Rs 23000. The In-Attendance allowance payable to them, whenever they have to attend duty while on call should be revised to Rs 460 per hour.

Allowance for performing aeromedical retrieval of patients

36.82 An allowance is presently payable to Emergency Physicians and Senior Emergency Physicians who are required to perform aeromedical retrieval of patients from Rodrigues and Agalega. We have been informed by the MOHW that as per existing arrangements, MHO/SMHOs who are following their postgraduate training in Emergency Medicine and are posted in the Emergency Services also participate in aeromedical retrieval of patients. In the circumstance, we are extending the allowance for this particular category of officers as well.

Recommendation 24

36.83 We recommend that officers of the Emergency Physician Cadre as well as MHO/SMHOs who are required to perform aeromedical retrieval of patients should be paid an allowance of Rs 1600 per visit for retrieval from Rodrigues and Rs 2415 per visit for retrieval from Agalega.

Insurance Cover

36.84 In our last Report, we recommended that the MOHW considers the advisability of providing insurance coverage to Emergency Physicians and Senior Emergency Physicians going to Agalega and Rodrigues to perform aeromedical retrieval of patients. At the request of the staff side, we are extending this provision to the MHO/SMHOs who are also involved in such transfers.

Recommendation 25

36.85 We recommend that the MOHW considers the advisability of providing insurance coverage to officers of the Emergency Physicians Cadre as well as MHO/SMHOs who are required to perform aeromedical transfers from Rodrigues and Agalega.

Bank of Doctors Scheme

36.86 To palliate the shortage of doctors some 20 years back, the MOHW had put in place a Bank of Doctors scheme whereby Medical Officers and Specialists from the private sector, including retired Medical Officers and Specialists below the age of 70, were enlisted for employment on a sessional basis as and when their services were needed. Given the evolution in the field, we consider that the Bank of Doctor Scheme for the Specialist/Senior Specialist should continue to exist in the future. However, the bank for MHO/SMHOs should be in force only until such time that the three-tier shift is effectively implemented.

Recommendation 26

36.87 We recommend that:

- (a) Doctors operating at the level of Medical and Health Officer/Senior Medical and Health Officer should be paid:**
 - (i) an all-inclusive allowance (excluding travelling) of Rs 2015 per session of three hours during Weekdays and Rs 2425 per session of three hours on Sundays and Public Holidays; and**
 - (ii) the above allowance on a *pro rata* basis whenever they are required to work for more than or less than the specified number of hours.**
- (b) Doctors operating at the level of Specialist/Senior Specialist should be paid:**
 - (i) an all-inclusive allowance (excluding travelling) of Rs 2425 per session of three hours during Weekends and Rs 3030 per session of three hours on Sundays and Public Holidays; and**
 - (iii) On-Call and In-Attendance allowances at the same rate as recommended at paragraphs 36.69 and 36.70 for the grade of Specialist/Senior Specialist.**

36.88 We further recommend that the Bank of Doctors for MHO/SMHO should be discontinued on the implementation of the three-tier shift system.

36.89 Doctors employed under the Bank Scheme who are officially required to attend Courts from their place of posting are paid mileage allowances at approved rate. Besides, they are refunded mileage for the distance from residence to place of posting at approved rates. These arrangements should continue to be applicable.

Recommendation 27

36.90 We recommend that Doctors working under the Bank Scheme:

- (i) who are officially required to attend Courts from their place of posting should be paid mileage allowance at approved rates; and**
- (ii) should be refunded mileage for the distance from residence to place of posting at approved rates.**

Pre-Registration Training Scheme for Doctors

36.91 To have the right to practice, newly qualified Doctors are required to undergo pre-registration training in hospitals. Those undergoing such training in public hospitals are presently being paid a monthly allowance of Rs 25525. In addition, they are refunded travelling by bus. We are maintaining these provisions and revising the quantum of the allowance.

Recommendation 28

36.92 We recommend that Doctors undergoing their pre-registration and practical training in public hospitals should be paid a monthly allowance of Rs 27400 and should be refunded travelling by bus.

Allowance/smart phones for the Medical Cadres

36.93 Members of the Medical Profession are, at present, entitled to an annual allowance of Rs 13500 for incurring expenses for the purchase of medical books, e-materials, journals and other publications needed for updating their knowledge in respect of their fields and for developing new and efficient approaches for the treatment of diseases. Further, we made provision in our previous Report for the officers to be granted a smart phone to keep abreast of latest development in their domain using digital technology.

36.94 We have received representations for the quantum of the book allowance to be revised considerably owing to frequent innovations in the medical field which require Doctors to buy books, journals regularly to keep themselves updated and for the grant of an allowance in lieu of the smart phone as this recommendation has so far not been implemented by the Ministry. Consultations feedback have also revealed that a smart phone would be the most appropriate tool for doctors to perform their job.

36.95 In examining the above proposal, we have taken into account the recommendation made for the setting up of a Digital Library and the existence of the Virtual Health Library at the Mauritius Institute of Health. In fact, upon examination of the existing provisions, we consider that Management should expedite matters for the provision of the smart phones thereby enabling the officers to keep abreast of latest developments instantaneously. As regards the allowance presently payable to the officers for expenses incurred in connection with the purchase of books and others, it should lapse upon the grant of the smart phone. We are recommending in that direction.

Recommendation 29

36.96 We recommend that:

- (i) the MOHW should, at the earliest, make necessary arrangements for the provision of a smartphone of equivalent value to the allowance payable for the purchase of books and other items to every member of the Medical and Dental professions who are appointed in a substantive capacity; and**
- (ii) the concerned officers should continue to be paid an annual allowance of Rs 13500 for the purchase of medical books, e-materials, journals and other publications until such time that they are provided with the smart phone.**

Continuing Professional Development

36.97 Continuing Professional Development (CPD) is essential for allowing members of the Medical Profession keep abreast of latest development in their fields. To provide an assistance to them towards meeting the expenses in relation to their professional development, an annual allowance which is cumulative over a period of three years, is presently payable to the them. Special provision for leave has also been made to enable them to take advantage of CPD Programmes either locally or abroad. We are improving the present provisions.

Recommendation 30

36.98 We recommend that all members of the Medical Profession on the permanent and pensionable establishment of the Ministry should be:

- (i) paid an allowance of Rs 12130 annually, cumulative over a period of three years, to meet the expenses towards their professional development on presentation of documentary evidence. The CPD accumulated for the first year would, however, be forfeited on the fourth year if not benefited from; and**
- (ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of CPD Programmes either locally or abroad. However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.**

Special Medical Service Allowance

- 36.99 Presently, members of the Medical and Dental professions who are not allowed the privilege of private practice are paid a Special Medical Service Allowance. Request has been made for this allowance to be substantially increased.
- 36.100 While we could not agree for a general increase of the allowance, we consider that the continued payment of this allowance is still justified particularly taking into account the contribution and involvement of the officers in dealing with the prevailing Covid 19 pandemic. In the circumstances, we are maintaining the current provisions until the publication of the next review exercise. It is also apposite to note that according to representations received from Union, this allowance is no longer being paid. However, we have been informed by the MOHW that payment is done according to existing provisions.

Recommendation 31

- 36.101 We recommend that, until the next Report, members of the Medical and Dental professions who are not allowed the privilege of private practice should continue to be eligible for the payment of a monthly Special Medical Service Allowance as shown in table, hereunder:**

Category	Special Medical Service Allowance % of monthly salary
Officers drawing salary in a scale the maximum of which are Rs 77950 and Rs 82250 respectively and reckoning at least 10 years' service in the grade.	7
Officers drawing salary in a scale the maximum of which is Rs 91375.	7
Officers drawing salary in a scale the maximum of which is between Rs 97625 and Rs 103875.	12
Officers drawing salary more than Rs 103875.	15

Allowance for Officers of the Medical and Dental Professions in post as at 30 June 2008 who reckon at least 30 years of pensionable service

Recommendation 32

- 36.102 We recommend that officers of the Medical and Dental Professions in post as at 30 June 2008, should on retirement be granted a one-off payment equivalent to 2% of their annual pensionable emoluments for each completed year of pensionable service beyond 30 years of pensionable service as from 01 January 2013, provided that such officers:**

- (a) have attained the optional retirement age (that is 60 years);
- (b) reckon at least 30 years of pensionable service; and

- (c) **have opted for the Pension Reforms on 01 July 2008 and contributed effectively to the Pension Scheme.**

All-Inclusive Allowance In lieu of Meal

- 36.103 Catering facilities are not available at the Dr. Yves Cantin Community Hospital. Hence, doctors who work for 31 hours continuously, from 0900 hours to 1600 hours the following day are paid an all-inclusive allowance of Rs 390 in lieu of meal.
- 36.104 In respect of the services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is Rs 260:
- (a) from Friday 0900 hours to noon on Saturday;
 - (b) from Saturday 0900 hours to 0900 hours on Sunday; and
 - (c) from 0900 hours to 0900 hours the following day when the following day happens to be a Public Holiday.

The above provisions are being maintained and the quantum revised.

Recommendation 33

- 36.105 We recommend that the allowance paid to Doctors who are required to provide their services from 0900 hours to 1600 hours the following day in health institutions where they are not provided with meals and/or where such facilities are not available, be revised to Rs 450 for that specified number of hours.**
- 36.106 In respect of their services provided on the specified day and time below, the all-inclusive allowance in lieu of meal is revised to Rs 300:**
- (a) from Friday 0900 hours to noon on Saturday;**
 - (b) from Saturday 0900 hours to 0900 hours on Sunday; and**
 - (c) from 0900 hours to 0900 hours the following day when the following day happens to be a public holiday.**

Rent Free Telephone and Free Calls

- 36.107 For easy accessibility in view of the specific nature of duties performed, officers of the Medical and Dental professions are provided with rent free telephone and free calls. This arrangement should continue to be applicable.

Recommendation 34

- 36.108 We recommend that officers of the Medical and Dental professions should continue to be granted rent free telephone and free calls or equivalent for mobile phones.**

Special Provisions for officers of the Medical and Dental Professions

- 36.109 Members of the Medical and Dental professions drawing salary in the scale the maximum of which is not less than Rs 70450 and not more than Rs 89000 and having reached their top salary are allowed to move incrementally up to a maximum of two

increments in the Master Salary scale subject to certain conditions. In addition, those reckoning 14 years' service are entitled to enhanced car benefits. These provisions are being maintained and the salary point revised.

Recommendation 35

36.110 We recommend that members of the Medical and Dental professions drawing salary in scales the maximum of which are not less than Rs 77950 and 82250 respectively and not more than Rs 97675, should be allowed to move incrementally up to a maximum of two increments in the Master Salary Scale provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

36.111 We also recommend that members of the Medical and Dental professions reckoning 14 years' service in their respective grade should be entitled to car benefits as per provision at paragraph 16.2.15 (No. 2) of Volume 1 of this Report though drawing a monthly salary in a scale the maximum of which is less than Rs 94500.

36.112 We further recommend that the above provisions should equally apply to members of the Medical and Dental professions on the establishment of other Ministries/Departments.

Allowance to Specialist/Senior Specialist in field requiring subspecialisation

36.113 To encourage our Specialist/Senior Specialists, Specialists known as Consultant and Consultants-in-Charge to obtain further specialisation or double specialist qualifications, a monthly allowance of Rs 5250 is presently being paid to those possessing these subspecialist qualifications subject to certain conditions. As the possession of these subspeciality qualifications would no doubt improve quality of service, we consider that the existing arrangement should continue to be applicable. We are also extending the payment of this allowance to Specialist/Senior Specialists in scarce fields.

Recommendation 36

36.114 We recommend that a monthly allowance of Rs 5670 should be paid to Specialist/Senior Specialists, Specialist/Senior Specialists known as Consultant and Consultants-in-charge possessing subspecialist qualifications which are directly relevant for the performance of their duties and where incumbents do participate in the medical activities relating to their speciality.

36.115 We also recommend that the subspecialty qualification should have been obtained after having followed a full time course in the relevant subspeciality. This allowance would be paid on a case to case basis subject to the approval of the MOHW.

36.116 We further recommend that this allowance be paid to Specialist/Senior Specialists in fields listed as scarce by the MOHW.

Medical and Dental Specialists

- 36.117 With a view to ensuring that the status of Specialist/Senior Specialists and Specialist (Dental Services) is aligned with what obtains internationally, special provision has been made for them to be known as Consultant on reaching the salary point of Rs 86000.
- 36.118 Representations have been received for Specialists/Senior Specialists to be known as Consultant based on a certain number of years of service in the grade rather than on a particular salary point. However, doing so would not be appropriate as it might entail technical problems linked to seniority and salary adjustments. In the circumstance, the present arrangement is being maintained.

Recommendation 37

36.119 We recommend that Specialist/Senior Specialists and Specialists (Dental Services) should be known as Consultant on reaching salary point Rs 94500.

Support Staff

- 36.120 In the 2013 Report, we recommended that the MOHW should make necessary arrangement for officers of the Medical Group to be provided with support services. We have, in the course of this review, been informed by the staff side that this recommendation has not been implemented till now. We, accordingly, sought the views of the Ministry on this matter and were apprised that it could not implement same owing to lack of staff in the General Services grades. We are, therefore, replicating the existing provision so that once the MOHW has the required number of support staff, it may do needful to provide the necessary assistance to the officers of the Medical Group.

Recommendation 38

36.121 We recommend that the MOHW should make necessary arrangement for officers of the Medical Group to be provided support services by officers of the General Services grades.

Leave Without Pay to Medical and Health Officer/Senior Medical and Health Officers

- 36.122 Specific provision for leave without pay is granted to doctors who service the Médecins Sans Frontières (MSF). In view of the benefits to be derived by both the Doctors and the country by servicing such an organisation, we consider that this arrangement should continue to be in force.

Recommendation 39

36.123 We recommend that MHO/SMHOs of the MOHW should exceptionally be granted leave without pay to service the organisation Médecin Sans Frontières, for a minimum period of six months up to a maximum of 12 months over a period of 10 years, subject to the exigencies of the service and approval of the MPSAIR.

MINISTRY OF HEALTH AND QUALITY OF LIFE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
09 000 118	Rs 150750 Director-General, Health Services
02 000 114	Rs 132000 Permanent Secretary
09 000 111	Rs 122625 Director, Health Services
09 000 110	Rs 119500 Director, Dental Services Director, Diabetes and Vascular Services Director, Laboratory Services Regional Health Director
09 000 107	Rs 110125 Consultant-in-Charge Deputy Director, Laboratory Services Deputy Director, Health Services Director, Emergency Services Head, AIDS Unit Head, Ayurvedic Unit (New Grade) Head, Occupational Health Unit Regional Public Health Superintendent
09 000 106	Rs 107000 National HIV/AIDS Coordinator
09 102 105	Rs 94500 x 3125 - 103875 Lead Diabetologist

Salary Code	Salary Scale and Grade
09 091 105	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875</p> <p>Medical Superintendent</p>
09 089 105	<p>Rs 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875</p> <p>Regional Dental Superintendent Specialist/Senior Specialist Specialist (Dental Services)</p>
09 091 103	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 97625</p> <p>NCD Coordinator Officer-in-Charge, Harm Reduction Section Senior AIDS Physician Senior Community Physician Senior Emergency Physician Senior Occupational Health Physician</p>
09 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Diabetes Public Health Coordinator</p>
09 079 101	<p>Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375</p> <p>AIDS Physician Community Physician Emergency Physician Occupational Health Physician Registrar</p>
09 074 098	<p>Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Medical and Health Officer/Senior Medical and Health Officer</p>
09 073 096	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Ayurvedic Medical Officer/Senior Ayurvedic Medical Officer Dental Surgeon/Senior Dental Surgeon</p>

PHARMACY DIVISION

36.124 The Pharmacy Division, which is headed by the Director, Pharmaceutical Services, is mandated to control the practice of pharmacy and ensure compliance with the provisions of the Pharmacy Act both in the public and the private sector. Officers in the Pharmacy Division fall in two distinct cadres, namely the Pharmacist Cadre and the Pharmacy Technician Cadre. The proposals received with regards to these two cadres are discussed in details in the ensuing paragraphs.

Pharmacist Cadre

36.125 The Pharmacist Cadre, which is the professional cadre, consists of a four-level structure. Its main responsibilities are to ensure compliance with the provisions of the relevant legislations relating to pharmacy; advising relevant authorities on all matters relating to controlled drugs and the importation of medicine and verification of pharmaceuticals, among others.

36.126 In the context of this review exercise, proposals of the staff side for the Pharmacist Cadre pertain to upgrading of salaries; provision of enhanced conditions of service and introduction of new allowances, among others. As regards Management submission, it has proposed the creation of a grade of Pharmacist/Senior Pharmacist (Roster - Day and Night) which had been submitted to the Bureau in September 2019 for salary grading but was deferred for consideration in the context of this overall review.

36.127 We could not accede to the request for the introduction of new allowances for duties and responsibilities which are already prescribed in the schemes of service of the existing grades. However, we have reviewed the quantum of existing allowances to ensure that a fair compensation is being granted. As regards the structure, we are providing for a new level of Pharmacist/Senior Pharmacist (Roster –Day and Night) with a view to improve service delivery.

Pharmacist/Senior Pharmacist (Roster – Day and Night) (New Grade)

36.128 As per existing arrangements, one Pharmacist/Senior Pharmacist in each hospital is presently called upon to work beyond his/her normal working hours up to 2200 hours on Weekdays and Saturdays. Besides, he/she is also required to be on-call on Weekdays and Saturdays from 2200 hours to 0900 hours the following day and on Sundays and Public Holidays from 0900 hours to 0900 hours the following day. The officers are presently compensated at hourly rate for working up to 2200 hours and granted an On-Call Allowance when scheduled to be on-call. Whenever they have to attend duty while on-call, they are paid an In-Attendance Allowance.

36.129 It has been observed that the extended hours of work up to 2200 hours has become a permanent feature and the present mode of providing this service has to be reviewed. Consequently, provision was made for a grade of Pharmacist/Senior Pharmacist (Roster – Day and Night) in the 2018/2019 budget and a proposal for salary grading was submitted to the Bureau. However, in view of associated

implications, we could not accede to the request and deferred the matter for consideration in the context of this Report.

- 36.130 For the present review exercise, the Ministry has laid emphasis on the need for the normal hours of work at operational level to be reviewed in accordance with their proposal as mentioned above. They further averred that the "on-call" system of coverage would not be required henceforth. During a meeting with Union, this fact was confirmed that the services of those on-call are seldom required.
- 36.131 After examination of the request, particularly *vis-à-vis* the information and justifications submitted, we consider that the grade of Pharmacist/Senior Pharmacist (Roster – Day and Night) may be granted. However, this would entail consequential changes to be brought concurrently for a smooth management of the division. These pertain to the grade of Pharmacist/Senior Pharmacist to be made evanescent and other related changes. The "on-call" coverage system should also be ceased once the roster system is implemented.

Recommendation 40

36.132 We recommend:

- (i) the creation of a grade of Pharmacist/Senior Pharmacist (Roster- Day and Night). Appointment thereto should be made by selection from candidates who are registered as Pharmacist in accordance with legislation in force in Mauritius;**
- (ii) that the grade of Pharmacist/Senior Pharmacist be made evanescent and officers in post be given the option to join the new grade and be granted one increment upon implementation of the roster system; and**
- (iii) that consequential amendments be brought to the scheme of service of the grade of Principal Pharmacist following the creation of the grade of Pharmacist/Senior Pharmacist (Roster – Day and Night).**

36.133 We further recommend that:

- (i) officers in the grade of Pharmacist/Senior Pharmacist (Personal) who are required to work beyond their normal working hours up to 2200 hours on Weekdays and Saturdays should be compensated at the normal hourly rate based on the salary point reached, for the additional hours put in;**
- (ii) an On-Call Allowance of Rs 415 should be paid, in each hospital, to one Pharmacist/Senior Pharmacist (Personal) who is required to be on-call on Weekdays and Saturdays from 2200 hours to 0900 hours the following day and Rs 905 for being on call on Sundays and Public Holidays from 0900 hours to 0900 hours the following day; and**
- (iii) when attending duty while on-call the Pharmacist/Senior Pharmacist (Personal) should be paid an In-Attendance Allowance of Rs 305 per hour, inclusive of travelling time.**

36.134 We additionally recommend that the above allowances should lapse upon filling of posts in the new grade of Pharmacist/Senior Pharmacist (Roster – Day and Night).

Inspection of private pharmacies and clearance of parcels

36.135 For the purpose of ensuring compliance with the Pharmacy Act, officers of the Pharmacist Cadre are required to carry out inspections of private pharmacies. During these inspections, they examine documents; verify if entries of purchase and sales are recorded appropriately; check for any prescriptions de complaisance and institute proceedings in respect of any offence committed under the Act. Besides, the officers also call at the parcel post office, airport and seaport to inspect and authorise the clearance of all parcels with a view to ensure that the relevant provisions of the Pharmacy Act and related ordinances are adhered to.

36.136 As per current provision, the allowance payable to the officers for each inspection in the private pharmacies or at the parcel post office, airport and seaport, amounts to Rs 500.

36.137 In the course of our consultations with the staff side, we were informed that there is presently no mechanism in place to certify the claims of Pharmacist/Senior Pharmacists who carry out visits at the airport after office hours. As a result thereof, the officers do not benefit from the allowance when effecting visits at the airport after office hours. **We have raised this issue with Management and the latter has agreed to look at the matter administratively.**

36.138 Since these duties are of a permanent nature and in view of the responsibilities involved while carrying out these inspections, the continued payment of this allowance is, therefore, justified and the quantum thereof is being revised.

Recommendation 41

36.139 We recommend the payment of an allowance of Rs 525 to officers of the Pharmacist Cadre for each inspection carried out in private pharmacies outside office hours which may involve submission of a report and/or legal proceeding and for each visit effected at the parcel post office, airport and seaport.

Pre-Registration Allowance

36.140 To be registered as a Pharmacist with the Pharmacy Board and have the right to practice, graduates in pharmacy are required by the law to undergo a one-year pre-registration training course in either a hospital or retail pharmacy. Those undergoing such training in Public Hospital Pharmacies are presently entitled to a monthly allowance of Rs 23975. In addition, they are refunded travelling by bus. We are maintaining these provisions and revising the quantum of the allowance.

Recommendation 42**36.141 We recommend that:**

- (i) the monthly allowance payable to graduates in Pharmacy undergoing pre-registration training in Public Hospital Pharmacies should be revised to Rs 25525; and**
- (ii) these graduates should be refunded travelling by bus.**

Movement beyond top salary

36.142 Presently, provisions exist for Pharmacist/Senior Pharmacists, having reached the top of their salary scale, to move incrementally in the Master Salary Scale up to a certain salary point. This provision should continue to be in force and incumbents should be allowed movement in the Master Salary Scale as recommended at paragraph 9.41 under Chapter Review of Schemes of Service and Qualification in Volume 1 of this Report.

Pharmacy Technician Cadre

36.143 The Pharmacy Technician Cadre comprises the grades of Pharmacy Technician, Senior Pharmacy Technician, Pharmacy Stores Manager, Principal Pharmacy Technician, Regional Pharmacy Technician and Chief Pharmacy Technician. Officers of the cadre are mainly responsible for dispensing, compounding and evaluation of supply/drugs; ordering, receiving and issuing drugs, among others.

36.144 The representations received from the Unions regarding this cadre include a review of the salaries; restyling of the grade of Chief Pharmacy Technician as Director, Pharmacy Technician; creation of a level of Deputy Director, Pharmacy Technician; clear demarcation between the professional and the technical cadres; harmonisation of existing allowances; payment of risk allowance; provision of training facilities, and enhanced conditions of service.

36.145 During consultations with the staff side, we informed them of those representations which pertain to implementation and are normally dealt with by Management. Nevertheless, we raised these issues with Management to ensure that our recommendations are implementable. As regards Risk Allowance, appropriate explanations have been provided thereon in the chapter Risk, Insurance and Compensation. For the harmonisation of allowances, the Bureau explained the reasons thereto related which the Unions took note of.

36.146 The request on which the Union laid greater emphasis was on the restyling of the grade of Chief Pharmacy Technician into Director, Pharmacy Technician and the creation of the grade of Deputy Director, Pharmacy Technician. In the same transparent approach that we have adopted throughout this Report, for this request we provided ample explanations to justify our stand for not giving consideration thereto.

36.147 Overall, we consider the structure of the Pharmacy Technician Cadre to be adequate to ensure an effective delivery of service. Consequently, we are not bringing any change thereto. As regards the existing allowances payable to the officers, same are being revisited so as to ensure greater fairness and equity among the employees themselves.

National Pharmacy Technician Diploma

36.148 The salary scales of the grades of Pharmacy Technician and Senior Pharmacy Technician include a Qualification Bar (QB) and movement beyond that QB is subject to incumbents possessing the National Pharmacy Technician Diploma. This provision should continue to be in force.

Recommendation 43

36.149 We recommend that:

- (i) progression beyond the QB in the salary scales of Pharmacy Technician and Senior Pharmacy Technician should be subject to obtention of the National Pharmacy Technician Diploma or equivalent;**
- (ii) officers in post as at 01.01.16 in the grade of Senior Pharmacy Technician who have already crossed the QB in their salary scale, though not possessing the Diploma, should be allowed to continue to move incrementally in their respective salary scale on a personal basis; and**
- (iii) the MOHW should continue to make provision for the enlistment of Trainee Pharmacy Technicians and for other officers of the Pharmacy Technician Cadre of the Ministry and the Rodrigues Regional Assembly to follow top-up training programmes leading to the National Pharmacy Technician Diploma.**

Allowance to Pharmacy Technicians and Senior Pharmacy Technicians

36.150 Pharmacy Technicians and Senior Pharmacy Technicians are, as per their prescribed schemes of service, required to work on a shift system to provide a 24-hour service in the public pharmacies of the regional and specialised hospitals. However, due to shortage of staff, the shift system has up to now not been implemented. Nevertheless, the officers are required to put in extra hours of work to provide a round the clock service for which they are compensated at appropriate rates.

36.151 Pharmacy Technicians and Senior Pharmacy Technicians who are posted to the Area Health Centres and Community Health Centres are also called upon to work beyond their normal working hours. However, the mode of payment for these officers differs from that of their counterparts posted to the hospitals. To this end, representations were received for a more equitable system where there is no discrimination in rate of payment applied. Given that employees of the Health Sector are generally compensated at hourly rate for additional hours put in, we are receptive to the proposal made and are reviewing the mode of payment for all those concerned.

Recommendation 44**36.152 We recommend that:**

- (i) pending the implementation of a proper shift system, officers in the grades of Pharmacy Technician and Senior Pharmacy Technician who are required to work beyond their normal working hours in order to provide 24-hour coverage during nights, Weekends and Public Holidays should continue to be compensated at the normal hourly rate based on the salary point reached in their respective salary scale; and**
- (ii) Pharmacy Technicians and Senior Pharmacy Technicians who are required to work after normal working hours at the Area Health Centres and Community Health Centres should also be compensated at the normal hourly rate based on the salary point reached in their respective salary scale.**

Scheme of Service – Chief Pharmacy Technician

36.153 Presently, the grade of Chief Pharmacy Technician is filled by selection from among officers in the grade of Regional Pharmacy Technician who reckon at least two years' service in a substantive capacity in the grade or an aggregate of at least two years' service in a substantive capacity in the grades of Regional Pharmacy Technician and Principal Pharmacy Technician. As we consider that the aggregate length of service required for appointment to the grade is not appropriate, we are addressing this incongruity through an appropriate recommendation.

Recommendation 45

36.154 We recommend that, henceforth, the grade of Chief Pharmacy Technician should be filled by selection from among Regional Pharmacy Technicians reckoning at least two years' service in a substantive capacity in the grade or an aggregate of at least three years' service in the grades of Regional Pharmacy Technician and Principal Pharmacy Technician.

Bank Pharmacy Technician Scheme

36.155 A Bank Pharmacy Technician Scheme was introduced in 2008 allowing retired officers of the Pharmacy Technician Cadre to provide their services on a sessional basis with a view to palliate the acute shortage of staff in the Pharmacy Technician Cadre. Subsequently, the bank scheme was opened to serving officers of the cadre. Presently, officers who are allowed to work under the bank scheme are being paid an allowance of Rs 735 per day session of four hours and Rs 840 per night session of four hours.

36.156 During this review exercise, the staff side have made a representation to the effect that Principal Pharmacy Technicians and Pharmacy Stores Managers are not allowed to work under the Bank Scheme. We sought the views of Management on this matter and have been apprised that since November 2020 these two grades have been included in the Bank Scheme.

36.157 Given that the Bank Scheme has over the years proved to be an effective tool in improving service delivery and in meeting the heavy workload demands, we are,

therefore, recommending that pending the implementation of a proper shift system, the present scheme should continue to apply.

Recommendation 46

36.158 We recommend:

- (i) the payment of an allowance of Rs 770 per day session of four hours and Rs 880 per night session of four hours to retired officers as well as officers of the Pharmacy Technician Cadre who are allowed to work under the Bank Pharmacy Technician Scheme; and**
- (ii) that the payment of the allowances under the Bank Pharmacy Technician Scheme should be on a *pro rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Allowance to Senior Pharmacy Technicians

36.159 Provision exists for seniormost Senior Pharmacy Technicians to take charge of the pharmacy after normal working hours against payment of an allowance. This arrangement is being maintained.

Recommendation 47

36.160 We recommend that the seniormost Senior Pharmacy Technician, who is called upon to take charge of the pharmacy and shoulder higher responsibilities after normal working hours in the absence of a Principal Pharmacy Technician and Pharmacist/Senior Pharmacist, should be paid a monthly allowance equivalent to one increment at the salary point reached in the salary scale.

Allowance in lieu of meal at Dr. Yves Cantin Community Hospital

36.161 Officers of the Pharmacy Technician Cadre, who after a night duty are required to attend duty at Dr Yves Cantin Community Hospital the next day where catering facilities are not available, are presently entitled to a daily all-inclusive allowance of Rs 260 in lieu of meal. We are revising the quantum of this allowance.

Recommendation 48

36.162 We recommend that officers of the Pharmacy Technician Cadre, who, after a night service, are required to attend Dr. Yves Cantin Community Hospital the following day where they are not provided with meals and/or where such facilities are not available should be paid an allowance of Rs 300 in lieu of meal.

Night Duty Allowance

36.163 Although no proper shift system has so far been implemented for officers in the grades of Pharmacy Technician and Senior Pharmacy Technician, the latter are required to work in a pattern of shift to provide a 24-hour service in our public pharmacies. To this effect, those who effectively work on night shift are paid the night duty allowance. As this practice would continue to be in force in the foreseeable future, we are maintaining the payment of the night duty allowance.

Recommendation 49

36.164 We recommend that officers of the Pharmacy Technician Cadre who effectively work on night shift should, exceptionally, be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period.

Shift Work

36.165 Officers in the grades of Pharmacy Technician and Senior Pharmacy Technician are required to work on shift. This factor has been taken into account in arriving at the recommended salaries of the grades.

PHARMACY DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
09 102 105	Rs 94500 x 3125 - 103875 Director, Pharmaceutical Services
09 085 101	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375 Deputy Director, Pharmaceutical Services
09 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Pharmacist
09 064 093	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 71800 Pharmacist/Senior Pharmacist (Roster Day and Night) (New Grade)
09 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Pharmacist/Senior Pharmacist (Personal)
09 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Quality Control Pharmacist/Chemist

Salary Code	Salary Scale and Grade
09 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Chief Pharmacy Technician
09 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Regional Pharmacy Technician
09 069 085	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Pharmacy Technician
09 064 082	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Pharmacy Stores Manager
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Senior Pharmacy Technician
09 039 077	Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800 Pharmacy Technician
09 029 031	Rs 16525 x 260 - 17045 Trainee Pharmacy Technician

NURSING GROUP

- 36.166 The Nursing Group consists of grades which work directly with patients, families and communities. As front line care providers, they play an important role in patient care, be it curative or preventive.
- 36.167 The different cadres forming part of the Nursing Group are the: Nursing Officer, Midwife, Public Health Nursing Officer, Nurse Educator and Specialised Nurse Cadres. Besides these, there are a few other grades in this group which provide assistance and auxiliary services.

36.168 In view of the large number of representations received from the Nursing Group, it would have been very cumbersome for the Bureau to list all of them in this Report. Hence, we have mentioned only the salient ones; those that require clarifications and those for which the reasons for not acceding to the requests had to be explained. However, the Bureau wishes to assure all parties concerned that all the proposals received have been duly examined and that wherever we found merit in the case, we have acceded to the demands and made appropriate recommendations.

Nursing Officer Cadre

36.169 The Nursing Officer Cadre, which is principally responsible for providing care to patients and assisting Doctors in medical procedures, consists of an eight-level structure with the Director of Nursing at the apex. Among the representations received for this cadre, there was a proposal for incumbents in the grade of Charge Nurse to be allowed to follow the Clinical Nursing Management and Ward Administration Certificate course which is presently a requirement for Ward Managers. Given the importance of training in improving the knowledge and skills of officers, we solicited the views of Management on this issue and were informed that the latter is envisaging to amend the scheme of service of the grade of Ward Manager so that it is a pre-requisite for Charge Nurses to follow the course.

36.170 As regards the proposal for Ward Managers reckoning only one year in a substantive capacity in the grade to be eligible for the grade of Nursing Supervisor while those possessing a Degree or Master's Degree to be allowed to postulate for the grade of Nursing Administrator and above, same was not supported by Management. Besides, acceding to these requests would have severe repercussions, not only in the cadre but also in other cadres with which the grade has pay parity.

36.171 In so far as the requests of the staff side for the establishment of an appropriate Nurse/Patient ratio and Health Care Assistant/Senior Health Care Assistant/Patient ratio are concerned, although it does not fall within our scope of activities, **we urge Management to give due consideration to these requests with a view to further enhance service delivery in the hospitals and their annexed institutions.**

36.172 The Bureau was also requested to create several specialised grades such as Specialised Nurse (SAMU Services), Specialised Nurse (Haemodialysis), Re-animation Nurse and Specialised Nurse, Blood Bank. Further, proposal was made for specialised training to be provided to Nursing Officers posted to these specialised units. As the Bureau does not advocate the creation of stand-alone grades, we could not agree to the proposals, the moreso that they are not functionally driven. Further, it would not have been in favour of the officers when compared to their existing promotional prospects in the main stream. As regards provision of training, we have made appropriate recommendations related thereto under the Chapter Training and Development in Volume 1 of this Report. **We, therefore, urge Management to look into the possibility of dispensing appropriate training to the officers posted to these specialised units.** In so far as the request for the payment of the Night Attendance Bonus on a *pro rata* basis is concerned, we provided ample explanations during consultations, as to why the proposal could not be favourably considered.

Scheme of Service – Trainee Nurse

- 36.173 At present, Trainee Nurses are enlisted from two streams. Firstly, by selection from among officers in the grade of Health Care Assistant/Senior Health Care Assistant (HCA/SHCA) (General) who are not more than 48 years' of age and who reckon at least two years' service in a substantive capacity in the grade and who possess a Cambridge School Certificate with credit in at least five subjects including one science subject and secondly from candidates who possess a Cambridge School Certificate with credit in at least five subjects including one science subject.
- 36.174 Representations have been made by the staff side for HCA/SHCAs (General) who do not possess a science subject but reckon some years of experience to be given the opportunity to be enlisted as Trainee Nurse. We have carefully examined this issue and consider that although these HCA/SHCAs (General) do not possess a science subject, they have over the years acquired the relevant experience and competence while assisting and understudying the nursing personnel in attending to the basic needs of patients. It is considered that the skills developed together with the experience acquired may weigh much heavier than the mere possession of one science subject obtained years back. Furthermore, as Trainee Nurses they would have to undergo a three-year training in theory as well as in practice. In addition, the organisation culture is already ingrained in them. On the basis of the merit of the case, we are making appropriate recommendation.

Recommendation 50

36.175 We recommend that, in future, Trainee Nurses should be enlisted from among:

- (i) **Health Care Assistant/Senior Health Care Assistants (General) who are not more than 48 years of age and who reckon at least two years' service in a substantive capacity in the grade and who possess a Cambridge School Certificate with credit in at least five subjects including one science subject obtained at not more than two sittings or an equivalent qualification acceptable to the PSC;**
- (ii) **Health Care Assistant/Senior Health Care Assistants (General) who are not more than 48 years of age and who reckon at least five years' service in a substantive capacity in the grade and who possess a Cambridge School Certificate with credit in at least five subjects obtained at not more than two sittings or an equivalent qualification acceptable to the PSC; and**
- (iii) **candidates who possess a Cambridge School Certificate with credit in at least five subjects including one science subject obtained on one Certificate or an equivalent qualification acceptable to the PSC.**

Scheme of Service – Nursing Officer

- 36.176 Appointment to the grade of Nursing Officer is presently made from Trainee Nurses who have successfully completed the National Diploma Level 6 in Nursing. In November 2019, the MOHW submitted a proposed scheme of service of the grade where it proposed that in the absence of Trainee Nurses, recruitment to the grade be

made from external candidates who possess the required qualifications and who are registered as Nurse with the Nursing Council.

- 36.177 In view of wide implications, we deferred the matter for consideration in the context of this review exercise. The matter was anew submitted to the Bureau in March this year (2021) and we maintained our stand thereon.
- 36.178 After careful consideration and following discussions with several stakeholders, we staunchly believe that it would not be appropriate to open the grade of Nursing Officer to external candidates for numerous reasons. Firstly, there would be salary implications across the cadres at the MOHW. Secondly, this will also have a bearing on the external parities that exist. Further, the proposed change would also have an impact on the functioning of the School of Nursing, which is mandated to conduct courses for Trainee Nurses. In addition, there is an oversupply of candidates in the market who possess the required qualification for enlistment as Trainee Nurse. Taking all these into account, we consider that instead of opening the grade to external candidates, **Management should in accordance with a well set recruitment plan, ensure that it recruits the right number of Trainee Nurses so that there is no eventual shortage of Nursing Officer. Further, should there be need for additional Nursing Officers, the MOHW may have recourse to recruitment of Nursing Officers on a month to month basis as is presently the case.**
- 36.179 We have, in the course of our examination, also noted that the prescribed scheme of service of the grade of Nursing Officer dates back to 1979. Given that a scheme of service should reflect the actual work being carried out, we believe that Management should initiate prompt action to update same for the grade of Nursing Officer. While doing so, Management should also take on board the observations made by the Bureau in its 2008 Report to the effect that the non-nursing duties carried out by Nursing Officers posted to the Community Health Centres form part and parcel of their role and need to be included in their scheme of service.

Recommendation 51

- 36.180 We recommend that the scheme of service of the grade of Nursing Officer be amended to reflect the actual duties performed as well as the non-nursing duties performed at Community Health Centres.**

Scheme of Service – Nursing Supervisor (Male)

Nursing Supervisor (Female)

- 36.181 A case has been made for the entry requirement of the Trainee Nurse to be raised to a Degree. According to the staff side, the qualifications requirement is a degree worldwide and, hence, harmonisation of same is important. After a careful examination of this request, we consider that if ever the Degree is inserted at the base level it will further exacerbate the shortage of Nursing Officers. Besides, the qualification set for a grade should match with the level of duties being performed. To this end, we consider that the inclusion of the Degree would be more appropriate at a higher level in the cadre, to which the MOHW is agreeable. However, while the

latter believes that the degree should be inserted at the level of Nursing Administrator, we consider that same is more appropriate at the level of Nursing Supervisor. We are, accordingly, making recommendation to that effect. With a view not to jeopardise the promotional prospects of existing officers, we have taken care to ensure that they are allowed enough time to acquire the higher qualifications.

Recommendation 52

36.182 We recommend that, as from 01 January 2026, appointment to the grade of Nursing Supervisor (Male) and Nursing Supervisor (Female) should be made by selection from among officers in the grade of Ward Manager (Male) and Ward Manager (Female) respectively possessing a Degree in Nursing or an equivalent qualification and who:

- (i) reckon at least an aggregate of four years' service in a substantive capacity in their respective grade and in the grades of Charge Nurse (Male) and Charge Nurse (Female); and**
- (ii) have successfully completed the local Hospital Nursing Administration Course.**

These elements have been considered in arriving at the recommended salary of the grades of Nursing Supervisor (Male) and Nursing Supervisor (Female).

Diploma in General Nursing

36.183 The salary scales of certain grades in the Nursing group include a Qualification Bar (QB) and movement beyond that QB is subject to incumbents possessing the National Diploma Level 6 in Nursing. This provision should continue to be in force.

Recommendation 53

36.184 We recommend that:

- (i) progression beyond the QB in the respective salary scale of the grades of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse and Blood Bank Officer should be subject to obtention of the National Diploma Level 6 in Nursing;**
- (ii) officers in post as at 01.01.16 in the grades of Nursing Officer, Charge Nurse (Male), Charge Nurse (Female), Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Specialised Nurse and Blood Bank Officer who have already crossed the QB though not possessing the Diploma should be allowed to continue to move incrementally in their respective salary scale, on a personal basis; and**
- (iii) the MOHW should continue to make provision for officers of the Nursing Officer Cadre of the Ministry as well as that of the Rodrigues Regional Assembly to follow the top up training programmes leading to a National Diploma Level 6 in Nursing.**

Nursing Officer (Psychiatric) Cadre**Trainee Nurse (Psychiatric) (New Grade)**

- 36.185 The grade of Nursing Officer (Psychiatric), which is filled from among candidates who are fully registered as Mental Nurse in accordance with section 23 of the Nursing Council Act, is presently vacant. The MOHW has reported that it is having difficulties to fill in the vacant posts as no qualified candidate applied for the post during the last recruitment exercises carried out by the Public Service Commission. It has also been notably averred that Nursing Officers in service who do possess the required qualifications requirement, are not willing to join the grade of Nursing Officer (Psychiatric) in view of the limited promotional prospects in this cadre compared to the general stream.
- 36.186 In this perspective, the MOHW has requested that the levels of Trainee Nurse (Psychiatric) and Nursing Supervisor (Psychiatric) be provided to ease recruitment and provide better career prospects to officers joining the cadre. To circumvent the recruitment problem being encountered since 2016 and on the basis of the merit of the case, we subscribe to the views of Management for the establishment of the Trainee Nurse (Psychiatric). As regards the creation of the higher position, we could not accede to the request as no new function has emerged warranting its creation at this juncture. As an inducement for officers to join the Psychiatric field, we are also maintaining the grant of incremental credit to officers of the cadre who possess the Diploma in Mental Nursing. However, same should lapse following enlistment of Trainee Nurses (Psychiatric).

Recommendation 54**36.187 We recommend the establishment of the position of Trainee Nurse (Psychiatric) to be filled from:**

- (i) Health Care Assistant/Senior Health Care Assistants (General) who are not more than 48 years of age and who reckon at least two years' service in a substantive capacity in the grade and who possess a Cambridge School Certificate with credit in at least five subjects including one science subject obtained at not more than two sittings or an equivalent qualification acceptable to the PSC;**
- (ii) Health Care Assistant/Senior Health Care Assistants (General) who are not more than 48 years of age and who reckon at least five years' service in a substantive capacity in the grade and who possess a Cambridge School Certificate with credit in at least five subjects obtained at not more than two sittings or an equivalent qualification acceptable to the PSC; and**
- (iii) candidates who possess a Cambridge School Certificate with credit in at least five subjects including one science subject obtained on one Certificate or an equivalent qualification acceptable to the PSC.**

36.188 We further recommend that officers in the grades of Nursing Officer (Psychiatric), Charge Nurse (Psychiatric) (Male), Charge Nurse (Psychiatric) (Female), Ward Manager (Psychiatric) (Male), and Ward Manager (Psychiatric) (Female) possessing the Diploma in Mental Health Nursing should be granted one increment at the point reached in their salary scale subject to the top salary of their respective grade.

36.189 The above provision should, however, lapse upon enlistment of Trainee Nurses (Psychiatric).

Specialised Nurse Cadre

36.190 Presently, there exist three categories of Specialised Nurse namely Specialised Nurse, Specialised Nurse (Diabetes) and Specialised Nurse (Diabetes Foot Care). The staff side have requested that the structure of the first two cadres, that is, Specialised Nurse and Specialised Nurse (Diabetes) be reinforced through the creation of the levels of Principal and Chief. As regards the field of diabetes foot care, demands have been made for the creation of the level of Senior in addition to the Principal and Chief as presently only the grade of Specialised Nurse (Diabetes Foot Care) exists.

36.191 On the other hand, Management considers the structure of the Specialised Nurse and Specialised Nurse (Diabetes) to be appropriate. It has, however, supported the request for the creation of the grade of Senior Specialised Nurse (Diabetes Foot Care) against abolition of the grade of Podiatrist which has remained vacant since its creation.

36.192 Having examined the structure of the Specialised Nurse and Specialised Nurse (Diabetes) Cadres, we concur with the views expressed by Management regarding their adequacy in providing an efficient delivery of services in these respective field. However, with regard to the field of diabetes foot care, we have noted that there is, presently, no proper supervision of the work being undertaken by Specialised Nurses (Diabetes Foot Care). In view of the importance of the diabetes foot care unit in preventing and reducing diabetes related amputations, we believe that the creation of the grade of Senior Specialised Nurse (Diabetes Foot Care) against abolition of the grade of Podiatrist is justified.

Recommendation 55

36.193 We recommend:

- (i) the creation of a grade of Senior Specialised Nurse (Diabetes Foot Care). Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Specialised Nurse (Diabetes Foot Care) who reckon at least four years' service in a substantive capacity in the grade; and**
- (ii) that the grade of Podiatrist be abolished.**

36.194 Incumbents in the grade of Senior Specialised Nurse (Diabetes Foot Care) would be required, among others, to: ensure the implementation of all policies relating to diabetic foot care; supervise the work of Specialised Nurse (Diabetes Foot Care); maintain and supervise the smooth running of diabetes of non-healing foot ulcer nursing service at hospital and primary health care levels; and coordinate the care of diabetic foot care patients and organise community participative sessions for prevention of diabetes complications in relation to foot care.

Nurse Educator Cadre

Scheme of Service - Nurse Educator

36.195 The Nurse Educator Cadre comprises the grades of Nurse Educator, Senior Nurse Educator, Principal Nurse Educator and the Head, School of Nursing who is at the apex. The core function of this cadre is to conduct courses, demonstrate nursing practice and teach the application of theory to practice in the relevant field.

36.196 The reasons for not acceding to the request for restyling the grade of Nurse Educator to that of Nurse Lecturer were lengthily explained to the parties concerned during consultations. As regards the representation received to the effect that the Head, School of Nursing should be involved in all nursing education committees and matters pertaining to nursing education and curriculum, we consider that this is an administrative issue that has to be dealt with by the MOHW.

36.197 Both Management and the staff side have also requested that the qualifications requirement of the source grade be raised from Diploma to Degree. In support of the request, it has been argued that the incumbents are required to teach up to Diploma Level 6 whereas according to the framework of the Mauritius Qualification Authority, a trainer needs to possess a qualification higher than a Diploma to be able to teach at that level. It has further been averred by the MOHW that the academic qualification required for the grade of Nurse Educator is no longer recognised by the Nursing Council of Mauritius since 2013. On the basis of the merit of the arguments put forward, we are reviewing the qualifications requirement.

Recommendation 56

36.198 We recommend that the grade of Nurse Educator should, henceforth, be filled by selection from among candidates possessing a Degree in Nursing or an equivalent qualification and reckoning at least seven years' post-registration experience as a general nurse including at least one year experience in both medical and surgical wards and two years' experience in any two or more of the different units namely Accident and Emergency, Orthopaedics, Cardiology, Obstetrics and Gynaecology and Paediatrics, Burns or Oncology.

36.199 The recommended salary scale of the grade reflects the new qualifications requirement.

Midwife Educator Cadre**Scheme of Service - Midwife Educator**

- 36.200 The Midwife Educator Cadre is a two-level structure comprising the grades of Midwife Educator and Senior Midwife Educator. The main role of the officers is to train Nursing Officers in midwifery or any other categories of trainees undergoing training in connection with the management of pregnant woman, deliveries and newborn babies.
- 36.201 In our last Report, we recommended that the scheme of service of the grade of Midwife Educator be amended to ease recruitment problems given the non-availability of candidates possessing the prescribed qualifications requirement. We have been informed that both grades are still vacant. In line with the arguments advanced for upgrading the qualifications requirement of the grade of Nurse Educator, the MOHW has proposed that, henceforth, the grade of Midwife Educator should be filled from candidates possessing a Degree in Nursing or an equivalent qualification and reckoning at least two years' post-registration experience as a general nurse and three years' experience as Midwife.
- 36.202 While examining this request, we have noted that the proposed qualification of the grade is restricted to the field of nursing and does not cater for officers of the Midwife Cadre possessing the required experience in the domain. For these reasons, we consider that Management should review the proposed qualifications requirement with a view to ensuring that it matches with duties to be performed. Thereafter, same should be submitted to the Bureau for re-examination.

Scheme of Service - Health Promotion Officer/Senior Health Promotion Officer

- 36.203 The grade of Health Promotion Officer/Senior Health Promotion Officer which was created in our 2008 Report is to be filled by selection from among officers not below the grade of Senior Specialised Nurse previously known as Senior Health Promotion Nurse reckoning at least five years' service in a substantive capacity in the grade.
- 36.204 The scheme of service of this grade has till date not yet been prescribed. In 2018, the MOHW submitted a proposed scheme of service of the grade to the Bureau wherein it proposed to fill the grade from among officers in the grade of Charge Nurse reckoning at least 10 years' working experience in Non-Communicable Diseases (NCD) and Health Promotion activities. As the proposed amendments would have had salary implications, we deferred the matter for consideration in the context of this Report.
- 36.205 In its submission for the present exercise, Management has reviewed its initial proposal and requested that the grade be filled from Senior Specialised Nurse. In the absence of qualified officers, it has proposed that the grade be filled from incumbents in the grade of Ward Manager reckoning at least 10 years' working experience in NCD and Health Promotion activities. We have examined the proposal and consider that it would not be appropriate to extend eligibility to the Ward Managers. We are, however, making appropriate recommendation regarding the qualifications requirement of the grade.

Recommendation 57

36.206 We recommend that the grade of Health Promotion Officer/Senior Health Promotion Officer should, in the future, be filled by selection from among officers in the grade of Senior Specialised Nurse reckoning at least five years' service in a substantive capacity in the grade.

Public Health Nursing Officer Cadre

36.207 The Public Health Nursing Officer Cadre, which is responsible for the provision of community health nursing services including home nursing care and immunisation services, is made up of a three-level structure comprising the grades of Public Health Nursing Officer (PHNO), Senior PHNO and Principal PHNO.

36.208 The proposal for the restyling of the grades could not be favourably considered by the Bureau in view of salary implications. A request was also made for the creation of a grade of Public Health Nursing Supervisor following an observation made by the World Health Organisation in its 2018 Report on Comprehensive National Immunisation Programme Review (Mauritius) for regular supervisory visits to be set up. We could not accede to the request as the grade of Senior PHNO is already required to carry out supervisory function. However, in view of the observation of the WHO and so as to ensure effective service delivery, we strongly believe that the MOHW should ensure that it has an adequate number of Senior PHNOs on its establishment so that there is proper supervision of the work carried out by PHNOs. We are making appropriate recommendation to that effect and replicating the provision for officers of the PHNO Cadre to follow the top up training programme leading to the National Diploma Level 6 in Nursing.

Recommendation 58

36.209 We recommend that the MOHW should:

- (i) ensure that its staff size in relation to the grade of Senior Public Health Nursing Officer is adequate enough to exercise effective supervision over the work of Public Health Nursing Officers as recommended by the World Health Organisation; and**
- (ii) continue to make necessary provision for officers of the Public Health Nursing Officer Cadre to follow the top up training programme leading to the National Diploma Level 6 in Nursing.**

36.210 We also recommend that progression beyond the QB in the salary scale of the grade of Public Health Nursing Officer should be subject to obtention of the National Diploma Level 6 in Nursing.

Permanencier/Senior Permanencier Cadre

36.211 The Permanencier/Senior Permanencier Cadre comprises the grades of Permanencier/Senior Permanencier and Principal Permanencier. Both Management and the staff side have made a case for the cadre to be strengthened with a level of Chief Permanencier. However, as the level of duties proposed for this grade does not justify

its creation, we could not accede to the request. We have also, after examination, not agreed for the payment of the night attendance bonus as requested given that the policy behind the grant of such allowance is not applicable in their case.

- 36.212 As regards the introduction of a bank scheme for Permanencier/Senior Permanenciers to cope with the shortage of staff, particularly during night shifts, the Bureau considers that the proposed course of action would not be practical in view of the present staffing position. However, as revealed during our site visit that was effected at the request of the staff side, there is indeed a shortage of staff in this grade. As a result thereof, the officers in post are called upon to put in extra hours on a regular basis. After careful consideration, we are proposing an alternative arrangement to compensate those officers who are willing to put in extra hours to palliate the problem of shortage of staff so that there is no disruption in the delivery of services.

Recommendation 59

- 36.213 We recommend that incumbents in the grade of Permanencier/Senior Permanencier who are required to work beyond their normal working hours on Weekdays, Weekends and Public Holidays should be compensated at the normal hourly rate at the salary point reached in their salary scale, for every additional hour put in.**

Health Care Assistant/Senior Health Care Assistant (General)

- 36.214 Officers in the grade of HCA/SHCA (General) provide assistance to nursing personnel in attending to the basic needs of patients. Request was made to appoint as Specialised Health Care Assistant, all the HCA/SHCAs (General) who are posted to specialised units. Acceding to the request would be tantamount to promoting the officers, which does not fall within our jurisdiction. We have, therefore, refrained from doing so. Upon thoroughly examining the request of the Unions to review the appellation of the grade, we could not agree to same as we consider the existing one to be more suitable than the proposed one in the light of the functions devolving on them.
- 36.215 We have, however, based on the merit of the case, acceded to the request for HCA/SCHAs not possessing a science subject to be considered for enlistment as Trainee Nurse as recommended at paragraph 36.175(ii). Regarding the request for the mounting of a top up course for HCA/SCHAs who have followed only a six-month training programme, it is being favourably considered.

Top up Course

- 36.216 HCA/SHCAs (General) were previously required to follow a six-month in-service training course prior to their appointment in a substantive capacity. Given that this training programme has been raised to one year as from 2014, the staff side has requested that a top up programme be mounted for all those who followed the six-month course so that they are kept abreast of latest development in the field. We discussed this issue with Management and the latter is receptive to the request of the staff side. We are, hence, making appropriate recommendation to that effect.

Recommendation 60

36.217 We recommend that the MOHW considers the advisability of mounting an appropriate top up course for those HCA/SHCAs (General) who have followed only the six-month in-service course with a view to ensuring that they are kept abreast of latest developments in the field.

Midwifery Cadre

36.218 The Midwifery Cadre comprises the grades of Midwife, Senior Midwife, Principal Midwife and the Chief Midwife. We have received representations from the staff side for Principal Midwives to be posted to hospitals and not to Area Health Centres. Although posting of officers does not fall within our purview, we sought the views of Management on this particular issue and were apprised that as per present arrangements, Principal Midwives are indeed posted to Area Health Centres (AHCs) only.

36.219 In examining the above request, we have also scrutinised the scheme of service of the grade of Principal Midwife and noted that incumbents in this grade are required to work in both hospitals and other health institutions. Taking this into consideration as well as the level of responsibilities assigned to the grade and the amount of activities at the hospitals in contrast to AHCs, we believe that Principal Midwives should be posted to hospitals as well.

Recommendation 61

36.220 We recommend that the MOHW should make necessary arrangements for Principal Midwives to be posted to hospitals as well as other health institutions as provided in the scheme of service of the grade.

36.221 Representations were also made by the staff side for recruitment of Midwives to be done on a regular basis and to increase the establishment size of the different levels in the cadre as it is considered that the inadequate workforce is adversely impacting on service delivery. This shortage of staff was particularly noted during the site visit effected by officers of the Bureau following a request from the Union. To circumvent the problem, **we urge Management to conduct a Human Resource Planning exercise as recommended at paragraph 36.9.** Moreover, we have, after consideration, acceded to the request for Trainee Midwives to be granted risk allowance and for Principal Midwives to be included in the bank scheme.

Diploma in Midwifery and Obstetrical Nursing

36.222 In our last Report, we recommended that the MOHW considers the advisability of introducing a Diploma in Midwifery and Obstetrical Nursing for Trainee Midwives instead of a General Certificate in Midwifery. Upon enquiry regarding the implementation of this recommendation, we have been informed that a committee has been set up under the *aegis* of the Mauritius Institute of Health to review the curriculum of the Diploma Course and that pending the review, procedures have been initiated for the conduct the course by another body.

36.223 In view of the imminent introduction of the Diploma course, we are bringing necessary amendment to the mode of appointment of the grade of Midwife. We are also making provision for a Qualification Bar (QB) in the salary scale of certain grades in the cadre. Progression beyond the QB would be subject to obtention of the Diploma in Midwifery and Obstetrical Nursing.

Recommendation 62

36.224 We recommend that:

- (i) appointment to the grade of Midwife should, in the future, be made by selection from among Trainee Midwives who have successfully completed the Diploma in Midwifery and Obstetrical Nursing;**
- (ii) progression beyond the QB inserted in the salary scales of the grades of Midwife and Senior Midwife would be subject to obtention of the Diploma in Midwifery and Obstetrical Nursing; and**
- (iii) the MOHW should ensure that arrangements are made for serving officers of the Midwifery Cadre to follow a top up training programme leading to the Diploma in Midwifery and Obstetrical Nursing.**

Physiotherapy Assistant Cadre

36.225 The Physiotherapy Assistant Cadre, which is a two-level structure, provides assistance to the Physiotherapists in the performance of physiotherapeutic treatments. We could not accede to the requests for the creation of the grades of Chief Physiotherapy Technician and Principal Physiotherapy Technician as they do not meet the set criteria for the creation of new levels. As regards the restyling of the grade of Physiotherapy Assistant to Physiotherapy Technician, we could not retain this proposal as well. In so far as upgrading of the Certificate course to a Diploma level is concerned, it should be noted that a site visit was conducted at the Victoria Hospital at the request of the staff side. We made certain observations, listened to the jobholders, interviewed the Chief Physiotherapist and studied the Job Description Questionnaires as well as the scheme of service. In the light of all these, we consider that an upgrading of the qualifications requirement is not warranted at this stage.

Occupational Therapy Assistant Cadre

36.226 Officers in the grades of Occupational Therapy Assistant and Senior Occupational Therapy Assistant carry out rehabilitation treatment of patients in general/psychiatric or other institutions, among others. The grade of Occupational Therapy Assistant is currently filled from candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principle of Accounts. The selected candidates are also required to undergo a one-year training course, following which they are appointed to the grade.

36.227 A case has been made for the qualifications requirement of the grade to be raised from School Certificate to Higher School Certificate. It has also been submitted that in view of the nature of duties performed by the incumbents, it is mandatory for them to have knowledge in a science subject for better understanding of the para-medical

field. Further, it has been averred that those Occupational Therapy Assistants who were recruited with no science subject had difficulties with both the theoretical examination and also during the one-year training programme.

- 36.228 After analysis of the prescribed scheme of service and having scrutinised the freshly written Job Description Questionnaires, we consider that the duties performed do not warrant an upgrading of the qualifications requirement. However, based on the strength of the arguments put forward for inclusion of a science subject, we are making appropriate recommendation in that direction.

Recommendation 63

- 36.229 We recommend that appointment to the grade of Occupational Therapy Assistant should, henceforth, be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics or Principles of Accounts and a science subject.**

Movement beyond top salary

- 36.230 Physiotherapy Assistants and Occupational Therapy Assistants are presently allowed to move incrementally in the salary scales of the grades of Senior Physiotherapy Assistant and Senior Occupational Therapy Assistant respectively up to salary point Rs 33425 subject to satisfying certain conditions. These officers are required to assume the duties of the higher position once they have been allowed to move incrementally in the higher salary scale. We are reviewing the existing provision.

Recommendation 64

- 36.231 We recommend that officers in the grades of Occupational Therapy Assistant and Physiotherapy Assistant in post as at the eve of the publication of the 2021 Report should be allowed to proceed incrementally in the Master Salary Scale up to salary point of Rs 38400 on a personal basis on the same conditions prevailing previously provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Blood Bank Officer Cadre

Blood Bank Assistant/Senior Blood Bank Assistant

- 36.232 The core functions of the officers of the Blood Bank Officer Cadre are to register blood donors, assess their suitability for blood donation and bleed patients. For lack of functional justifications, we could not provide for a level of Principal Blood Bank Officer.
- 36.233 As regards the grade of Blood Bank Assistant/Senior Blood Bank Assistant, which is required to provide assistance to the Blood Bank Officer Cadre, we lengthily explained to the officers the reasons for not acceding to certain of their proposals. After further study, we could not also agree to the proposal for the grade to be restyled to that of Phlebotomist. We also sought the views of Management regarding the acute

shortage of staff reported for this level and were informed that recruitment thereto has recently been made.

Specific Conditions of Service

Notional Time

36.234 Notional time is considered as effective working time. We are, accordingly, maintaining the compensation for handing over time to eligible officers.

Recommendation 65

36.235 We recommend that Charge Nurses or any other officer posted in the wards and who are involved in handing over when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours, where the shift covers a cycle should be compensated for handing over time up to a maximum of 30 minutes through time-off.

Retention Allowance

36.236 In our previous Report, we recommended that the payment of Retention Allowance to some categories of officers of the nursing group be discontinued as from 01 January 2017 as we had observed that the attrition rate to these grades had lessened significantly. Further, there is no dearth of candidates in the market who possess the required qualification to join these grades. The need, therefore, to pay an allowance to induce officers to stay was no longer reasonable. However, the requirement for the officers to refund the retention allowance in case they left the service before reaching the age at which they could retire without the approval of the Public Service Commission was maintained as the underlying philosophy for the grant of retention allowance was to encourage the nursing personnel to stay in service until their compulsory retirement age.

36.237 We have received representations from various quarters for the provision regarding the refund of the retention allowance to be waived. Considering that the attrition rate in these grades has fallen down and taking into account the contribution of the officers in the health sector, we subscribe to the submission made.

Recommendation 66

36.238 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.

36.239 We further recommend that all officers who have left or retired from the service as from 01 January 2021 and who have been required to refund the allowance should be reimbursed the amount refunded by them.

Night Duty Allowance

- 36.240 Officers of the Nursing Group who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours' lying-in period.
- 36.241 The Night Duty Allowance is, however, computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre as well as Health Care Assistant/Senior Health Care Assistants (General) and Senior Midwives, Midwives and Trainee Midwives. These provisions would continue to be in force.

Recommendation 67

- 36.242 We recommend that officers of the Nursing Group who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours lying-in period.**
- 36.243 We further recommend that the Night Duty Allowance should be exceptionally computed at the rate of 25% and on the basis of eight hours in respect of the present night shift of 13½ hours for officers in the Nursing Officer Cadre and officers in the grades of Health Care Assistant/Senior Health Care Assistant (General), Senior Midwife, Midwife and Trainee Midwife.**

Night Attendance Bonus

- 36.244 A monthly Night Attendance Bonus is presently payable to officers in certain grades provided they attend duty on all scheduled night shifts during the month. This provision should continue to be applicable.

Recommendation 68

- 36.245 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus, until the next review exercise, provided they attend duty on all scheduled night shifts during the month.**

Grades	Night Attendance Bonus (Rs)
Trainee Nurse	305
Trainee Midwife	305
Nursing Officer:	
Up to 10 years' service	615
Over 10 years' service	765
Charge Nurse:	
Up to 5 years' service	765
Over 5 years' service	920

Grades	Night Attendance Bonus (Rs)
Nursing Supervisor	1155
Midwife: Up to 10 years' service Over 10 years' service	430 615
Senior Midwife: Up to 10 years' service Over 10 years' service	615 765
Health Care Assistant/Senior Health Care Assistant (General) Up to 10 years' service Over 10 years' service	345 500

Lying-in time

- 36.246 Representations have been received from the Nursing Group for lying-in time not taken to be considered as actual working hours. Lying-in time is provided for those working long shift hours to have some rest and this is not effective working time. This explains why, for computation of overtime, it is not taken into consideration.
- 36.247 However, there may be genuine situations where the concerned officers are unable to benefit from their lying-in time as they are called upon to attend to urgent/emergency cases. In such circumstances, we believe that the officers need to be compensated up to a certain extent for the hours that they have effectively worked, subject to the approval of the Duty Manager.

Recommendation 69

- 36.248 We recommend that, exceptionally, in the event of any emergency or urgency and subject to the approval of the Duty Manager, one hour of the lying in time foregone by officers of the Nursing Group should be taken into account while computing their actual hours of work.**

Bank Nurse Scheme

- 36.249 The Bank Nurse scheme was introduced more than 20 years ago to palliate the acute shortage of Nursing Staff and ensure effective service delivery. The scheme as it stands comprises an in service scheme for serving officers in the grades of Nursing Officer, Charge Nurse, Ward Manager, Nursing Supervisor, Nursing Administrator, Senior Midwife and Midwife whereas under the external scheme, Registered Nurses and qualified Midwives not in the Government Service are employed. All these officers operate at the level of Nursing Officer and are paid an all-inclusive allowance of Rs 735 per day session of four hours and Rs 840 per night session of four hours.

- 36.250 We have received various representations to review the mode of computation of the all-inclusive allowance so that officers in different grades are paid according to the level they occupy and not a uniform rate. In justification for the request, it is submitted that the officers are paid the bank rate even when they are called to perform their own duties after normal working hours. The Bureau has to highlight that **the bank rate is meant for operating at the level of Nursing Officer.**
- 36.251 As the Bank Nurse scheme would continue to exist in the foreseeable future to make up for the shortage of nursing staff from time to time, we are revising the quantum of the allowance. However, we strongly advise Management to ensure the proper implementation of the recommendation. Based on submission received and on the merit of the case, we are including the grade of Principal Midwife in the bank nurse scheme.

Recommendation 70

- 36.252 **We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 770 per day session of four hours and Rs 880 per night session of four hours to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors, Nursing Administrators, Principal Midwives, Senior Midwives and Midwives employed on a sessional basis under the Bank Nurse Scheme (in service) and to Registered Nurses and qualified Midwives not in Government service.**
- 36.253 **We additionally recommend that the allowances paid under the Bank Nurse Scheme should be on a *pro rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Allowances to Nursing Officers posted to the Emergency Medical Services Units (SAMU)

- 36.254 Nursing Officers serving the Emergency Medical Services Units (SAMU) are paid a monthly allowance of Rs 775 for performing additional duties. Besides this allowance, the senior most Nursing Officer is paid an allowance of Rs 960 for performing extra duties such as organising work, preparing a roster plan, taking charge of and control drugs, dressings, instruments and equipment as well as ensuring the maintenance of these equipment. As this practice is important for the continued provision of the service, we are maintaining same.

Recommendation 71

- 36.255 **We recommend that the monthly allowance payable to the Nursing Officers posted to the SAMU for performing extra duties be revised to Rs 815 and the additional allowance payable to the senior most Nursing Officer for organising the work and preparing roster, taking charge and controlling drugs, dressings, instruments and equipment as well as ensuring its maintenance be revised to Rs 1010.**

Allowances for performing duties of ECG Technician

36.256 Normally, electrocardiogram services to patients are provided by ECG Technicians during normal working hours. On the other hand, emergency cases outside normal working hours and during Weekends at the Emergency Department, ICU, Cardiac Wards and SAMU are attended by Charge Nurses and Nursing Officers against the payment of appropriate allowances. This allowance was further extended to Charge Nurse, Nursing Officers and HCA/SHCAs (General) posted to Area Health Centres and Community Health Centres by the EOAC. We are maintaining the existing provisions.

Recommendation 72

36.257 We recommend the continued payment of an allowance of Rs 145 per Night/Sunday/Public Holiday and Rs 75 for Saturday from 1200 hours to 1800 hours to Charge Nurses and Nursing Officers posted to the Accident and Emergency Department, ICU, Cardiac Wards and SAMU who are required to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays.

36.258 We also recommend the payment of an allowance of Rs 145 per day/Sunday/Public Holiday and Rs 50 per night to Charge Nurses, Nursing Officers and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) posted to the Area Health Centres/Community Health Centres/Mediclinics who are required to perform the duties of ECG Technician during the day, at night, on Sundays and Public Holidays.

Allowance to Nursing Officers posted to the Hyperbaric Medicine Unit

36.259 Nursing Officers posted to the Hyperbaric Medicine Unit are presently entitled to an allowance for attending to cases of diving accident patients as well as other emergency cases such as near hanging, sudden deafness and carbon monoxide poisoning, both during and beyond normal working hours. Given that the present arrangement is convenient, we are maintaining the allowance while revising the quantum thereof.

Recommendation 73

36.260 We recommend that the *ad hoc* monthly allowance payable to Nursing Officers posted at the Hyperbaric Medicine Unit for the treatment of diving accident patients and other relevant emergencies both during and beyond normal working hours, should be revised to Rs 2520.

Allowance for Answering Calls on the Hotline at the AIDS Unit

36.261 Officers who are posted to the Aids Unit and required to answer calls and provide service information on the hotline outside their normal working hours are presently entitled to an *ad hoc* allowance of Rs 620 for 53 hours. As this arrangement would continue to be in force, we are maintaining the provision and revising the quantum thereof.

Recommendation 74

36.262 We recommend that:

- (i) the *ad hoc* allowance payable to officers posted to the AIDS Unit who are required to answer calls and provide service information on the hotline should be revised to Rs 650 for 53 hours; and**
- (ii) the allowance should be paid on a *pro rata* basis whenever the officer is required to work for more or less than the specified number of hours.**

Allowance to Nursing Officers posted to Dr Yves Cantin Community Hospital

36.263 Nursing Officers performing night shifts/three shifts continuously at the Dr Yves Cantin Community Hospital are at present paid an all-inclusive allowance of Rs 260 in lieu of meal to compensate them for facilities available at other hospitals and not at the Dr Yves Cantin Community Hospital. Those posted to the neighbouring Community Health Centres and who are required to perform night duty at the Dr Yves Cantin Community Hospital are also paid this all-inclusive allowance. As such arrangement would continue to exist in the foreseeable future, we are revising the quantum thereof.

Recommendation 75

36.264 We recommend that Nursing Officers posted to the Dr Yves Cantin Community Hospital as well as Nursing Officers posted to the neighbouring Community Health Centres who, after a normal day shift, are required to do night duty at the Dr Yves Cantin Community Hospital which is followed by a day shift should be paid an allowance of Rs 300, provided that they work for three shifts continuously i.e. a day shift, a night shift and a day shift.

Allowance to Trainee Nurses and Trainee Midwives working on shift

36.265 A monthly allowance of Rs 780 is paid to Trainee Nurses and Trainee Midwives who effectively work on shift, that is at night, on Saturday afternoons, Sundays and Public Holidays. The quantum of this allowance is being revised as hereunder.

Recommendation 76

36.266 We recommend that Trainee Nurses and Trainee Midwives who effectively work on shift, that is at night, on Saturday afternoons, Sundays and Public Holidays should be paid a monthly allowance of Rs 820. They should also continue to be paid the Night Duty Allowance as recommended at paragraph 36.243.

Travelling Allowance for Trainee Nurse

36.267 In our last Report, we recommended that eligible Trainee Nurses be refunded travelling for at least 10 working days monthly. We have been informed by the staff side that Trainee Nurses who are posted to hospitals are required to work on shift comprising a cycle of 40 hours per week and as such they work at least 15 days a month. Moreover, those posted to Specialised units work for more than 20 days.

Hence, request was made for the travelling allowance to be paid for 15 working days instead of 10. We are making appropriate recommendation to that effect.

Recommendation 77

36.268 We recommend that the travelling allowance payable to eligible Trainee Nurses should be computed on a 15 working days basis, monthly.

Allowance for performing administrative duties in respect of dead body received/delivered at the Mortuary

36.269 Pending any administrative arrangement by the Ministry, members of the Nursing staff who carry out administrative duties in connection with dead bodies received/delivered at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services), i.e. before 0900 hours and after 1600 hours at the mortuary are paid an allowance of Rs 100. This provision should continue to prevail until the necessary arrangements are made.

Recommendation 78

36.270 We recommend that, pending any administrative arrangement, members of the Nursing Staff performing administrative duties in respect of each dead body received/delivered before 0900 hours and after 1600 hours at the Mortuary in the absence of the Hospital Administrative Assistant and the Executive Officer (Health Services) should be paid an allowance of Rs 105.

Allowance to Nursing/Midwife Staff posted to Agalega Islands

36.271 Male Nursing Officers, Female Nursing Officers qualified in Midwifery, Charge Nurses (Female), Senior Midwives as well as officers of the Nursing Group who are qualified in Midwifery are paid a monthly allowance of Rs 5250 when posted to Agalega Island as they are required to provide round the clock coverage and regularly work beyond their normal working hours over there. We are maintaining the existing provision whilst revising the quantum.

Recommendation 79

36.272 We recommend that a monthly allowance of Rs 5515 should be paid to Male Nursing Officers, Female Nursing Officers possessing Midwifery Certificates, Charge Nurses (Female), Senior Midwives and officers of the Nursing Group who are qualified in Midwifery and are posted to Agalega Islands for providing a 24-hour coverage and effectively working over and above their normal working hours.

Allowance to Nursing Officers and Charge Nurses posted to the Renal Dialysis Unit

36.273 In view of the increasing number of patients in need of dialysis treatment, nursing staff posted to the Unit are called upon to put in additional hours of work from 1700 hours to 2100 hours against payment of allowances. Besides, they are paid an on-call allowance and an in-attendance allowance whenever they attend duty while on call.

As the present arrangement would continue to be in force, we are maintaining the existing provision and revising the quanta of the allowances.

Recommendation 80

36.274 We recommend that Charge Nurses, Nursing Officers and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) who are posted to the Renal Dialysis Unit should be remunerated for extra hours performed as follows:

Extra hours of work	Charge Nurses and Nursing Officers (Rs)	Health Care Assistant/ Senior Health Care Assistant (General) (Rs)
1700 hours to 1800 hours	195	135
1800 hours to 2100 hours	660	455

36.275 We also recommend that the above allowance should be paid on a *pro rata* basis whenever the officer is required to work more than or less than the specified number of hours.

36.276 We further recommend:

- (i) the payment of an On-Call Allowance of Rs 250 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit of each regional hospital who is required to be On-Call on Weekdays and Saturdays from 2100 hours to 0900 hours the following day and Rs 720 for being On- Call on Sundays or Public Holidays from 0700 hours to 0700 hours the following day; and
- (ii) that when attending duty while being On-Call, the Nursing Officer or Charge Nurse should be paid an In-Attendance Allowance of Rs 290 per hour, inclusive of travelling time.

Risk Allowance

36.277 Officers in certain grades in the health sector working in constant and close contact with mental patients, T.B. patients and drug addicts are entitled to a risk allowance equivalent to one and a half increments at the initial of their salary scales. We have received in the context of this review, numerous demands for the extension of the risk allowance to other grades of the nursing group.

36.278 This issue is lengthily discussed under the chapter Risk, Insurance and Compensation in Volume 1 of this Report. As regards the request for a risk allowance to be paid for exposure to radioactivity, we have been informed by the relevant authorities that such exposure to a certain degree is not harmful.

36.279 Hereunder, we are reproducing the recommendation for risk allowance to those officers who are already entitled to same by virtue of existing provisions.

Recommendation 81

36.280 We recommend that the undermentioned officers, who are required to work in close and constant contact with mental patients, TB patients and drug addicts, should continue to be paid a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale:

- (i) **Trainee Nurse, Nursing Officer, Nursing Officer (Psychiatric), Charge Nurse (Male), Charge Nurse (Female), Charge Nurse (Psychiatric)(Male), Charge Nurse (Psychiatric)(Female), Ward Manager (Male), Ward Manager (Female);**
- (ii) **Nursing Supervisor, Nursing Administrator and Health Care Assistant/Senior Health Care Assistant (General) posted to the Poudre d'Or Hospital and the Brown Sequard Mental Health Care Centre;**
- (iii) **Occupational Therapy Assistant and Senior Occupational Therapy Assistant posted to the Brown Sequard Mental Health Care Centre;**
- (iv) **Health Care Assistant/Senior Health Care Assistant (General) posted to the AIDS Unit, pre-natal and post-natal wards;**
- (v) **Nursing staff working at the detainees ward at J. Nehru Hospital, Harm Reduction Unit, SAMU, Psychiatric wards at Regional Hospitals;**
- (vi) **Nursing staff carrying out the Needle Exchange Programme, Methadone Treatment and Outreach activities at the AIDS Unit; and**
- (vii) **Officers of the Nursing Officer and Midwifery Cadres, including Trainee Midwives, posted to the pre-natal, labour and post-natal wards.**

However, in the event the quantum of the above allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbent should continue to be paid the higher quantum on a personal basis.

Bank Scheme for Health Care Assistant/Senior Health Care Assistant (General)

36.281 The Bank scheme for HCA/SHCAs (General) was introduced in 2011. As per existing provisions, HCA/SHCAs who are employed under this scheme are paid an all-inclusive allowance of Rs 505 per day session of four hours and Rs 580 per night session of four hours. Given that the arrangement has proven to be effective in improving service delivery and as it would continue to be in operation, we are revising the quantum thereof.

Recommendation 82

36.282 We recommend:

- (i) **the payment of an all-inclusive allowance (excluding travelling) of Rs 530 per day session of four hours and Rs 610 per night session of four hours to**

Health Care Assistant/Senior Health Care Assistants (General) who work on sessions in Government Health Institutions; and

- (ii) **the above allowance should be paid on a *pro rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Special Duty Allowance to Health Care Assistant/Senior Health Care Assistant (General) posted to the AIDS Unit

36.283 Pending the filling of the grade of Specialised Health Care Assistant, HCA/SHCAs (General) who are posted to the AIDS Unit to carry out Needle Exchange Programme are being paid a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale. The present provision should continue to be applicable.

Recommendation 83

36.284 We recommend that:

- (i) **Health Care Assistant/Senior Health Care Assistants (General) posted to the AIDS Unit to carry out Needle Exchange Programme should continue to be paid a monthly Special Duty Allowance equivalent to one increment at the initial of the salary scale. However, in the event the quantum of the allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbent should continue to be paid the higher quantum on a personal basis; and**
- (ii) **the payment of above allowance should be discontinued with the filling of the post of Specialised Health Care Assistant.**

Allowance to HCA/SHCA (General) posted to Ayurvedic Clinics

36.285 As mentioned earlier, we have not acceded to request for HCA/SHCAs (General) posted to specialised unit to be appointed as Specialised Health Care Assistant. Still, we have carefully examined the duties performed by the officers in these different specialised units and have noted that most of them are related to their role and fall within their normal scope of activities and are already incorporated in the prescribed scheme of service of the grade.

36.286 The Bureau has to highlight that during a site visit that was conducted at the Belvedere Mediclinic at the request of the staff side, we observed that the HCA/SHCAs (General) posted over there are required to put in extra physical effort while performing Panchkarma therapies consisting of snehan, swedan, basti, shiro, netra-basti, nasya, among others. In view of the specific nature of duties performed, the officers are also required to follow an in-service training course in Ayurvedic medicine to acquire the necessary knowledge and develop the relevant skills. We are, accordingly, compensating the officers for the performance of the extra duties.

Recommendation 84

36.287 We recommend that at the Ayurvedic Clinics, Health Care Assistant/Senior Health Care Assistants (General) who are required to perform Panchkarma Therapies should be paid a monthly allowance of Rs 520.

Refund of Vacation Leave and Casual Leave

36.288 Specific provisions exist for officers of the Nursing Officer Cadre to be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their unutilised casual leave. Such leave can either be taken as leave prior to retirement or is refunded in the event the officers opt to work during the excess accumulated period.

36.289 Prior to the last Report, both the vacation leave and the casual leave were refunded at the rate of 1/30 at the time of retirement. In our last Report, we reviewed the mode of refund for casual leave to a yearly basis. For this review exercise, we are improving further on the existing conditions for those proceeding on retirement or who pass away while in service.

Recommendation 85

36.290 We recommend that until the publication of the next Report:

- (i) officers of the Nursing Officer Cadre should continue to be allowed to accumulate their vacation leave over and above the authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement;**
- (ii) the unutilised casual leave of officers of the Nursing Officer Cadre should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year;**
- (iii) unutilised casual leave should be refunded to officers of the Nursing Officer Cadre on a *pro rata* basis for the year in which the officer proceeds on retirement or passes away while in service; and**
- (iv) officers of the Nursing Officer Cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

Compensation for work on Public Holidays falling on Night Shift**Recommendation 86**

36.291 We recommend that the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.

Shift/Staggered

36.292 Officers in the grades listed below are required to work either on shift or at staggered hours. This factor has been taken into consideration in arriving at the recommended salaries for the corresponding grades.

Shift	Staggered
Health Care Assistant (Haemodialysis)	Blood Bank Assistant/Senior Blood Bank Assistant
Health Care Assistant/Senior Health Care Assistant (General)	Blood Bank Officer
Midwife	Senior Blood Bank Officer
Senior Midwife	Senior Specialised Nurse
Nursing Officer	Specialised Nurse
Nursing Officer (Psychiatric)	Specialised Health Care Assistant
Charge Nurse (Male)	
Charge Nurse (Female)	
Charge Nurse (Psychiatric) (Male)	
Charge Nurse (Psychiatric) (Female)	
Nursing Supervisor (Male)	
Nursing Supervisor (Female)	
Permanencier/Senior Permanencier	
Principal Permanencier	

NURSING GROUP**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
09 098 101	Rs 82250 x 3000 - 88250 x 3125 - 91375 Director, Nursing
09 082 099	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Deputy Director, Nursing

Salary Code	Salary Scale and Grade
09 078 096	Rs 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Regional Nursing Administrator
09 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Nursing Administrator (Female) Nursing Administrator (Male)
09 067 088	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 QB 61000 x 1700 - 62700 Nursing Supervisor (Female) Nursing Supervisor (Male)
09 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Ward Manager (Female) Ward Manager (Male)
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Charge Nurse (Female) Charge Nurse (Male)
09 040 077	Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800 Nursing Officer
09 029 031	Rs 16525 x 260 - 17045 Trainee Nurse
09 082 099	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Head, School of Nursing

Salary Code	Salary Scale and Grade
09 077 094	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800</p> <p>Principal Nurse Educator</p>
09 071 092	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Nurse Educator</p>
09 066 088	<p>Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 QB 57600 x 1700 - 62700</p> <p>Nurse Educator</p>
09 071 091	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000</p> <p>Senior Midwife Educator</p>
09 066 084	<p>Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Midwife Educator Principal Public Health Nursing Officer</p>
09 061 082	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Senior Public Health Nursing Officer</p>
09 053 080	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250</p> <p>Public Health Nursing Officer</p>
09 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>National Dialysis Co-ordinator</p>
09 031 071	<p>Rs 17045 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 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Health Care Assistant (Haemodialysis)</p>

Salary Code	Salary Scale and Grade
09 061 082	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Chief Midwife
09 058 080	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Principal Midwife
09 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 Senior Midwife (shift)
09 048 073	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 Senior Midwife (Personal)
09 036 073	Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 QB 39350 x 950 - 40300 Midwife
09 029 031	Rs 16525 x 260 - 17045 Trainee Midwife
09 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Ward Manager (Psychiatric) (Female) Ward Manager (Psychiatric) (Male)
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Charge Nurse (Psychiatric) (Female) Charge Nurse (Psychiatric) (Male)
09 040 077	Rs 19575 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800 Nursing Officer (Psychiatric)

Salary Code	Salary Scale and Grade
09 029 031	Rs 16525 x 260 - 17045 Trainee Nurse (Psychiatric) (New Grade)
09 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Harm Reduction Coordinator Senior Specialised Nurse Senior Specialised Nurse (Diabetes) Senior Specialised Nurse (Diabetes Foot Care) (New Grade)
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Specialised Nurse (Diabetes) Specialised Nurse (Diabetes Foot Care)
09 055 080	Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250 Specialised Nurse
09 067 086	Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300 Health Promotion Officer/Senior Health Promotion Officer
09 043 072	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Specialised Health Care Assistant
09 060 080	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Blood Bank Officer
09 045 078	Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 x 1300 - 46100 Blood Bank Officer

Salary Code	Salary Scale and Grade
09 030 071	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 - 35650 x 900 - 37450 x 950 - 38400 Blood Bank Assistant/Senior Blood Bank Assistant
09 053 075	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Principal Permanencier
09 043 072	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Permanencier/Senior Permanencier
09 031 071	Rs 17045 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 - 35650 x 900 - 37450 x 950 - 38400 Health Care Assistant/Senior Health Care Assistant (General)
09 043 072	Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Senior Occupational Therapy Assistant Senior Physiotherapy Assistant
09 029 067	Rs 16525 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 Occupational Therapy Assistant Physiotherapy Assistant

MEDICAL SUPPORT GROUP

- 36.293 Grades in the Medical Support Group provide supporting services to the professional and paramedical groups. They are essential for the effective delivery of both curative and preventive medical and health services.
- 36.294 In the context of this review exercise, the most recurring request emanating from officers of this group has been the payment of risk allowance. Our stand on this particular issue has been provided under the Chapter Risk, Insurance and Compensation in Volume 1 of this Report. Similarly, provision for training, for which many demands were made, is treated in the Chapter Training and Development of the same Volume. We have also, in the course of our examination of the proposals, noted

that many of them pertain to administrative issues which do not fall within our terms of reference. In such cases, we have advised the officers on the appropriate course of action to be taken. The specific proposals received in respect of the different cadres and grades are discussed in details in the following paragraphs.

Linen Health Officer Cadre

- 36.295 The Linen Health Officer Cadre is mainly responsible for ordering, receiving and issuing hospital linen as well as laundering services and certification of claims in connection thereof. The cadre consists of the grades of Linen Health Officer and Senior Linen Health Officer. In the context of this review, the staff side requested for the creation of a grade of Head Linen Officer, which we could not accede to for want of functional justification. A request was also made to restyle the existing positions. However, as no proposed job appellations were submitted to the Bureau, we have maintained the current ones.
- 36.296 At the request of the staff side, we also conducted a site visit at the SSRN Hospital in November 2019 to take cognisance of the work being performed by the officers. During that visit, we observed heaps of linen stacked in the linen room and were informed that the officers are required to deal with soiled linen on a daily basis. Further, we also observed that most of the duties performed by the officers were in accordance with their prescribed schemes of service. As regards the claim made by the Senior Linen Health Officer to the effect that they are shouldering additional duties pertaining to procurement of linen/raw materials, we have carried out a fresh job evaluation exercise and upon assessment, have found that the extra duties have no bearing on the salary grading of the grade. Nevertheless, given that the existing scheme of service dates back to 1980, we consider that it should be updated to reflect the actual duties being performed by the incumbents. In the same vein, the scheme of service of the Linen Health Officer should also be amended.
- 36.297 A proposal was also received for the qualifications requirement of the grade of Linen Health Officer to be raised on the ground that the existing requirement that is "proof of having sat for Cambridge School Certificate" and Certificate in sewing and cutting are not adequate to enable the officers to perform their duties effectively. We have examined this proposal in depth following which we view that Management should consider the advisability of raising the qualifications requirement so as to ensure that it matches with the level of duties performed. We are making appropriate recommendation in that direction.

Recommendation 87

- 36.298 We recommend that the schemes of service of the grades of Senior Linen Health Officer and Linen Health Officer should be amended to reflect the actual duties being performed by the incumbents.**
- 36.299 We further recommend that Management considers the advisability of raising the qualifications requirement of the grade of Linen Health Officer to ensure that it matches with the level of duties performed.**

Conducive Work Environment

36.300 Representation was made by the staff side to the effect that there is poor ventilation in certain linen room, which is detrimental to the health of the officers. We, accordingly, sought the views of Management on this issue and were apprised that the Linen departments are fully equipped with heavy duty fans/wall fans and that no issue of poor ventilation has been reported in any hospital. Nevertheless, based on the findings of our site visit and taking into consideration that the officers are required to deal with soiled linen in the performance of their duties, we believe that Management should, to the extent possible, carry out inspections with a view to ensuring that the officers have properly ventilated rooms and a conducive working environment. We are recommending accordingly.

Recommendation 88

36.301 We recommend that Management considers the advisability of conducting periodic inspections, with the assistance of the Occupational Safety and Health Unit if need be, with a view to ensuring that the officers are provided with a conducive working environment.

Movement beyond top salary

36.302 Linen Health Officers are allowed to move incrementally in the salary scale of the grade of Senior Linen Health Officer up to salary point Rs 29400 and to assume the duties of the higher position once they have been allowed to move incrementally in the higher salary scale. We are reviewing the existing provisions.

Recommendation 89

36.303 We recommend that officers in the grade of Linen Health Officer in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 34000 on a personal basis, on the same terms and conditions prevailing previously provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Health Surveillance Officer Cadre

36.304 The Health Surveillance Officer Cadre is responsible, among others, for visiting households, incoming passengers, schools, health institution as well as taking blood smears and collect specimen. It consists of a three-level structure comprising the grades of Health Surveillance Officer, Senior Health Surveillance Officer and Principal Health Surveillance Officer.

36.305 In the context of this Report, the staff side have requested for an increase in establishment size; payment of mileage allowances and enhancement of existing conditions of service. During consultations, the latter were provided with appropriate explanations regarding those proposals that could not be acceded to due to technical reasons. As regards the request for the officers to be allowed to work on a roster system and visit passengers on Sundays, we have been apprised by Management that

the present work arrangement, which is in line with established protocol, is appropriate.

- 36.306 Representations were also made to the effect that certain officers, though reckoning many years of service, have never benefitted from any type of training throughout their whole career. As mentioned earlier, ample provision for training to upskill officers and enhance service delivery have been made in the Chapter Training and Development in Volume 1 of this Report. **Management may, therefore, make necessary arrangements with the relevant authorities for the provision of the relevant training to these officers.**

Allowance to Health Surveillance Officers and Senior Health Surveillance Officers

- 36.307 Presently, officers belonging to the Health Surveillance Cadre, are entitled to an all-inclusive allowance of Rs 335 per day whenever they are required to attend work on Sundays and Public Holidays to dispense anti-malaria drugs and/or monitor malaria positive cases. Given that this arrangement would continue to exist in the foreseeable future, we are maintaining the allowance and revising the quantum thereof.

Recommendation 90

- 36.308 We recommend that the daily all-inclusive allowance (excluding travelling) payable to Health Surveillance Officers and Senior Health Surveillance Officers who are required to attend work on Sundays and Public Holidays to dispense anti-malaria drugs and/or monitor malaria positive cases should be revised to Rs 350.**

Community Health Care Officer Cadre

- 36.309 The Community Health Care Officer (CHCO) Cadre is mainly involved in motivating the population through home/sites of work visits, talks, group discussions to adopt lifestyles conducive to better health; ensuring follow up of patients in matters relating to community health and providing support through health education. The cadre comprises the grades of CHCO, Senior CHCO and a Principal CHCO at the apex.
- 36.310 For the current review exercise, the staff side has pressed for the creation of a grade of Chief CHCO. However, for lack of functional justification, we could not accede to this request. Further, as provisions already exist regarding several of the proposals submitted for example payment of mileage allowance, we so apprised the parties and advised them to channel their request to the relevant authorities.
- 36.311 During consultations, it was also reported that the course in Community Health Care, which is a requirement for appointment to the grade of CHCO, has not been mounted by the MOHW since long. Hence, many CHCOs are being unduly penalised as they are operating in a temporary capacity for quite some time. Although, this issue does not fall within our ambit, we considered it appropriate to enquire on the matter and were informed by Management that the course has recently been mounted. Upon completion of the course, the officers would subsequently be appointed. Representation was also made to the effect that CHCOs are required to provide

assistance in Health Records Departments, which is not in accordance with their scheme of service. The MOHW, on its part, has submitted that this was a temporary measure, meant to cope with work fluctuations during the Covid-19 Pandemic and that since November 2020, the problem has been resolved.

36.312 As we view the present organisational structure of the CHCO Cadre to be appropriate, we are not bringing any change thereto.

Dental Assistant Cadre

36.313 The Dental Assistant Cadre, which is made up of a three-level structure comprising the grades of Principal Dental Assistant, Senior Dental Assistant and Dental Assistant, is mainly involved in receiving, registering and preparing patients for treatment; assisting the Dental Surgeon/Senior Dental Surgeons in their day-to-day activities and disseminating oral health education to the public.

36.314 Besides the above mentioned grades, the EOAC Report had also provided for the grades of Dental Assistant and Senior Dental Assistant on roster to attend to the Dental Emergency Service after normal working hours. However, these grades are yet to be filled. Staff side, on its part, requested for these grades to be abolished. A proposal was also made to include the two years' training course that Dental Assistants are required to follow in the scheme of service of the grade. So, we sought the views of Management on the matter. However, for want of the requested information, we are unable to make any recommendation thereto.

36.315 As regards the proposals for the creation of the grades of Chief Dental Assistant and Community Oral Health Care Officer, the parties were informed that new grades are established depending on the functional needs of the organisation. At the request of the staff side, we also conducted a site visit to take cognisance of the nature of work and environment within which the incumbents are called upon to operate. During that visit, the officers complained about the acute shortage of staff being faced in dental clinics, which is hampering effective service delivery. We informed them that the issue needs to be addressed by a proper Human Resource Planning Exercise to be conducted by the Ministry. We also observed that the nature of duties performed by the officers in both the General and Specialised Units are in line with the duties as per the existing schemes of service save for the one posted to the Oral Surgery. The latter, in addition to her normal duties, is called upon to prepare roster for Dental Surgeon/Senior Dental Surgeons working at the clinic and manage their leave account. Based on the findings of our visit, we consider that there is a case for compensating the incumbent for the additional duties performed. We are, hence, making appropriate recommendation in that direction. This provision should also apply to other Dental Assistants who are performing similar duties in other dental clinics.

Recommendation 91

36.316 We recommend that Dental Assistants who are required to perform additional duties such as preparing roster for Dental Surgeons/Senior Dental Surgeons working at the clinics and managing their leave account, should be paid a monthly allowance of Rs 390.

Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer

36.317 Officers in the grade of Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male and Female) are required, among others, to help in-patients to adapt themselves to the institutional environment through social, recreational and cultural activities in order to facilitate therapy.

36.318 The proposals received for this grade in the context of this review exercise were mainly focused on administrative issues which do not fall within our scope of activities such as recruitment of additional staff and training. During the consultative meetings, we also received verbal submission for the creation of a level of Principal Psychiatry Rehabilitation and Welfare Officer. Having carefully examined this request, we consider that the new level is not warranted for the time being as no additional activities or functions have arisen.

Risk Allowance

36.319 Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officers are, presently, entitled to the payment of a Risk Allowance for working in close and constant contact with mental patients, T.B patients and drug addicts. Representation has been made for the allowance to be reviewed on the ground that the actual quantum is inadequate. As already explained to the parties during the consultative meeting, the mode of computation of the risk allowance is examined in a holistic manner as it cuts across the public sector.

36.320 Generally, we have not acceded to demands for extension of Risk Allowance in the context of this review exercise. However, given that incumbents in the grade of Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male and Female) are already entitled to the payment of same, we are recommending the continued payment of the allowance to them.

Recommendation 92

36.321 We recommend that officers in the grades of Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) and Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female) working in close and constant contact with mental patients, T.B patients and drug addicts should be paid a Risk Allowance equivalent to one and a half (1½) increments at the initial salary point in their respective salary scale. However, in the event the quantum of this allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbent should continue to be paid the higher quantum on a personal basis.

Medical Imaging Assistant Cadre

- 36.322 The officers in the Medical Imaging Assistant Cadre are principally involved in giving appointment for X-Ray examinations and relevant instructions to patients; preparing and directing patients in the X-Ray or echography room and assisting Medical Imaging Technologists in their tasks.
- 36.323 Previously, the cadre used to comprise Medical Imaging Assistants, Senior Medical Imaging Assistants and Principal Medical Imaging Assistants. Subsequently, the grades of Medical Imaging Assistant and Senior Medical Imaging Assistant (on shift) were created with a view to providing round the clock service. However, due to shortage of staff, the shift system is yet to be implemented.
- 36.324 The main proposal made by the staff side for this cadre pertains to creation of a grade of Chief Medical Imaging Assistant, which we could not agree to as it does not meet our set criteria for the creation of a new level. The request for restyling was also not retained as the job titles proposed were considered to be inappropriate. After careful consideration, we could not also agree to the proposal of Management to merge the grades of Medical Imaging Assistant (Personal) and Senior Medical Imaging Assistant and that of the Medical Imaging Assistant (on shift) with that of Senior Medical Imaging Assistant (on shift).
- 36.325 Overall, we consider the existing set up to be appropriate to enable the officers to operate effectively. Hence, we are not bringing any change thereto. The allowance payable to Medical Imaging Assistant (Personal) for working beyond normal hours, pending the implementation of the shift system, is being maintained.

Allowance to Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift)

- 36.326 As mentioned above, the shift system has so far not been implemented in view of shortage of staff. As a result thereof, incumbents in the grades of Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift) are required to work beyond their normal working hours against the payment of appropriate allowances. This arrangement would continue to be in force until the proper implementation of the shift system.

Recommendation 93

36.327 We recommend that:

- (i) **officers in the grades of Medical Imaging Assistant (Personal) and Medical Imaging Assistant (on shift) who are required to work beyond normal working hours on Weekdays, Saturdays, Sundays and Public Holidays should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale for the additional hours put in; and**
- (ii) **the payment of this allowance should lapse with the implementation of a proper shift system in this Cadre.**

Community Health Rehabilitation Officer Cadre

- 36.328 The accountability, among others, for undertaking rehabilitation exercises for the physically/mentally disabled persons referred by institutions, organisations, and individual; and guiding and counselling family members of the disabled persons about basic rehabilitation techniques rests upon officers of the Community Health Rehabilitation Officer (CHRO) Cadre.
- 36.329 For this review exercise, the staff side has urged for the creation of a grade of Principal Community Health Rehabilitation Officer to act as a link between the Ministry and the Senior CHROs. In examining this proposal, we have taken note that the CHROs report to the Senior CHROs who in turn are responsible and accountable to Community Physicians for the performance of their duties. Given that there exists a well-established working relationship, we consider that the need for the higher level is not warranted, the more so the functions for which the creation of the grade is being proposed may not occur that frequently.
- 36.330 The Union also made a case for the grant of duty remission which, in principle, is based on the findings of our Survey on Travelling and Car Benefits. It was also averred during consultations that at the inception of the unit, the officers were called upon to work in pair due to the nature of their duties whereby they are often unwelcomed while visiting patients. However, since recruitment to the grade has not been made for quite some time and with officers going on retirement, many CHROs now find themselves working alone. Generally, increase in establishment size is the prerogative of Management. However, in view of the apprehensions expressed by the staff side, **we urge Management to consider re-examining the case of these officers with a view to mitigating such factors that may be a safety hazard. Should the need for additional officers be required, Management should then consider filling the vacant positions.**

Shift/Roster/Staggered

- 36.331 The officers in the undermentioned grades are required to work either on shift, roster or staggered hours. This factor has been taken into consideration in arriving at the recommended salaries for the corresponding grades.

Shift	Roster	Staggered
Medical Imaging Assistant (on shift)	Dental Assistant (Roster – Day and Night)	Community Health Care Officer
Senior Medical Imaging Assistant (on shift)	Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male)	Community Health Development Motivator
	Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female)	Community Health Rehabilitation Officer
	Senior Dental Assistant (Roster – Day and Night)	Motivator (Community Health)
		Senior Community Health Rehabilitation Officer

MEDICAL SUPPORT GROUP

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 054 076	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Principal Dental Assistant
09 048 071	Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400 Senior Dental Assistant (Roster – Day and Night)
09 046 069	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550 Senior Dental Assistant
09 031 069	Rs 17045 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 - 35650 x 900 - 36550 Dental Assistant (Roster – Day and Night)
09 029 067	Rs 16525 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 Dental Assistant
09 053 074	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Principal Community Health Care Officer
09 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Senior Community Health Care Officer
09 030 067	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 Community Health Care Officer

Salary Code	Salary Scale and Grade
09 052 073	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Senior Community Health Rehabilitation Officer</p>
09 032 070	<p>Rs 17305 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 - 35650 x 900 - 37450</p> <p>Community Health Rehabilitation Officer</p>
09 053 075	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Principal Medical Imaging Assistant</p>
09 046 072	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Senior Medical Imaging Assistant (on shift)</p>
09 043 069	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Medical Imaging Assistant</p>
09 028 067	<p>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 - 34825</p> <p>Medical Imaging Assistant (on shift)</p>
09 027 065	<p>Rs 16005 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 - 33175</p> <p>Medical Imaging Assistant (Personal)</p>
09 052 071	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Principal Health Surveillance Officer</p>
09 038 067	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Senior Health Surveillance Officer</p>

Salary Code	Salary Scale and Grade
09 022 063	<p>Rs 14725 x 250 - 15225 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</p> <p>Health Surveillance Officer</p>
09 038 067	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Senior Community Health Development Motivator</p>
09 025 063	<p>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</p> <p>Community Health Development Motivator Motivator (Community Health)</p>
09 043 074	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Male) Psychiatry Rehabilitation and Welfare Officer/Senior Psychiatry Rehabilitation and Welfare Officer (Female)</p>
09 052 071	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 38400</p> <p>Senior Supervisor, Rodent Control</p>
09 038 067	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Supervisor, Rodent Control</p>
09 022 063	<p>Rs 14725 x 250 - 15225 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</p> <p>Assistant Supervisor, Rodent Control</p>
09 038 067	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Senior Linen Health Officer</p>

Salary Code	Salary Scale and Grade
09 022 063	Rs 14725 x 250 - 15225 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 Linen Health Officer

HEALTH RECORDS GROUP

- 36.332 Comprehensive and accurate medical records empower healthcare professionals to treat patients to the best of their ability. Every single available detail is important as all accumulated information can contribute to the effective diagnosis and treatment of patients. The Health Records Group aims to maintain medical records of patients' medical history in a standardised, professional and confidential manner whilst promoting quality patient care. Officers of the Health Records Group are at the forefront of the health services as they are the first contact for patients attending public health institutions and provide a round-the-clock service.
- 36.333 A Chief Health Records Officer is the Head of the Health Records Department. He is supported by officers in the grades of Principal Health Records Officer, Senior Health Records Officer, Health Records Technician, Health Records Officer, Senior Health Records Clerk, Higher Health Records Clerk and Health Records Clerk.
- 36.334 Submissions from Management were geared towards an upgrading of qualifications requirement to a Degree in Health Informatics for the grades of the Chief Health Records Officer and the Principal Health Records Officer and on several aspects of the general conditions of service. The main representations from Union pertain to additional posts for certain grades due to acute shortage of staff in the Health Records Cadre, amending the schemes of service of a few grades, regular medical check-up, increase in salary, enhancing the rate of existing allowances, reviewing of certain provisions of the general conditions of service; specific training courses to officers of the Health Records Group and the non-implementation of existing provisions.
- 36.335 During consultative meetings all parties were informed that issues pertaining to general conditions of service would be dealt with holistically. As request for additional post does not fall under the purview of the Bureau, same was relayed to Management for redress. It should be highlighted that union members were appreciative of the various measures and recommendations made in our previous Report. They also acknowledged that provisions already exist in the Report especially that which relates to transport arrangement, however, same is not being implemented by Management.

Filling of log books and making transport arrangement

- 36.336 In our previous Report, we recommended that the schemes of service of grades in the Health Records Clerk Cadre be amended to waive the duties relating to filling of log books and making transport arrangement for patients as the grade of Supervisor,

Operation Support Services has been created for this purpose. Union members represented that although the post of Supervisor, Operation Support Services has already been filled, the duties of filling of log books and making transport arrangements are still being carried out by the officers of the Health Records Clerk Cadre. To this end, Management has informed that a request for funds for the creation of additional posts of Supervisor, Operation Support Services has already been made to the relevant authorities and approval is being awaited to fill the vacancies. It has further highlighted that with the filling of all the posts of Supervisor, Operation Support Services, the services of officers of the Health Records Clerk Cadre would no longer be required to perform the duties relating to filling of log books and making transport arrangements. Against this backdrop, we are reiterating the prevailing provisions.

Recommendation 94

36.337 We recommend that with the filling of the post of Supervisor, Operation Support Services, the duties pertaining to filling of log books and making transport arrangements should be performed by incumbent in the grade.

36.338 We further recommend that the schemes of service of the Health Records Clerk Cadre be amended to waive the duties relating to filling of log books and making transport arrangements.

Shift Work

36.339 Officers in the grades of Health Records Clerk and Higher Health Records Clerk are required to work on a shift basis so as to provide for a round-the-clock service. **This element has been taken into consideration in determining the recommended salaries of the grades.**

Night Duty Allowance

36.340 Generally, officers in the grades of Health Records Clerk and Higher Health Records Clerk who effectively work on a night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period. We are upholding the present arrangement.

Recommendation 95

36.341 We recommend that Health Records Clerk and Higher Health Records Clerk who effectively work on a night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period.

Specific Conditions of Service

Health Surveillance

36.342 Union members have made a request for regular medical check-ups to be provided to officers of the Health Records Group owing to health ethics, workload and ergonomic factors. We subscribe to their proposal and are making a recommendation to that effect.

Recommendation 96

36.343 We recommend that Management should make the necessary arrangements for officers of the Health Records Group:

- (i) to undergo a medical examination once every two years; and**
- (ii) who are aged 60 and above to undergo a medical examination every year to certify their fitness for continued employment.**

36.344 We further recommend that arrangement should be made in line with provisions laid down at paragraph 16.5.53(c)(i) and (ii) of Volume I of this Report.

HEALTH RECORDS GROUP

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
09 077 092	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Chief Health Records Officer
09 069 087	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Principal Health Records Officer
09 054 080	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 Senior Health Records Officer
09 051 078	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Health Records Technician
09 051 077	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Health Records Officer

Salary Code	Salary Scale and Grade
09 049 075	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Senior Health Records Clerk
09 047 072	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Higher Health Records Clerk
09 033 070	Rs 17565 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 - 35650 x 900 - 37450 Health Records Clerk

MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

- 36.345 This group ensures the provision of technical support to the medical profession at the Ministry of Health and Wellness, by offering a wide range of services such as Medical Laboratory; Radiography; Radiotherapy; ECG; EEG; Blood Donation; Nuclear Medicine; Medical Social Service; Occupational Therapy; Physiotherapy; Speech Therapy and Audiology; and services in the Orthopaedic and Surgical Units.
- 36.346 Representations received from Unions and Management of this group mainly focus on the creation, restyling and merging of grades, increase in salary, grant of several allowances as well as reviewing the quantum of existing ones, upgrading of qualifications requirement and amending the schemes of service, increasing the establishment size, providing training courses, mileage refund, car loan and duty free facilities and issues pertaining to general conditions of service.
- 36.347 All proposals have duly been examined by the Bureau and only those deemed meritorious have been favourably considered. **However, to address issues relating to increasing the establishment size and other HR related issues, Management should conduct a Human Resource Planning exercise.**

Medical Laboratory Services

- 36.348 The activities of the Medical Laboratory Services (MLS) are generally coordinated at the Central Health Laboratory. The MLS are rendered by officers of the Medical Laboratory Technologist (MLT) Cadre. Their duties, basically, involve the collection and processing of specimens and analysing results for the accurate diagnosis of diseases.
- 36.349 As stipulated in their present scheme of service, officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist (MLT/SMLT) are required to provide a 24-hour coverage. Notwithstanding this fact, some officers in

this grade lodged a case at the Commission for Conciliation and Mediation (CCM) with regards to the hours of work. However, this case has remained unresolved at the level of the CCM which referred same to the Employment Relations Tribunal (ERT). The officers withdrew their case soon after the ERT delivered the award on the labour dispute lodged by the Medical Imaging Technologists which had the same intent of dispute.

Change in appellation

36.350 Union has made a request for a change in appellation of the grades of the Medical Laboratory Technologist Cadre to Biomedical Scientist Cadre to better reflect their work as well as to be in line with international jurisdictions and more specifically with the Health and Care Professions Council (HCPC), United Kingdom. However, Management has submitted that the proposed appellation is not in accordance with the Allied Health Professional Council (AHPC) Act 2017. The Bureau was further apprised that the appellation does not conform to international jurisdiction as same is only used in the United Kingdom and that, MLTs in Mauritius are, nonetheless, eligible to register with the Institute of Biomedical Science (IBMS) UK, subject to holding the required qualifications. After examination of this proposal, the Bureau considers that it would not be in order to change the appellation if the Act provides otherwise.

Medical Laboratory Technologist/Senior Medical Laboratory Technologist

36.351 During consultative meetings, Union members averred that, in addition to their normal schedule of work, Medical Laboratory Technologist/Senior Medical Laboratory Technologists are also required to interpret findings and perform molecular biology techniques such as polymerase chain reaction (PCR) amongst others.

36.352 Besides, Management has also relayed that Medical Laboratory Technologist/Senior Medical Laboratory Technologists, are now required to operate sophisticated and state-of-the-art laboratory equipment for automated testing procedure; work on the Laboratory Information Management System; interpret, authorise and report laboratory results; develop and implement new investigation methods and keep pace with latest diagnostic innovations and so forth.

36.353 The Bureau has further been apprised that Medical Laboratory Technologist/Senior Medical Laboratory Technologists are now required to perform additional duties in terms of conducting new analyses such as that of Covid-19 and operating sophisticated equipment, among others. Taking into account the particulars given in the Job Description Questionnaires as well as the observations made during the site visit at the Victoria Hospital, the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist has been re-assessed. We are, thus, making the necessary provision.

36.354 It should also be pointed out that the above elements have been taken into consideration in arriving at the recommended salary for the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist.

Recommendation 97

36.355 We recommend that the Ministry should make the necessary arrangement to update the duties in the scheme of service of the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist.

36.356 Incumbents would, henceforth, be required to perform general duties, which include, *inter alia*, performing analyses on human samples; operating sophisticated and state of the art laboratory equipment for automated testing procedures; working on the Laboratory Information Management System (LIMS); interpreting, authorising and reporting laboratory results and taking appropriate actions; developing and implementing new investigation methods and keeping up to date with diagnostic innovations; and supervising, mentoring trainee and other support staff; as well as performing specific duties while being posted to the National Blood Transfusion Service; Bacteriology Laboratory; Haematology; Virology; Molecular Biology Laboratory; Cytology Laboratory; Histology Laboratory; Biochemistry Laboratory; Parasitology Laboratory; Peripheral Laboratories/Mediclinic; and Rodrigues Laboratory.

36.357 We further recommend that:

- (i) officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist, in post as at the eve of the publication of this Report, should be granted one increment upon conversion, subject to the top salary of the grade for performing the additional duties; and**
- (ii) officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist possessing a Degree in Biomedical Science should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 59300 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Principal Medical Laboratory Technologist

36.358 Recommendations were made in our previous Reports, that appointment to the grade of Principal Medical Laboratory Technologist should be made, as from 01 July 2013, from among Senior Medical Laboratory Technologist possessing a Degree in Biomedical Science. Since many of the Senior Medical Laboratory Technologists had not yet completed the Degree, this recommendation was deferred until such time the Ministry of Health and Wellness could deem it appropriate to amend the qualifications requirement.

36.359 A Qualification Bar (QB) was inserted in the 2013 salary scale of the grade of Principal Medical Laboratory Technologist, progression beyond which would be subject to having a Degree in Biomedical Science. However, in the wake of the EOAC Report 2013, the QB was waived from the salary scale thereby allowing unqualified officers to move incrementally beyond the QB. This led to frustration amongst officers and those who are qualified felt that their efforts and sacrifices were not compensated.

36.360 On the grounds that it is technically incorrect to allow both qualified and non-qualified officers to draw the same salary, the Bureau reinserted the QB in the salary scale of the grade of Principal Medical Laboratory Technologist in our previous Report. The Bureau is upholding the present provision.

Recommendation 98

36.361 We recommend that, in future, progression beyond the QB in the salary scale of the grade of Principal Medical Laboratory Technologist should be subject to obtention of a Degree in Biomedical Science.

Service during Nights, Weekends and Public Holidays

36.362 At present, officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist who continue to work in a pattern of 'in-attendance', beyond their normal working hours in order to provide a 24-hour service during nights, Weekends and Public Holidays, are paid an allowance at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in. This provision is still valid.

Recommendation 99

36.363 We recommend that officers in the grade of Medical Laboratory Technologist/Senior Medical Laboratory Technologist who are effectively required to work beyond their normal working hours in order to provide a 24-hour service during nights, Weekends and Public Holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in.

36.364 However, should the quantum of the allowance recommended at the above paragraph be lower than what officers in the grade of the Medical Laboratory Technologist/ Senior Medical Laboratory Technologist in post as at the eve of the publication of this Report are currently drawing, they should continue to draw, on a personal basis, the amount to which they were entitled prior to the 2016 PRB Report.

Bank Scheme - Medical Laboratory Technologist

36.365 Presently, the Ministry of Health and Wellness runs a Bank Scheme whereby retired officers of the Medical Laboratory Technologist Cadre as well as qualified persons from outside the service, are employed on a sessional basis to provide assistance to the officers of the Medical Laboratory Technologist Cadre in Government Health Institutions, in order to palliate for short term absences of officers and also to cater for the increase in work load in the Medical Laboratories. They are paid an allowance of Rs 750 per day session of four hours and Rs 850 per night session of four hours. The Bureau views that the existing arrangement should continue.

Recommendation 100

- 36.366 We recommend that retired officers of the Medical Laboratory Technologist Cadre as well as qualified persons from outside the service who are employed on a sessional basis to give assistance to officers of the Medical Laboratory Technologist Cadre in Government Health Institutions, should be paid an allowance of Rs 790 for day session of four hours and Rs 890 for night session of four hours.**
- 36.367 We further recommend that the allowances under the bank scheme should thereafter be paid on a *pro rata* basis for any additional hour put in.**

Emergency Service in Microbiology**Bacteriology/Malaria (Sundays and Public Holidays)**

- 36.368 Generally, Medical Laboratory Technologist/Senior Medical Laboratory Technologists who attend work at the Microbiology Section, over and above their normal working hours, on Sundays and Public Holidays from 0900 hours to noon are paid an allowance of Rs 400. We are maintaining the payment of the existing allowance at an enhanced rate.

Recommendation 101

- 36.369 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists who are required to attend work at the Microbiology Section, over and above their normal working hours on Sundays and Public Holidays from 0900 hours to noon should be paid an allowance of Rs 420.**
- 36.370 Should the officer be required to work beyond noon, this allowance should continue to be paid on a *pro rata* basis.**

Blood Donor Service**Blood Transfusion/Virology (Sundays and Public Holidays)**

- 36.371 At present, Medical Laboratory Technologist/Senior Medical Laboratory Technologists who are required to attend the Blood Transfusion/Virology Section on Sundays and Public Holidays from 0900 hours to noon, over and above their normal working hours, are paid an allowance of Rs 400. We are upholding the provision whilst revising the quantum.

Recommendation 102

- 36.372 We recommend that the allowance payable to Medical Laboratory Technologist/Senior Medical Laboratory Technologists for attending work at the Blood Transfusion/Virology Section over and above their normal working hours, on Sundays and Public Holidays from 0900 hours to noon, be revised to Rs 420.**
- 36.373 This allowance should continue to be paid on *pro rata* basis whenever the officer is required to work beyond noon.**

Blood Donor Coordinator

36.374 The Blood Donor Coordinator is in charge of organising and delivering educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during Weekends and Public Holidays and is paid a monthly allowance of Rs 3800 in that respect. Moreover, to perform his duties, the Blood Donor Coordinator is required to travel extensively and provision was made in our last Report for the payment of an additional compensation of Rs 800 for expenditure incurred in the maintenance of his car and to which the union member expressed his appreciation. For this review, we are re-emphasising on the provisions and revising the quantum concurrently.

Recommendation 103

36.375 We recommend that the monthly allowance payable to the Blood Donor Coordinator for carrying out sensitisation campaigns on blood donation/collection after normal working hours, during Weekends and Public Holidays be revised to Rs 3990.

36.376 We additionally recommend the payment of an additional compensation of Rs 840 per month to the Blood Donor Coordinator to cater for the additional expenditure incurred in the maintenance of his car used for performing extensive official travelling.

36.377 Joint submission for the creation of a grade of Deputy Blood Donor Coordinator was made by Union and Management. The Bureau has examined the request and considers that the current structure is fit for purpose.

Dr Yves Cantin Community Hospital and Mediclinics**Meal Allowance**

36.378 A daily allowance of Rs 260 in lieu of meals is, currently, paid to Medical Laboratory Technologist/Senior Medical Laboratory Technologists who, after a night service, have to attend Dr Yves Cantin Community Hospital the following day, where they are not provided with meals and/or where such facilities are not available. Union members have requested that the provision be extended when they have to attend to other public health institutions where meals are not provided. Management has conveyed its concurrence for the provision to be extended to Mediclinics. The Bureau, is recommending, accordingly.

Recommendation 104

36.379 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists who, after a night service have to attend to Dr Yves Cantin Community Hospital as well as Mediclinics the following day, where they are not provided with meals and/or where such facilities are not available, should be paid a daily meal allowance of Rs 300.

Radiography Services

- 36.380 Two distinct services, namely the Therapeutic Radiography and the Diagnostic Radiography Services are provided by the X-Ray Department. This service comprises officers of the Radiation Therapist Cadre and Medical Imaging Technologist Cadre who make use of state-of-the-art radiography equipment to treat patients whilst providing psychological support to them.
- 36.381 In the context of the 2016 review exercise, Management apprised the Bureau that it was in the process of running a training programme leading to a Diploma in Radiotherapy and Radiography for Trainee Radiation Therapist and Trainee Medical Imaging Technologist. For all other officers of the Radiation Therapist and the Medical Imaging Technologist Cadres, top up training programmes leading to a Diploma in Radiotherapy and Radiography were to be mounted. In that regard, a Qualification Bar (QB) was provided in the respective salary scale, progression beyond which was subject to obtention of the Diploma qualifications. Union members have informed the Bureau that the training programmes are run by the MIH. However, it holds back the training course due to the small size of the batch for the training programme. This, consequently, affects the movement in the salary progression for many officers. We have carefully studied the issue and are making the appropriate recommendation.

Recommendation 105

- 36.382 We recommend that progression beyond the QB in the respective salary scale for the grades of Radiation Therapist, Senior Radiation Therapist, Medical Imaging Technologist and Senior Medical Imaging Technologist should be subject to the obtention of the Diploma in Radiotherapy or the Diploma in Radiography, respectively.**
- 36.383 Furthermore, we reiterate that the Ministry of Health and Wellness should make the necessary arrangements for the enlistment of Trainee Medical Imaging Technologists, Trainee Radiation Therapists as well as other officers of the Medical Imaging Technologist and Radiation Therapist Cadres of the Ministry and the Rodrigues Regional Assembly to follow the top up training programmes leading to a Diploma in Radiography and Radiotherapy, respectively.**
- 36.384 Both Management and Union have made representation for the creation of a grade of Chief Radiation Therapist owing to the opening of the New Cancer Centre (NCC) at Solferino. The Bureau has examined the request and considers that given the structure, **it would be more appropriate to increase the establishment size of the grade of Principal Radiation Therapist to service the NCC for the time being.**

Risk Allowance to officers of the Radiation Therapist Cadre

- 36.385 Officers of the Radiation Therapist Cadre are presently paid a risk allowance for working in a high energy radiation risk area. **We recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale to all officers of the Radiation Therapist Cadre. However, in the event the quantum of the above allowance payable is lower than that**

drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Bank Scheme - Radiation Therapist

36.386 Retired officers previously in the grade of Radiation Therapist recruited under the Bank Scheme of Radiation Therapist are paid an allowance of Rs 610 per day session of three hours and Rs 710 per night session of three hours. We are retaining this provision whilst revising the quantum.

Recommendation 106

36.387 We recommend that retired officers in the grade of Radiation Therapist recruited under the Bank Scheme of Radiation Therapist should be paid an all-inclusive allowance (excluding travelling) of Rs 640 per day session of three hours and Rs 740 per night session of three hours.

36.388 We further recommend that the allowances under the Bank Scheme should thereafter be paid on a *pro rata* basis for any additional hour put in.

Service during Nights, Weekends and Public Holidays

36.389 By virtue of the present provision, officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist who are required to work beyond their normal working hours in order to provide a 24-hour coverage during nights, Weekends and Public Holidays are paid an allowance at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in. This arrangement should continue.

36.390 It should be highlighted that some officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist had lodged a case at the ERT contending the fact that they should not be classified as shift workers as the shift system has not been implemented. However, the case was set aside by the ERT.

Recommendation 107

36.391 We recommend that officers in the Medical Imaging Technologist Cadre, who are effectively required to work beyond their normal working hours in order to provide 24-hour service during nights, Weekends and Public Holidays should be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in.

36.392 However, should the quantum of the allowance recommended at the above paragraph be lower than what officers of the Medical Imaging Technologist Cadre in post as at the eve of the publication of this Report are currently drawing, they should continue to draw, on a personal basis, the amount to which they were entitled prior to the 2016 PRB Report.

Risk Allowance to Medical Imaging Technologist posted at Chest Clinic

36.393 Medical Imaging Technologists and Senior Medical Imaging Technologists who are posted at the Chest Clinic and Poudre D'or Hospital are, currently, paid a risk allowance equivalent to one and a half increments at the initial of their respective salary scale as they work in close and constant contact with mental patients, TB Patients and drug addicts. We are upholding the present provision.

Recommendation 108

36.394 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists who are posted at the Chest Clinic and Poudre D'or Hospital should continue to be paid a risk allowance equivalent to one and half increments at the initial of their respective salary scale as they work in close and constant contact with mental patients, TB patients and drug addicts. However, in the event the quantum of the above allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

X-Ray of Dead Bodies

36.395 The prevailing provision caters for officers of the Medical Imaging Technologist Cadre who are required to carry out X-Ray examinations of dead bodies which are quite often, in a fairly advanced state of decomposition to be paid an allowance of Rs 245 per case. The payment of this allowance should continue.

Recommendation 109

36.396 We recommend that the allowance payable to officers of the Medical Imaging Technologist Cadre for carrying out X-Ray examinations of dead bodies which are in a state of advanced decomposition should be Rs 260 per case.

Radiation Protection Duties

36.397 Generally, Senior Medical Imaging Technologists who are required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted, are paid a monthly allowance of Rs 820. We are re-emphasising on this provision as well as revising the quantum.

Recommendation 110

36.398 We recommend that the monthly allowance payable to Senior Medical Imaging Technologists who are required to perform radiation protection duties where no Principal Medical Imaging Technologist is posted should be Rs 860.

Bank Scheme – Medical Imaging Technologist

36.399 The Ministry of Health and Wellness runs a Bank Scheme whereby retired officers of the Medical Imaging Technologist Cadre serve on a sessional basis so as to palliate for short term absences of officers in the Medical Imaging Technologist Cadre and also to cater for an increase in work load. Presently, these retired officers are paid an allowance of Rs 610 per day session of three hours and Rs 710 per night session of

three hours. The Bureau views that the existing arrangement should continue and is recommending accordingly.

Recommendation 111

36.400 We recommend that retired officers of the Medical Imaging Technologist Cadre who are employed to serve on a sessional basis under the Bank Scheme should be paid an all-inclusive allowance (excluding travelling) of Rs 640 per day session of three hours and Rs 740 per night session of three hours.

36.401 We further recommend that the allowances under the Bank Scheme should thereafter be paid on a *pro rata* basis for any additional hour put in.

Dr Yves Cantin Community Hospital and Mediclinics

36.402 Officers of the Medical Imaging Technologist Cadre who after a night service at the main hospital have to attend duty the following day at Dr Yves Cantin Community Hospital, are paid a daily meal allowance of Rs 260, as they are not provided with meals and/or where no such facilities are available. The Bureau has been apprised that officers have to attend to other public health institutions where no meals are provided. We are making the appropriate recommendation.

Recommendation 112

36.403 We recommend that Medical Imaging Technologists who, after a night service, have to attend to Dr Yves Cantin Community Hospital as well as Mediclinics the following day, where they are not provided with meals and/or where such facilities are not available, should be paid a daily meal allowance of Rs 300.

Nuclear Medicine Department

36.404 Nuclear Medicine is a specialised area of radiology that uses small amounts of radioactive materials, or radiopharmaceuticals, to diagnose, evaluate or treat a variety of diseases. At present, there are two departments which are offering the services pertaining to Nuclear Medicine, one is found at the Jawaharlal Nehru Hospital (JNH) and another one at the New Cancer Centre at Solferino. At the request of the staff side, the Bureau conducted a site visit at the Nuclear Medicine Department (JNH) to assess the evolution of the field of nuclear medicine in respect of the work of the officers in the Nuclear Medicine Technologist Cadre. Consultative meetings were also held at the Bureau for the same purpose.

36.405 The main representations made by the staff side were: creation of a level in the Cadre; and increasing the rate of existing allowances as well as the grant of new allowances. All proposals have duly been examined. Moreover, during meeting, Management was apprised of the Bureau's site visit to the Nuclear Medicine Department (JNH).

Principal Nuclear Medicine Technologist (New Grade)

36.406 With the opening of the New Cancer Centre at Solferino, request has been received for a new level in the present structure for better service delivery. Management is also agreeable with the proposal that a new grade of Principal Nuclear Medicine

Technologist would now be necessary especially with the growing number of cancer patients in Mauritius. We are recommending accordingly.

Recommendation 113

36.407 We recommend the creation of a grade of Principal Nuclear Medicine Technologist. Promotion to the grade should be made, on the basis of experience and merit, of officers in the grade of Senior Nuclear Medicine Technologist who reckon at least four years' service in a substantive capacity in the grade and who are well versed in Nuclear Medicine software and protocols.

36.408 Incumbents would be required, *inter alia*, to: be responsible to the Regional Health Director, through the Nuclear Medicine Physician in charge of the Nuclear Medicine Department to organise and coordinate the activities of the nuclear medicine services; maintain discipline and technical control; coordinate work with the senior staff of different nuclear medicine departments; carry out inspection and submit reports; plan and implement training; receive, process and submit annual statistics for all nuclear medicine departments; submit proposals for new equipment, furniture, materials (radioactive and non-radioactive) and supplies to all nuclear medicine services; liaise with foreign suppliers and airliners to ensure delivery of radioactive materials in a timely manner; manage used Radioactive Generators and other spent radioactive sources in collaboration with Physicist; plan and implement approved developments for the nuclear medicine services; and sit in Committee and Examination Boards.

Allowance for work beyond normal working hours

36.409 Nuclear Medicine Technologists are paid an allowance of Rs 560 per case for attending to emergencies during nights, Weekends and Public Holidays. They are also entitled to the payment of an additional allowance at the hourly rate of Rs 155 for putting in additional hours of work as a result of treatment started during the normal hours but completed beyond scheduled departure time. For this Report, union members have requested that the quantum be reviewed and extended to the Senior Nuclear Medicine Technologist. We are reviewing the existing provision and revising the quantum as well as extending same to the Senior Nuclear Medicine Technologist.

Recommendation 114

36.410 We recommend that Nuclear Medicine Technologists and Senior Nuclear Medicine Technologists be paid an all-inclusive allowance (excluding travelling) of Rs 590 per case for attending to emergencies during nights, Weekends and Public Holidays. However, payment for additional hours of work put in as a result of treatment started during the normal hours but completed beyond scheduled departure time should be at the hourly rate at initial of the respective salary scale.

Special Allowance for Nuclear Medicine Technologist

36.411 The staff side has made representations that officers of the Nuclear Medicine Technologist Cadre are constantly handling unsealed radioactive sources and are thereby prone to contamination. During the site visit at the Nuclear Medicine

Department at the Jawaharlal Nehru Hospital it was observed that officers are exposed to radioactivity although they are provided with protective equipment.

Recommendation 115

36.412 We recommend that Nuclear Medicine Technologists who are constantly exposed to radioactivity and handling unsealed radioactive sources should be paid a monthly allowance equivalent to one and a half increments at the initial point of the salary scale.

Movement in Salary Scale

Recommendation 116

36.413 We recommend that officers in the grade of Nuclear Medicine Technologist in post as at the eve of the publication of this Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 59300 on a personal basis, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Orthopaedic Appliances Workshop

36.414 To help them cope with their disabilities, the Orthopaedic Appliances Workshop provides the appropriate orthopaedic appliances to patients all over the island.

36.415 In view of the increasing number of patients requiring appliances due to a high rise in the number of diabetic patients, high accident rates and increases in other Non-Communicable Diseases, the diversity of appliances needed and the development in technology, a new structure was provided to the Orthopaedic Appliances Workshop in our last Report.

36.416 Currently, the Orthopaedic Appliances Workshop comprises officers in the grades of Superintendent, Orthopaedic Appliances Workshop, Orthopaedic Technician (Podo Orthosis), Orthopaedic Technician (Orthosis Prosthesis), Assistant Orthopaedic Technician (Podo Orthosis), Assistant Orthopaedic Technician (Orthosis Prosthesis), Trainee Assistant Orthopaedic Technician (Podo Orthosis), Trainee Assistant Orthopaedic Technician (Orthosis Prosthesis) as well as Orthopaedic Appliance Maker, Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Metal), and Orthopaedic Appliance Maker (Wood).

36.417 The proposals from officers of this Cadre were mainly for a change in appellation, additional posts for a few grades, creation and merging of grades and the grant of some allowances. After in-depth study, we are making the appropriate recommendations.

Manager, Orthopaedic Appliances Workshop formerly Superintendent, Orthopaedic Appliances Workshop

36.418 Union has represented that the duties of the Superintendent, Orthopaedic Appliances Workshop have evolved considerably both in complexity and responsibility. Incumbent has to look into matters pertaining to budget, procurement, renovation

and maintenance of building and participate in various meetings and thereafter report to a Deputy Permanent Secretary of the Ministry of Health and Wellness. In this respect, request has been received to restyle the grade of Superintendent, Orthopaedic Appliances Workshop to which Management has conveyed its concurrence. The grade has been assessed in light of the new duties and responsibilities and we are recommending accordingly.

Recommendation 117

36.419 We recommend that the grade of Superintendent, Orthopaedic Appliances Workshop be restyled Manager, Orthopaedic Appliances Workshop.

36.420 We further recommend that, henceforth, appointment to the grade of Manager, Orthopaedic Appliances Workshop formerly Superintendent, Orthopaedic Appliances Workshop should be made by selection from among officers in the grades of Orthopaedic Technician (Orthosis-Prosthesis) and Orthopaedic Technician (Podo-Orthosis) who reckon at least five years' service in a substantive capacity.

36.421 Incumbent would be required, *inter alia*, to be responsible to the Medical Superintendent through the Regional Health Director to plan and organise the work of the Orthopaedic Appliances Workshop; supervise the design, manufacture, maintenance and repairs of orthoses, prostheses and other orthopaedic appliances; advise on policy formulation regarding the philosophy, objectives and standards of orthopaedic appliances; prepare plan of work of Orthopaedic Technicians; interact with professionals such as Doctors, Physiotherapists and Occupational Therapists to give best care to patients; participate in professional, technical and administrative committees/meetings as and when required with a view to keeping abreast with development in the field of orthopaedic appliances; ensure the supply of necessary materials; prepare and monitor sectional budget; provide and organise training to staff; and advise on projects relating to the maintenance and renovation of the Orthopaedic Appliances Workshop.

Assistant Orthopaedic Technician (Podo Orthosis)

Assistant Orthopaedic Technician (Orthosis Prosthesis)

36.422 Submission has been received to restyle the grade of Assistant Orthopaedic Technician and to create a senior position as a means of promotion for officers in the grade owing to the fact that they have no career prospect. The Bureau has examined this issue and could not agree for an additional level as supervision is being done by Orthopaedic Technicians. We are, however, providing for a mechanism for career earnings. It is to be pointed out that, henceforth, no supervisory grade would be created.

Neonatal and Paediatric Respiratory Therapist (New Grade)

36.423 Mechanical ventilation is a potentially lifesaving intervention for neonates with respiratory insufficiency. Respiratory care has to be individualised and needs to be adapted to a patient's characteristics and clinical conditions. The MOHW has reported

that there is an urgent need for a professional grade to provide assistance to the medical staff for proper ventilation management especially in high risk cases where neonates require resuscitation. In view to ensure quality healthcare service to neonates suffering from respiratory problems, we are agreeable to this proposal.

Recommendation 118

36.424 We recommend the creation of a grade of Neonatal and Paediatric Respiratory Therapist. Appointment thereto should be made by selection from among candidates who are fully registered as a nurse in accordance with legislation in force in Mauritius, possessing a Degree in the field of Respiratory Therapy or Respiratory Care and a Certificate in Thermoregulation Cooling Therapy for neonates (Therapeutic Hypothermia) from a recognised institution and reckoning two years' experience in Neonatal Intensive Care Unit.

36.425 Incumbents would be responsible to the Consultant-in-Charge, Paediatrics and Coordinator, Neonatal Services and would be required, among others, to make diagnosis by obtaining and analysing physiological specimens; interpret physiological data; perform tests and studies; provide therapy, including the application and monitoring of medical gases and environmental control systems, mechanical ventilator management, insertion and care of artificial airways, bronchopulmonary hygiene, administration of pharmacological agents, prescription of pharmacological agents used in the treatment of respiratory diseases and in the support mechanical ventilation; assess, examine, monitor, care and perform ventilator management for neonates/infants/children who need respiratory support referred by paediatricians; and assist doctors to attend to high risk new-born who may need resuscitation.

Occupational Therapist Cadre

Physiotherapist Cadre

Speech Therapist and Audiologist Cadre

36.426 Common representations have been received from members of the Occupational Therapist Cadre, Physiotherapist Cadre and the Speech Therapist and Audiologist Cadre, for the creation of a principal level in each of the Cadre; an increase in salary; travel benefits and mileage refund; and various allowances as well as to be considered in either the medical or scientific cluster rather than the Medical Technician, Technologist and Paramedic Group.

36.427 The Bureau has studied all requests, taking into account the nature and the specificities of each Cadre. We consider that the present classification is appropriate and are creating a few grades to enhance service delivery.

Principal Occupational Therapist (New Grade)

Principal Physiotherapist (New Grade)

Principal Speech Therapist and Audiologist (New Grade)

36.428 Unions have submitted that the problem in respect of supervision, monitoring and control of work, continues to linger and there is need for an additional level to assist the Chief in the Occupational Therapist Cadre, Physiotherapist Cadre and the Speech

Therapist and Audiologist Cadre in the daily supervision of the work devolving upon this group. We are, thus, strengthening the structure with the creation of an additional level in each of the aforementioned Cadres.

Recommendation 119

36.429 We recommend the creation of a grade of Principal Occupational Therapist. Promotion to the grade should be made, on the basis of experience and merit, of officers in the grades of (i) Senior Occupational Therapist reckoning at least five years' service in a substantive capacity in the grade; and (ii) Occupational Therapist/Senior Occupational Therapist having at least ten years' service in a substantive capacity in the grade.

36.430 Incumbent would be responsible to the Chief Occupational Therapist for planning and coordinating work and activities of the Occupational Therapy department in different regional hospital and would be required, *inter alia*, to be in-charge of inventory and to advise on procurement of new equipment for continuous upgrading of the rehabilitation services; responsible for maintenance and repair of equipment; coordinate and collaborate with other Ministries/Departments/Organisations involved in rehabilitation work; supervise and monitor the work of Occupational Therapist/Senior Occupational Therapists and other junior staffs; responsible for trainees attending clinical training as well as mentoring and training of subordinate staff; and provide advice to Occupational Therapist/Senior Occupational Therapists and other related professionals with regards to Occupational Therapy services.

Recommendation 120

36.431 We recommend the creation of a grade of Principal Physiotherapist. Promotion to the grade should be made, on the basis of experience and merit, of officers in the grade of Physiotherapist/Senior Physiotherapist reckoning at least ten years' service in a substantive capacity in the grade.

36.432 Incumbent would be responsible to the Chief Physiotherapist for planning and coordinating work and activities of the Physiotherapy department in different regional hospital and would be required, among others, to be in-charge of inventory and advise on procurement of new equipment for continuous upgrading of the rehabilitation services; responsible for maintenance and repair of equipment; supervise and monitor the work of Physiotherapist/Senior Physiotherapists and other junior staffs; responsible for trainees attending clinical training as well as mentoring and training of subordinate staff; and provide advice to Physiotherapist/Senior Physiotherapists and other related professionals with regards to Physiotherapy services.

Recommendation 121

36.433 We recommend the creation of a grade of Principal Speech Therapist and Audiologist. Promotion to the grade should be made, on the basis of experience and merit, of officers in the grade of Speech Therapist and Audiologist/ Senior

Speech Therapist and Audiologist reckoning at least ten years' service in a substantive capacity in the grade.

36.434 Incumbent would be responsible to the Chief Speech Therapist and Audiologist for the establishment and management of administrative duties of the Speech Therapy and Audiology Unit and would be required, *inter alia*, to supervise the Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist, Speech and Hearing Therapy Assistants and Senior Speech and Hearing Therapy Assistants; ensure the proper management of equipment and updated specification sheets for equipment procurement; liaise with stakeholders through the Chief Speech Therapist and Audiologist for relevant Speech Therapy and Audiology services; provide advice to Speech Therapist and Audiologist/Senior Speech Therapist and Audiologists and other related professionals with regards to Speech Therapy and Audiology services; ensure the implementation protocols in Speech Therapy and Audiology Units; and identify research work in the field as well as plan training and professional development programs for officers in the Unit.

Chief Occupational Therapist

Chief Physiotherapist

Chief Speech Therapist and Audiologist

36.435 With the creation of a principal level, there is need to bring consequential amendments to the schemes of service of the grades of Chief Occupational Therapist, Chief Physiotherapist and Chief Speech Therapist and Audiologist. We are, therefore, recommending accordingly.

Recommendation 122

36.436 We recommend that, henceforth, promotion to the grade of Chief Occupational Therapist should be made, on the basis of experience and merit, of officers in the grade of Principal Occupational Therapist who reckon at least three years' service in a substantive capacity in the grade.

36.437 We also recommend that promotion to the grade of Chief Physiotherapist should be made, on the basis of experience and merit, of officers in the grade of Principal Physiotherapist who reckon at least three years' service in a substantive capacity in the grade.

36.438 We similarly recommend that promotion to the grade of Chief Speech Therapist and Audiologist should be made, on the basis of experience and merit, of officers in the grade of Principal Speech Therapist and Audiologist who reckon at least three years' service in a substantive capacity in the grade.

36.439 Besides, it should be pointed out that, with the creation of an additional level in the respective Cadre, the allowance paid to assume team leadership role and to supervise the professionals in the above Cadres, would lapse.

Speech Therapy and Audiology Department

- 36.440 The Speech Therapy and Audiology Department plays a crucial part in the Mauritius Health Service by offering its services in two specialities namely Speech Therapy and Audiology. It provides a wide range of services in terms of diagnosis, assessment and therapeutic treatment to persons suffering from communication disorders and hearing problems. The present staffing structure of this Department consists of officers in the grades of Chief Speech Therapist and Audiologist, Speech Therapist and Audiologist/Senior Therapist and Audiologist, Senior Speech and Hearing Therapy Assistant, Speech and Hearing Therapy Assistant and Trainee Speech and Hearing Therapy Assistant.
- 36.441 Representations received from both Management and the staff side were mainly geared towards upgrading of qualifications requirements, creation and merging of grades, eligibility for various allowances, change in appellation of certain grades and for an enhanced salary.
- 36.442 All requests have been examined by the Bureau and we are making appropriate recommendations in line with submissions from both Management and the Union.

Trainee Speech and Hearing Therapy Assistant

- 36.443 Union has submitted that there is a high turnover rate for Trainee Speech and Hearing Assistants owing to the present entry requirement and has made request for an upgrading from School Certificate to Higher School Certificate. Management has also indicated that it is having difficulty to recruit and retain officers in the grade and has conveyed its concurrence for an upgrading. The Bureau has examined the issue thoroughly and in view of the high turnover rate, the difficulty to recruit and retain officers in the grade and the evolution in this field, we are making the necessary recommendation.

Recommendation 123

- 36.444 We recommend that, henceforth, appointment to the grade of Trainee Speech and Hearing Therapy Assistant should be made by selection from among candidates holding a Higher School Certificate.**
- 36.445 We further recommend that Trainees already in post as at the eve of the publication of this Report and possessing the required qualifications should draw the initial of the revised salary.**

Senior Speech and Hearing Therapy Assistant Speech and Hearing Therapy Assistant

- 36.446 Presently, Speech and Hearing Therapy Assistants are appointed from Trainee Speech and Hearing Therapy Assistant who have successfully completed their training leading to a Certificate. The Bureau has received representations from union members to upgrade the training course from Certificate to Diploma in the relevant field. The main arguments put forward were that the field of Speech Therapy and Audiology is still a very scarce one and very often the Speech and Hearing Therapy Assistants have to

work on their own to provide health care to patients. The moreso, an upgrade in qualifications requirement would enable the officers to be better equipped. Management has agreed to upgrade the training programme from Certificate Level to Diploma Level in as much as this would also lead to a high retention rate. Following an examination of the Job Description Questionnaires, we subscribe to the request and so recommend.

Recommendation 124

36.447 We recommend that, henceforth, Speech and Hearing Therapy Assistants should be appointed from Trainee Speech and Hearing Therapy Assistants who have successfully completed their training course leading to a Diploma in Speech and Hearing Science.

36.448 We also recommend that Trainee Speech and Hearing Therapy Assistants possessing the Diploma in Speech and Hearing Therapy Science should join the grade of Speech and Hearing Therapy Assistant at salary point Rs 18925.

36.449 We further recommend that Management should make the necessary arrangement to upgrade the training course from Certificate to Diploma level in order to equip the Speech and Hearing Therapy Assistants to provide better patient care.

36.450 Incumbents would, *inter alia*, be required to be responsible to the Chief Speech Therapist and Audiologist in assisting in diagnosing, assessing and providing therapeutic treatment for disorders of speech, language and hearing; participating in habilitation and rehabilitation of persons with speech and hearing disabilities; fitting hearing aids and providing orientation, guidance and counselling to hearing aid users; attending ward cases, including swallowing disorder cases; performing speech audiometry tests such as Speech Recognition Test; troubleshooting of Hearing Aids; performing audiometric neonatal screening tests; dispensing of awareness programs in the various Area Health Centres and Community Health Centres across the island; and performing screening test in BERA.

36.451 We additionally recommend that:

- (i) incumbent in post as at the eve of the publication of this Report possessing the Diploma in Speech and Hearing Therapy Science should join the recommended salary scale at salary point Rs 18925 or above whichever is the higher;**
- (ii) Speech and Hearing Therapy Assistants, currently in post, should be allowed to cross the Qualification Bar (QB) on obtention of the qualifications required; and**
- (iii) the Senior Speech and Hearing Therapy Assistant, currently in post, should move beyond salary point of Rs 41250 only after obtention of the Diploma in Speech and Hearing Science.**

Dental Technician

36.452 At present, Dental Technicians are selected from among candidates holding a School Certificate and a Certificate in Dental Mechanics. Representatives of the grade of Dental Technician have made proposal for an upgrade in qualifications requirement as the Certificate in Dental Mechanics has become obsolete, per se, no longer relevant. Management was consulted on this matter and has agreed for an upgrade to a Diploma.

Recommendation 125

36.453 We recommend that, henceforth, appointment to the grade of Dental Technician should be made by selection from among candidates holding a Higher School Certificate and a Diploma in Dental Mechanics/Dental Technology/Dental Technician from a recognised institution.

36.454 Incumbents in the grade would, *inter alia*, be required to be responsible to the Director, Dental Services through the Consultant-in-Charge (Orthodontics) for designing, preparing, fabricating and repairing various types of dental appliances; indenting, receiving and keeping records of materials, stores and equipment; compiling and submitting statistical returns; and assisting in administrative work.

36.455 We further recommend that officers already in post and possessing the required qualifications should draw the initial of the revised salary.

Medical Social Service

36.456 The Medical Social Service of the Ministry of Health and Wellness includes the grades of Principal Medical Social Worker and Medical Social Worker/Senior Medical Social Worker. Officers in this Cadre are responsible for offering the support and resources that patients and their immediate relatives need so as to overcome a medical illness or injury as well as the consequential emotional, physical or psychological concerns caused. Representations received from this Cadre pertain to the creation and restyling as well as amending the schemes of service of the grades, payment of a risk allowance, mileage refund and sponsored training courses. The staff side was apprised of issues that do not fall under the ambit of the Bureau. All other requests have duly been analysed and being given that the current structure is fit-for-purpose, we are upholding same. Furthermore, the fact that the Bureau is not in a position to determine the degree of risk being exposed by incumbents, we consider that the request for a risk allowance should be referred to the Departmental Safety and Health Committee in line with provision made in Chapter Conditions of Service – Risk, Insurance and Compensation of Volume 1 of this Report.

ECG Technician Cadre

36.457 The duties of performing electrocardiogram tests in order to monitor and record electrical impulses devolve upon ECG Technicians. Representations from this Cadre were focused towards the creation of a principal level, providing a training course leading to a Diploma, increasing the establishment size and reviewing the current hours of work. During meetings, Unions were apprised on issues that do not fall under

our purview. The request for the creation of a principal level could not be acceded to as same would lead to duplication of duties with other grades. We are, thus, maintaining the present structure.

Healthcare Technologist Cadre formerly Surgical Technologist Cadre

36.458 Presently the Surgical Technologist Cadre comprises a three-level structure with the grades of Superintendent, Surgical Technology Workshop; Senior Surgical Technologist; and Surgical Technologist. This group ensures the correct setting of operating rooms as well as the adequate and appropriate surgical supplies both pre and post surgeries. For this review, representations from Union were for: a change in appellation; creation of additional level; upgrading of qualifications requirement; and the introduction of allowances. Management has also proposed a change in appellation given that the officers of the Surgical Technologist Cadre are, presently, following a course in Healthcare Technology Management.

Recommendation 126

36.459 We recommend that the following grades be restyled as hereunder to better reflect the nature of duties and responsibilities devolving upon incumbents:

From	To
Superintendent, Surgical Technology Workshop	Superintendent, Healthcare Technology Workshop
Senior Surgical Technologist	Senior Healthcare Technologist
Surgical Technologist	Healthcare Technologist

Night Duty Allowance

36.460 It has been represented that, no proper shift system has been implemented for officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre and yet they are called upon to work as if on a shift pattern to provide 24-hour coverage to ensure better patient care. Request has, therefore, been received for the payment of a night duty allowance. In view of the exigency and urgency, coupled with the shortage of staff in providing the services, we are, exceptionally, making an appropriate provision.

Recommendation 127

36.461 We recommend that officers of the Medical Laboratory Technologist Cadre and Medical Imaging Technologist Cadre who work on night shift should, exceptionally, be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

Shift/Staggered

36.462 Although same is stipulated in relevant schemes of service as well as in our previous Reports, various cases of labour dispute, with regards to the element of 'hours of work', were received by the Bureau from several cadres of this Group. In order to avoid any future litigation on this issue, the Bureau is emphasising on the grades, as listed below, which are required to work either on shift or at staggered hours. **This element has been taken into consideration in arriving at the recommended salaries for the corresponding grades.**

Shift	Staggered
<ul style="list-style-type: none"> ✓ Medical Imaging Technologist ✓ Senior Medical Imaging Technologist ✓ Medical Laboratory Technologist/ Senior Medical Laboratory Technologist 	<ul style="list-style-type: none"> ✓ Nuclear Medicine Technologist ✓ Senior Nuclear Medicine Technologist ✓ Physiotherapist/Senior Physiotherapist ✓ Neonatal and Paediatric Respiratory Therapist (New grade)

MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
09 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Chief Occupational Therapist Chief Physiotherapist Chief Speech Therapist and Audiologist
09 073 094	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Blood Donor Coordinator
09 072 094	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Principal Occupational Therapist (New Grade) Principal Physiotherapist (New Grade) Principal Speech Therapist and Audiologist (New Grade)
09 072 092	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Occupational Therapist (Personal to officers in post as at 31.12.12)

Salary Code	Salary Scale and Grade
09 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Chief Medical Imaging Technologist Chief Medical Laboratory Technologist</p>
09 063 092	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Ophthalmic Optician/Senior Ophthalmic Optician</p>
09 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Occupational Therapist/Senior Occupational Therapist Physiotherapist/Senior Physiotherapist Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist</p>
09 069 089	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 QB 62700 x 1700 - 64400</p> <p>Principal Medical Laboratory Technologist</p>
09 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Principal Nuclear Medicine Technologist (New Grade)</p>
09 068 088	<p>35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Principal Radiation Therapist</p>
09 066 088	<p>Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Manager, Orthopaedic Appliances Workshop <i>formerly Superintendent, Orthopaedic Appliances Workshop</i></p>
09 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Neonatal and Paediatric Respiratory Therapist (New Grade)</p>
09 069 087	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000</p> <p>Senior Nuclear Medicine Technologist</p>

Salary Code	Salary Scale and Grade
09 068 086	<p>Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300</p> <p>Principal Medical Imaging Technologist</p>
09 066 086	<p>Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300</p> <p>Principal Medical Social Worker Superintendent, Healthcare Technology Workshop <i>formerly Superintendent, Surgical Technology Workshop</i></p>
09 047 084	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900</p> <p>Medical Laboratory Technologist/Senior Medical Laboratory Technologist</p>
09 062 084	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 QB 52550 x 1650 - 54200 x 1700 - 55900</p> <p>Senior Medical Imaging Technologist</p>
09 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Nuclear Medicine Technologist</p>
09 062 083	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 QB 52550 x 1650 - 54200</p> <p>Senior Radiation Therapist</p>
09 047 083	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Medical Social Worker/Senior Medical Social Worker</p>
09 058 080	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Orthopaedic Technician (Orthosis Prosthesis) Orthopaedic Technician (Podo Orthosis) Senior Healthcare Technologist <i>formerly Senior Surgical Technologist</i></p>

Salary Code	Salary Scale and Grade
09 045 079	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 x 1300 - 46100 x 1575 - 47675</p> <p>Medical Imaging Technologist</p>
09 047 078	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</p> <p>Dental Technician</p>
09 045 078	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 x 1300 - 46100</p> <p>Radiation Therapist</p>
09 053 076	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior ECG Technician (Female) Senior ECG Technician (Male) Senior EEG Technician</p>
09 049 076	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Healthcare Technologist <i>formerly Surgical Technologist</i></p>
09 035 076	<p>Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior Speech and Hearing Therapy Assistant</p>
09 032 074	<p>Rs 17305 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 - 35650 x 900 - 36550 QB 37450 x 950 - 41250</p> <p>Speech and Hearing Therapy Assistant</p>
09 043 073	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Assistant Orthopaedic Technician (Orthosis Prosthesis) Assistant Orthopaedic Technician (Podo Orthosis)</p>

Salary Code	Salary Scale and Grade
09 035 070	Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Medical Laboratory Technologist
09 032 069	Rs 17305 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 - 35650 x 900 - 36550 ECG Technician (Female) ECG Technician (Male) EEG Technician
09 031 034	Rs 17045 x 260 - 17825 Trainee Medical Imaging Technologist Trainee Medical Laboratory Technologist Trainee Speech and Hearing Therapy Assistant
09 031 033	Rs 17045 x 260 - 17565 Trainee Assistant Orthopaedic Technician (Orthosis Prosthesis) Trainee Assistant Orthopaedic Technician (Podo Orthosis)
09 029 031	Rs 16525 x 260 - 17045 Trainee Radiation Therapist <i>formerly Trainee Student Radiation Therapist</i>

SPECIFIC RECOMMENDATIONS FOR OTHER MAJOR GROUPS

GOVERNMENT ANALYST DIVISION

- 36.463 The Government Analyst Division (GAD) is responsible, among others, to conduct physico-chemical analysis of foodstuffs, toxicological and body fluids, as well as pharmaceutical products and drinking water.
- 36.464 A Chief Government Analyst is the head of the GAD. Assistance is provided to him by officers of professional and technical cadres.
- 36.465 In the context of this Report, representations were made, *inter alia*, for the payment of an allowance for performing duties related to ISO certification and accreditation. This proposal could not be examined due to want of information.
- 36.466 Additionally, requests were made for an upgrading of the entry requirement for the grade of Technical Officer (Chemical Laboratory) as well as for merging of the grades of Technical Officer (Chemical Laboratory) and Senior Technical Officer (Chemical

Laboratory). After examining the duties and responsibilities elaborated in the Job Description Questionnaires, the Bureau found that an upgrading of the entry requirements would not be appropriate as the level of duties performed by incumbents in the said grade has not gone through considerable changes. As regards the merging of the two levels, we have observed that officers in the grades of Technical Officer (Chemical Laboratory) and Senior Technical Officer (Chemical Laboratory) perform distinct duties and as such a merger of the grades would not be appropriate.

- 36.467 Union members also requested for the creation of the grade of Deputy Chief Government Analyst. In the absence of proper justifications for the creation of this additional level, the Bureau could not accede to the request. Furthermore, union members proposed that an additional post of Principal Government Analyst be created to shoulder more responsibilities in view of the developments at the GAD and that henceforth, appointment to the grade of Principal Government Analyst be made by promotion instead of by selection. These issues are normally dealt with by Management which we stated to the union members.
- 36.468 As the current organisation structure is adequate to enable the GAD to meet its mandate, we are maintaining it.

Incremental Movement for Technical Officers (Chemical Laboratory)

- 36.469 With a view to providing enhanced career earnings to Technical Officers (Chemical Laboratory) on account of their long years of experience and knowledge acquired, we allowed incumbents in the last Report to move beyond their top salary up to salary point Rs 46900. We are reviewing this provision.

Recommendation 128

36.470 We recommend that Technical Officers (Chemical Laboratory):

- (i) in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis;**
- (ii) who joined the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

BIOMEDICAL ENGINEERING UNIT

- 36.471 The Biomedical Engineering Unit is responsible for the effective and efficient management of health care technology within the Ministry of Health and Wellness. It oversees and manages all medical equipment in the regional hospitals, Area Health Centres, Community Health Centres, Mediclinics and Dental Clinics throughout the island. The Unit is manned by Biomedical Engineers who are in turn supported by officers of the Biomedical Engineering Technician Cadre.

- 36.472 For this Review exercise, the Union made several representations for the Biomedical Engineering Technician Cadre, which consisted in, among others: restyling the grade of Biomedical Engineering Technician to Biomedical Medical Engineering Technologist; creating a grade of Trainee Biomedical Engineering Technologist; reviewing the qualifications requirement of the grade of Biomedical Engineering Technician owing to technological evolution in the field; payment of a Uniform Allowance to officers of the whole cadre; and granting some form of compensation for working beyond normal working hours on a regular basis to attend to emergencies.
- 36.473 The Biomedical Engineers (Health) equally made a few requests pertaining to: a restyling of the grade of Biomedical Engineer to Biomedical Engineer/Senior Biomedical Engineer; creation of a grade of Lead Biomedical Engineer; reviewing the qualifications requirement of the grade of Trainee Biomedical Engineer by enlarging the fields in which a degree in Engineering is required; payment of a Retention Allowance; and payment of a Risk Allowance for working in an environment which comprises electrical hazards, ionising radiation as well as radioactive materials. Remaining requests from the Biomedical Engineers related to the grant of enhanced conditions of service.
- 36.474 During consultations, Management did not make specific proposal but mainly provided its views on the various representations made by the staff and Union. However, we were apprised that there was a dire need to review the salary package for officers of the Biomedical Engineering Unit owing to a serious dearth of candidates in the field and to provide a proper structure with sufficient staff to enable a smoother functioning of the Unit.
- 36.475 Further to the requests made to the Bureau, we carried out two site visits namely at the Biomedical Engineering Unit of Dr A. G. Jeetoo Hospital and Victoria Hospital to take stock "*de visu*" of the working conditions of the officers concerned. We mainly noted that the physical working environment in which the officers are called upon to operate lacked basic amenities, space and storage facilities. In addition, we observed that there were many health and safety issues, which according to the officers concerned, were further aggravated by the non-provision of personal protective equipment.
- 36.476 In the light of the various proposals made, we consider that job appellations should be in consonance with the nature and level of duties performed; grades are created based on functional needs; the request for the payment of a risk allowance to the officers concerned should be forwarded to the Departmental Safety and Health Committee; and issues related to implementation should be dealt with administratively.

Biomedical Engineer Cadre

- 36.477 Further to the various representations made by parties concerned regarding the strengthening of the Biomedical Engineering Unit, we are restyling the grade of Biomedical Engineer (Health) to a more appropriate appellation and creating a

supervisory level. With regard to the request for the payment of a retention allowance to the Biomedical Engineers (Health), we were unable to take stock of any genuine problem of recruitment and retention, given that Management did not participate in the survey on Recruitment and Retention problems in the public sector.

**Biomedical Engineer/Senior Biomedical Engineer (Health)
formerly Biomedical Engineer (Health)**

36.478 The staff side has requested for a restyling of the grade of Biomedical Engineer (Health) in line with what obtains in other quarters for grades in the engineering fields. We view the request to be meritorious and are therefore restyling the grade.

Recommendation 129

36.479 We recommend that the grade of Biomedical Engineer (Health) be restyled Biomedical Engineer/Senior Biomedical Engineer (Health) with a view to better reflect the level of duties being performed.

Lead Biomedical Engineer (Health) (New Grade)

36.480 The staff side as well as Management has requested for a new level of Lead Biomedical Engineer at the apex of the Unit, to demarcate the functional responsibility and ensure unity of command. The latter would be responsible for the overall management of the Biomedical Engineering Unit, covering all the five regional hospitals across the island.

36.481 After examining the proposal and obtaining the views of Management on this issue, we hold that there is enough substance in the claim, the moreso the seniormost Biomedical Engineer/ Senior Biomedical Engineer (Health), *formerly Biomedical Engineer (Health)*, has been entrusted higher duties as Officer-in-Charge of the Biomedical Engineering Unit for the five regional hospitals. In addition, this new level would allow for more transparency and accountability at decision making level. We are therefore recommending in that direction.

Recommendation 130

36.482 We recommend the creation of a grade of Lead Biomedical Engineer (Health). Appointment thereto should be made by promotion, on the basis of experience and merit, of Biomedical Engineer/Senior Biomedical Engineers (Health), formerly Biomedical Engineer (Health), who reckon at least five years' service in a substantive capacity in the grade.

36.483 Incumbent would be responsible to the Director, Health Services for expense management, budget development and annual biomedical equipment requirements and would be called upon, among others, to: supervise the work of officers of the Biomedical Engineering Unit and ensure that they perform effectively and efficiently, complete assignments and submit reports on time; advise the Ministry on matters relating to Biomedical Engineering; prepare technical specifications and evaluate bids for the purchase/repair of Biomedical Equipment; prepare budget proposals for the section under his responsibility; participate in research work in connection with

biomedical equipment; and carry out survey, investigation, research and study on complex issues related to biomedical engineering and submit reports thereon.

Human Resource Planning Exercise

36.484 The Bureau has been apprised that often officers of the Biomedical Engineering Technician Cadre are being called upon to attend duty on various sites after normal working hours. In this respect, proposal has been made by the Union to provide some sort of compensation to these officers. After duly examining the request and obtention of additional information from Management, we consider that the Ministry should conduct a Human Resource Planning exercise, as per provision made in Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, with a view to identifying the need for additional HR requirements prior to increasing the establishment size of the Biomedical Engineering Technician Cadre.

Hospital Administrator Cadre

36.485 The Hospital Administrator Cadre is headed by a Chief Hospital Administrator who is responsible for the non-medical aspects of administration and the management of hospitals and annexed health institutions. In the discharge of his functions, the Chief Hospital Administrator is assisted by the Deputy Chief Hospital Administrator and Regional Health Services Administrator and supported by the Hospital Administrator and staff belonging to other occupational categories. Representations from the staff side pertain mainly to restyling of grades, creation of additional level; grant of duty free facilities and alignment of salary. Both Management and staff side have requested to restyle the grade of Chief Hospital Administrator to Director, Hospital Administration.

36.486 During discussions, parties were apprised of requests having technical implications which cannot be acceded to. The Bureau was informed that though the nature of duties of officers in the grades of ECG Technician and EEG Technician is related to medical services, they are presently under the responsibility of the Hospital Administrator Cadre. Staff side, therefore, requested that these two grades be placed under the responsibility of the Nursing Cadre. Given that the request seemed to be justified, the views of Management were sought on this administrative issue. The latter concurred with the views of the staff side.

36.487 The Bureau has duly examined the proposals and views that the present structure is appropriate. To address issues relating to HR, **it is recommended that Management should carry out a Human Resource Planning exercise.** As regards enhanced travelling benefits, general recommendations are being made in that respect. Additionally, the grades of Chief Hospital Administrator and Hospital Administrator have been re-assessed based on the information submitted in the Job Description Questionnaires. **All these elements have been taken into consideration in arriving at the salary recommended for the respective grade.**

Project Coordinator (AIDS)

- 36.488 The post of Project Coordinator (AIDS) is a promotional route for serving officers of the AIDS Secretariat possessing a Cambridge Higher School Certificate and a Degree in Social Science with specialisation in Psychology or Degree with Psychology as a major component or a Degree in Psychology or Management or Nursing.
- 36.489 Management has requested to amend its qualifications requirement such that the selection criteria be enlarged to include serving officers of the Nursing Cadre of the Ministry who reckon at least 10 years' service in a substantive capacity as Nursing Officer and possess the core qualifications as presently prescribed for the grade. We are agreeable to the proposal and making appropriate recommendation to this effect.

Recommendation 131

36.490 We recommend that, henceforth, the grade of Project Coordinator (AIDS) should be filled by selection from:

- (i) serving officers of the AIDS Secretariat possessing a Degree in Social Science with specialisation in Psychology or a Degree with Psychology as a major component or a Degree in Psychology or Management or Nursing; and**
- (ii) serving officers of the Nursing Cadre of the Ministry of Health and Wellness reckoning at least 10 years' service in a substantive capacity in the grade of Nursing Officer and possessing the core qualifications as listed at (i) above.**

Hospital Executive Assistant (on Shift)

- 36.491 The main demands from the staff side were geared towards waiving the element of shift as incumbents are not operating on shift; upgrading of salary; and provision of specific allowance. Ample explanations were provided, during consultations, for requests which would be addressed by way of general policy. Management has submitted that the shift system has so far not been implemented due to inadequate number of officers in this post and in the meantime, incumbents are being granted payment of overtime for work performed beyond normal working hours as well as on Sundays and Public Holidays. **Management was advised that this practice should be redressed as incumbents are benefitting a salary which includes the element of shift though not operating on a shift system, to which Management was agreeable.**
- 36.492 The staff side also requested that the post of Hospital Administrative Assistant be filled from the Hospital Executive Assistant (on Shift) in view of the fact that they assist the latter in the performance of their duties. This issue has, however, already been addressed, on an *ad hoc* basis. Additionally, the Hospital Executive Assistants (on Shift) stated that they have to resume duty at 06 00 hours when public transport is not available and consequently, incumbents residing far from their place of work face difficulty to attend duty on time.

- 36.493 Management, on its side, has submitted that the Ministry is facing difficulties to retain the Hospital Executive Assistants (on Shift) as the new recruits cannot adapt to the working environment. Hence, request was made for the creation of a dedicated grade of Hospital Services Clerk to provide support services to the Hospital Executive Assistants (on Shift) who could ultimately join the latter grade after acquiring the relevant experience in the job. Presently, the clerical duties are being performed by Management Support Officers (MSOs) and officers employed under the Youth Empowerment Programme who are not on permanent and pensionable establishment of the Ministry and their transfer to other organisations hinders the service delivery. Management also reported that the number of MSOs posted in the hospitals is not adequate. As their posting falls under the responsibility of the Ministry of Public Service, Administrative and Institutional Reforms, Management was advised to take up the issue with the latter Ministry.
- 36.494 The requests of both Management and staff side have been analysed and the Bureau considers that the present structure is fit for its purpose and no amendment is therefore being envisaged. **We are, however, making provision for the grant of loan facilities to the Hospital Executive Assistants (on Shift) for the purchase of an autocycle/motorcycle.**

Central Sterile and Supply Department

- 36.495 The Central Sterile and Supply Department (CSSD) comprises the grades of Superintendent, CSSD; Supervisor, CSSD; and CSSD Assistant. Staff side has made a request for the creation of a grade of Regional Superintendent, CSSD to head the sterile services of the regional hospitals to which the Bureau was not agreeable and ample explanations were provided during the consultative meeting. Request was also made to increase the number of post of Superintendent, CSSD to cater for all the District and Specialised Hospitals. Parties were apprised that the onus for determining the number of post rests with Management. Additionally, union members requested for a change in appellation of the CSSD Cadre in line with the services provided by the Ministry and this request has been supported by Management. We are, therefore, restyling the grades in the Central Sterile and Supply Department to appropriate job appellations.

Recommendation 132

- 36.496 We recommend that the grades in the Central Sterile and Supply Department be restyled as hereunder:**

From	To
Superintendent, Central Sterile and Supply Department	Health Sterile Services Superintendent
Supervisor, Central Sterile and Supply Department	Health Sterile Services Supervisor
Central Sterile and Supply Department Assistant	Health Sterile Services Assistant

Catering Cadre

- 36.497 The hierarchical structure of the Catering Cadre comprises five levels namely Catering Manager, Senior Catering Officer, Catering Officer, Assistant Catering Officer and Catering Supervisor. Representations of staff side related to the creation of additional posts and grades; provision of training; grant of specific protective clothing, payment of risk allowance; and revision of salary. During meeting, union members were informed that creation of additional posts rests with Management and that a new level of Regional Catering Officer is not warranted, the moreso, the post of Catering Manager is still vacant.
- 36.498 Further, the Bureau was apprised that the Assistant Catering Officers should be provided with a one-year approved training by the Mauritius Institute of Health which is a requirement to be eligible for the post of Catering Officer. They reported that the previous batch of approved training dated back to 2006. Once again, the Bureau emphasised that provision of the sponsorship courses rests with Management. The views of the latter were sought on the issue of personal protective equipment and Risk Allowance whereby they acknowledged that officers of the Catering Cadre are not provided with personal protective equipment and this confirmed the veracity of the averment made by officers of the Catering Unit during the site visit which was conducted by officers of the Bureau. Management has assured that the Occupational Safety and Health Division would be requested to conduct an assessment thereon. The request for a Risk Allowance was, however, not supported by Management on account that the officers of the Catering Cadre are not directly involved in cooking.
- 36.499 After an in-depth analysis of the submissions, the Bureau concludes that the actual structure should continue to prevail. However, the Bureau strongly views that **Management should carry out a Human Resource Planning exercise to address issues relating to HR and fill in vacant posts to ensure continuity for the effective service delivery.**

BIOCHEMISTRY DEPARTMENT

- 36.500 One of the key functions of the Biochemistry Department is the technical and scientific management of clinical biochemistry services, in all regional and peripheral hospitals, including those in Rodrigues.
- 36.501 The Department is manned by a Head Biochemistry Services, who is supported by officers in professional grades.
- 36.502 In the context of this Report, some of the requests made refer to the grant of special leave with pay to take advantage of professional development programmes locally or abroad; the payment of an allowance to meet expenses for membership subscription to international bodies and to attend conferences; and the grant of yearly medical or clinical book allowance and an internet allowance. As these issues are applicable to officers in various other grades across the whole public sector, related decisions thereto were taken in a holistic manner.

- 36.503 During consultations, proposals were also made to upgrade the qualifications requirement of the grade of Clinical Scientist/Senior Clinical Scientist (Biochemistry) from degree to a postgraduate. Upon examination of the duties and responsibilities as per the Job Description Questionnaire and scheme of service, the need for a higher qualification is not warranted. Additionally, request was made for the creation of a grade of Deputy Head Biochemistry Services. The Bureau found that in view of the current span of control, it will not be appropriate to create another level at this stage between the Head Biochemistry Services and Principal Clinical Scientist.
- 36.504 As the present organisation structure is adequate to enable the Biochemistry Department to meet its mandate, we are, therefore, maintaining the present structure.

VIROLOGY DEPARTMENT

- 36.505 The Virology Department is responsible for diagnostics and surveillance of notifiable diseases such as HIV, Hepatitis and Rubella. The Department runs about 50,000 tests yearly. A few functions of the Department are to maintain an updated stock of reagents for any eventual outbreak; ensure implementation of set programmes such as surveillance of HIV; and coordinate with regional and international institutions to ensure the soundness and stability of our surveillance system.
- 36.506 The Department is manned by a Principal Clinical Scientist (Virology), who is supported by officers in the grade of Clinical Scientist/Senior Clinical Scientist (Virology).
- 36.507 During consultations, request was made for the payment of an allowance for internet package and Union was apprised that this issue may be dealt with by Management. As to the renewal period of duty free remission that are granted to Clinical Scientist/Senior Clinical Scientist (Virology) from seven to five years, union members were informed that this request will be looked into by the Bureau by way of the policy evolved on same. Request was further made that a book and professional development allowance be paid to officers in the Clinical Scientist (Virology) Cadre. These requests were examined by the Bureau using a holistic approach.
- 36.508 Proposals were further made to create a grade of Head of the Virology Department to oversee the work of the cadre and facilitate the link between the operational level and Management. The Bureau did not accede to this request as these functions are already being performed by the Principal Clinical Scientist (Virology). Representations were also made for an upgrade of the qualifications requirement for the grade of Clinical Scientist/Senior Clinical Scientist (Virology) from degree to a postgraduate level. Further to discussion with Management, the Bureau considers that the current qualification should be maintained at this stage.
- 36.509 In light of the above, we are of the view that the present structure is adequate and is thus being maintained.

VECTOR BIOLOGY AND CONTROL DIVISION

- 36.510 The role of the Vector Biology and Control Division (VBCD) is to carry out studies on the biology and control of insect vectors of diseases, other arthropod-borne diseases and other vectors of medical importance in relation to diseases like malaria, chikungunya, dengue, among others.
- 36.511 At the apex of the VBCD, there is the Head, Vector Biology and Control Division, who oversees the proper running of the Division. Assistance is provided by officers in professional and semi-professional grades.
- 36.512 In the context of this Report, request was made for the refund of mileage covered to attend trainings, workshops or meetings, Risk Allowance and payment of an expert witness allowance. As regards to the payment of Risk Allowance, they were informed of the existing procedures to be followed. Both Union and Management were informed that since these issues concern several organisations, decisions pertaining to these requests will be taken in pursuance of a policy stand of the Bureau. Proposals were also made with respect to the upgrading and restyling of the grades of Head, VBCD, and Vector Biology and Control Laboratory Technician. After analysing the proposals, the Bureau considers that the duties of these grades are in consonance with the prescribed qualifications requirement, hence an upgrading in terms of qualifications requirement is not warranted. Besides, justifications for the proposed restyling were not convincing enough for the requests to be favourably considered.
- 36.513 Request was also made for the creation of the grade of Principal Scientific Officer and to amend the scheme of service for the grade of Scientific Officer/Senior Scientific Officer, VBCD such that recruitment, thereto, be henceforth made from incumbents with adequate knowledge at Master's level in Molecular Biology. These two requests are discussed in the ensuing paragraphs.

Principal Scientific Officer

- 36.514 Presently, the professional cadre of the VBCD has a two-level structure with the grades of Head, VBCD and Scientific Officer/Senior Scientific Officer, VBCD. With the expansion of activities at the VBCD, proposals were made for the creation of the grade of Principal Scientific Officer to understudy the Head, VBCD and replace the latter during his absence.
- 36.515 However, after examination of the present structure of the VBCD and its staffing, against the background of the activities devolving upon it, the Bureau found that the creation of the said level would, at least for the time being, not be appropriate. **The problem is related to workload and can, therefore, be addressed differently. Hence, Management may review its establishment size in line with the volume of its activities.**

Provision of Training

- 36.516 During consultations, the Bureau has been apprised that owing to the rapid pace at which the VBCD is evolving, in certain cases, the knowledge and skills possessed by officers are not sufficient, which in turn impedes service delivery. Proposals were made to the effect that the scheme of service of the grade of Scientific Officer/Senior Scientific Officer, VBCD be amended to include Master's level in fields like Molecular Biology.
- 36.517 The Bureau considers that given the dynamic nature of the scientific field and the need for a rapid, efficient and timely delivery of services, the regular dispensing of training to officers to update their knowledge and skills should be mandatory. An upgrade in qualifications requirement may not necessarily empower the incumbents in terms of skills and exposure so that they may cope with the problems which are perpetually changing. **In the circumstance, Management should rather ensure that officers are provided opportunities to follow competency-based training which will be more appropriate so that they remain updated in their field and ensure an efficient delivery of service.**

Vector Biology and Control Laboratory Technician Cadre

- 36.518 Officers in the Vector Biology and Control Laboratory Technician Cadre who possess a Diploma in Medical Laboratory Technology are allowed to move beyond their top salary. We are reviewing this provision.

Recommendation 133

36.519 We recommend that officers in the grade of Vector Biology and Control Laboratory Technician possessing a Diploma in Medical Laboratory Technology and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 38400 on a personal basis; and**
- (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Clinical Psychologist

- 36.520 Representations were made by Unions to the effect that the number of Clinical Psychologists on the establishment of the Ministry is not adequate to cope with the increasing workload. The Bureau considers that the issue at hand concerns implementation. Though not strictly falling under the ambit of the Bureau, we did raise the issue with Management which took note.
- 36.521 At present, Clinical Psychologists possessing a specialised post graduate Degree in Clinical Psychology or an equivalent qualification together with specialisation in the

field of applied Clinical Psychology are allowed to move beyond their top salary subject to satisfying certain conditions. We are maintaining this provision.

Recommendation 134

36.522 We recommend that Clinical Psychologists possessing a specialised post graduate Degree in Clinical Psychology or an equivalent qualification together with specialisation in the field of applied Clinical Psychology should continue to move incrementally in the Master Salary Scale up to the salary point Rs 77950 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Nutritionist Cadre

36.523 The Nutrition Unit is under the responsibility of a Chief Nutritionist and the latter is assisted by officers in the grades of Principal Nutritionist and Nutritionist/Senior Nutritionist.

36.524 In the context of this Report, union members submitted that support staff from the Ministry of Health and Wellness be attached to the Nutrition Unit and that officers of the Nutritionist Cadre be provided with appropriate working tools and training, with a view to provide an enhanced service delivery to patients. Management was apprised of these requests for appropriate action to be taken at their end. Furthermore, proposal was made for a book allowance and as recommendations already exist in the 2016 PRB Report, the Bureau's attention was not required. Concerning the request for the grant of duty free facilities, union members were informed that decisions related thereto will be determined on the basis of findings of the Survey on Travelling and Car Benefits.

36.525 Representations have also been made both by staff associations and Management for the restyling of the grade of Chief Nutritionist to Director, Nutrition Unit and subsequently for the creation of the grade of Deputy Director, Nutrition Unit. After examining both requests, the Bureau found that the justifications submitted in support of the proposals do not satisfy the criteria for favourable consideration.

36.526 Additionally, Management made proposal for the restyling of the grade of Nutritionist to Dietitian so as to reflect the actual duties being performed by officers in the cadre and in line with the Allied Health Professional Council Act 2017. On the basis of a close examination of the issue at hand, the Bureau considers that it would not be appropriate at this stage to restyle the grade.

Medical Physicist Cadre

formerly Hospital Physicist Cadre

36.527 The Hospital Physicist Cadre comprises a two-level structure with the grades of Hospital Physicist/ Senior Hospital Physicist and Principal Hospital Physicist.

36.528 In the context of this review exercise, representations have been made for payment of a Risk Allowance and provision of specialised training. During consultations, parties were informed that these issues will be looked into by Bureau in a holistic manner. As

regards request for grant of duty free facilities, union members were informed that findings of the Survey on Travelling and Car Benefits would serve as a basis to determine eligibility for same.

- 36.529 Proposal was also made for the upgrading of salaries as a means to address retention problems. However, no problem of retention was observed as evidenced by the findings of the survey carried out on recruitment and retention problems. Also, following the job evaluation exercise based on the information retrieved from the Job Description Questionnaires, the Bureau found no justification for an upward review of salaries. As to the creation of additional level above the Principal Hospital Physicist, both parties were apprised that grades are created depending on functional need in the organisation and in view of the limited scope of activities in the Hospital Physicist Cadre, this request could not be acceded to.
- 36.530 It was further submitted to change the appellation of the Hospital Physicist Cadre to Medical Physicist Cadre. As the proposed appellation was found to reflect the nature of duties performed by incumbents, we are, therefore, recommending accordingly.

Recommendation 135

36.531 We recommend that the following grades be restyled as shown below:

Grade	Restyled to
Hospital Physicist/Senior Hospital Physicist	Medical Physicist/Senior Medical Physicist
Principal Hospital Physicist	Principal Medical Physicist

Pathological Laboratory Technician Cadre formerly Pathological Laboratory Assistant Cadre

- 36.532 Officers of the Pathological Laboratory Assistant Cadre are responsible to examine slides collected by field workers and detect any presence of malarial parasites.
- 36.533 Currently, the Pathological Laboratory Assistant Cadre comprises the grades of Pathological Laboratory Assistant, Senior Pathological Laboratory Assistant and Principal Pathological Laboratory Assistant.
- 36.534 In the context of this Report, a few representations were received from the Union. As not all of them fall under the purview of the Bureau, they were accordingly informed during the consultation. For those that require consideration by the Bureau, we apprised them which ones would be treated in line with a general policy of the Bureau.
- 36.535 The Union laid emphasis on the need to upgrade the basic qualifications requirement for the grade of Pathological Laboratory Assistant from HSC to Diploma as well as review the salary of all grades in the cadre. After closely examining the case of the Pathological Laboratory Assistants, we consider that the entry qualifications requirement is appropriate as they are in consonance with the duties performed. As

regards the salary review, a study was carried out *vis-à-vis* comparable grades before arriving at the recommended salary.

- 36.536 Moreover, Union made proposal for the creation of the grade of Chief Pathological Laboratory Assistant. However, since no functional justification was noted for the creation of the grade, the request could not be acceded to. The present structure of the cadre is considered adequate and requires no change.

Change in Appellation

- 36.537 Union members requested for the restyling of all grades in the Pathological Laboratory Assistant Cadre. Taking into account the duties performed by incumbents of the grades in the cadre, we consider that an appellation reflecting same may be granted.

Recommendation 136

- 36.538 We recommend that the following grades be restyled as shown below:**

Grade	Restyled to
Pathological Laboratory Assistant	Pathological Laboratory Technician
Senior Pathological Laboratory Assistant	Senior Pathological Laboratory Technician
Principal Pathological Laboratory Assistant	Principal Pathological Laboratory Technician

HEALTH INFORMATION, EDUCATION AND COMMUNICATION UNIT

- 36.539 The design and implementation of information, education and communication programmes of the Ministry rests upon officers of the Health Information, Education and Communication Unit. A Chief Health Information, Education and Communication Officer is at the apex of the Unit and he is supported by officers in the grades of Health Information, Education and Communication Officer (HIECO), Senior HIECO and Principal HIECO.
- 36.540 We consider the existing structure to be adequate to enable the Unit deliver on its mandates, the moreso no submission relating thereto was submitted by either Management or the staff side. As regards the proposal for the qualifications requirement of the first level to be raised from a Diploma to Degree, we could not accede to same as the level of duties performed do not warrant the possession of a higher qualification. As to the numerous representations regarding shortage of staff at the different levels, Management is advised to ensure that the manpower requirements matches the prevailing workload.

NCD AND HEALTH PROMOTION UNIT

- 36.541 The Non-Communicable Diseases (NCD) and Health Promotion Unit is responsible for sensitising the Mauritian population on various health issues through a panoply of activities. The Unit is presently headed by a Chief Health Promotion and Research Coordinator who is assisted by Health Promotion Coordinators as well as other category of professional, technical and supporting staff.
- 36.542 As certain additional duties were being performed by the Chief Health Promotion and Research Coordinator, the MOHW made a case to the HPC in 2017 for an appropriate allowance to be paid to him. The extra duties performed pertain to advising on the formulation of health policies; responsible for the conduct of studies and surveys, organisation and coordination of events; and assisting in the framing and enforcement of NCD related legislations, among others. The HPC recommended that the matter to be referred to the Bureau and subsequently an allowance equivalent to two increments at the salary point reached was granted to the incumbent.
- 36.543 We have re-examined the whole issue in the context of this Report and in view of the scope of duties and responsibilities which is of a permanent nature befalling the incumbent, we consider that the Ministry should amend the scheme of service of the grade to reflect the additional duties being performed. We have also, re-assessed the grade on the basis on the new set of duties and are making appropriate recommendations to that effect.

Recommendation 137

36.544 We recommend that:

- (i) **the scheme of service of the grade of Chief Health Promotion and Research Coordinator should be amended to include the additional duties being performed by the incumbent. This element has been taken into account in arriving at the recommended salary of the grade; and**
- (ii) **the incumbent should be granted one additional increment on conversion and consequently the allowance currently payable to him for performing the extra duties should lapse.**

Specific Provision for Principal Health Information, Education and Communication Officer

Recommendation 138

- 36.545 **We recommend that officers in the grade of Principal Health Information, Education and Communication Officer possessing a Degree in Health Education or Communication Studies or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

HEALTH INSPECTORATE UNIT

- 36.546 The Public Health and Food Safety Inspectorate Division is responsible, among others, to: ensure the safety of food on the market; provide an environment which is free from the risk of communicable diseases by enforcing the Public Health Act; investigate and initiate action in communicable disease cases; and involve in the control of the COVID-19 Pandemic through the disinfection of contaminated premises.
- 36.547 Several laws are enforced by the Public Health and Food Safety Inspectorate Cadre, namely the Food Act 1998/Food Regulations 1999 and its amendments; Public Health Act/Regulations; Quarantine Act/Regulations; International Health Regulations; Dangerous Chemicals Control Act; Rivers and Canal Act; among others.
- 36.548 The Director, Public Health and Food Safety is responsible for the management of the Public Health and Food Safety Division. He is assisted by a Deputy Director, Public Health and Food Safety. The Division is also manned by officers in the grades of Principal Public Health and Food Safety Inspectors; Senior Public Health and Food Safety Inspectors and Public Health and Food Safety Inspectors.
- 36.549 The Bureau had consultative meetings with both the Unions and Management for the Health Inspectorate Unit. The main representations of the Union were, *inter alia*, reviewing the salary scale of Public Health and Food Safety Inspectors; an upwards review of existing allowances; and the grade of Deputy Director Public Health and Food Safety to be eligible to 100% duty free remission. Management, thereafter, provided its views on the requests of the Unions.
- 36.550 Both parties were apprised during consultative meetings that salaries would be looked into by the Bureau; any upgrading would be considered if there is an enhancement in the level of responsibility/complexity following re-assessment of the grade; and consideration for duty remission is based on the results of the Survey on Travelling and Car Benefits. They were also provided with appropriate justifications for those requests which could not be entertained.
- 36.551 The existing structure of the Health Inspectorate Unit is presently apt to deliver on its mandate. We are, therefore, bringing no change to the current structure.

On-Call Allowance/Issue of Cremation Permit

- 36.552 Presently, Public Health and Food Safety Inspectors who are posted in regional offices are paid an On-Call Allowance when they are called upon to stay on call on Saturdays from noon to 1700 hours and an Attendance Allowance which is inclusive of travelling when they have to issue a cremation permit. In our last Report, provision was made to extend the aforementioned allowances for Sundays and Public Holidays from Noon to 1700 hours.
- 36.553 The Bureau has been apprised that the existing arrangements are still valid and should prevail. We are, in this Report, revising the quantum of the allowance.

Recommendation 139

36.554 We recommend that the On-Call Allowance and Attendance Allowance being paid to officers in the grade of Public Health and Food Safety Inspector posted in regional offices, when they are called upon to stay on call during Weekends and Public Holidays from Noon to 1700 hours and for the issue of cremation permits respectively, be revised as hereunder: -

Grade	On-Call Allowance for being on call on Weekends and Public Holidays from Noon to 1700 hours	Attendance Allowance inclusive of travelling for the issue of cremation permit
Public Health and Food Safety Inspector	Rs 250	Rs 475

36.555 Public Health and Food Safety Inspectors are also called upon to attend duty on Sundays and Public Holidays as from 0900 hours to noon as per an established working programme, against the grant of time-off during the week. **This arrangement is still effective and should continue.**

In-Attendance Allowance for officers posted at the Airport and Port

36.556 Presently, incumbents in the grades of Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Principal Public Health and Food Safety Inspector, posted at the Airport and the Port, are paid an In-Attendance Allowance as they are called upon to provide regular services outside their normal working hours depending on the arrival and departure time of aircrafts and ships. We are revising the quantum of the allowance.

Recommendation 140

36.557 We recommend that the In-Attendance Allowance being paid to incumbents in the grades of Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Principal Public Health and Food Safety Inspector, posted at the Airport and the Port, for regularly working outside their normal working hours be revised to Rs 160; Rs 225; and Rs 275 per hour respectively.

Squad Operation

36.558 Officers in the grades of Public Health and Food Safety Inspector, Senior Public Health and Food Safety Inspector and Principal Public Health and Food Safety Inspector who form part of the Central Flying Squad and Regional Flying Squad for conducting Squad Operation outside normal working hours to effect, among others, sanitary control with respect to food preparation premises, food vendors and bakeries are paid an In-Attendance Allowance at an hourly rate of Rs 135, Rs 195 and Rs 240 respectively. We are, in this Report, revising the quantum of the allowance.

Recommendation 141

36.559 We recommend that the In-Attendance Allowance payable to officers who form part of the Central Flying Squad and the Regional Flying Squad for conducting Squad Operation outside normal working hours be revised as hereunder: -

Grade(s)	Rate payable per hour (Rs)
Public Health and Food Safety Inspector	140
Senior Public Health and Food Safety Inspector	205
Principal Public Health and Food Safety Inspector	255

THE ENVIRONMENTAL HEALTH ENGINEERING UNIT

- 36.560 The Ministry of Health and Wellness is the enforcing agency with respect to Drinking Water Quality Control, Noise and Odour under the Environment Protection Act of 2002. The monitoring as well as the enforcement pertaining to same are undertaken by officers of the Environmental Health Engineering Unit (EHEU). The main objective of the EHEU is the control of factors in our physical environment which may exercise a deleterious effect on our physical development and health and make recommendations for the implementation of appropriate remedial engineering measures to ensure safe environmental sanitary conditions.
- 36.561 In broad terms, the EHEU is responsible, among others, to: monitor drinking water quality to ensure that water being distributed to the public is safe for drinking purposes in line with Drinking Water Standards of the Environment Protection Act and WHO Guidelines; monitor environmental noise to ensure that its emanation is within the permissible limits as prescribed under the Environment Protection Act; and carry out ex-post investigation to ascertain successful completion of engineering works based on remedial measures taken to abate environmental nuisances such as noise pollution, wastewater disposal, odour as well as drinking water treatment and supply.
- 36.562 The EHEU comprises the professional Cadre namely officers in the grades of Director, Environmental Health Engineering Unit; Deputy Director, Environmental Health Engineering Unit, Lead Sanitary Engineer and Sanitary Engineer/Senior Sanitary Engineer and the Technical Cadre, that is, the Head, Health Engineering Services; Principal Health Engineering Officer; Senior Health Engineering Officer and Health Engineering Officer.
- 36.563 The main requests of the Union pertained to reviewing the qualifications requirement of some grades in the Cadre; alignment of the salary of Head, Health Engineering Services with that of Director, Public Health and Food Safety; and provision of additional increment to incumbents possessing degree; among others. Management, thereafter, provided its views on the requests of the Union.

- 36.564 Both parties were apprised that upgrading of qualifications should be justified by an evolution in the complexity and nature of duties performed. Salary is based on our Job Evaluation Exercise and a restyling is considered in instances where the appellation of a grade is not in consonance with the nature of duties performed. Appropriate explanations were also provided for all the requests which could not be acceded to.
- 36.565 The Bureau has examined all the requests and, wherever justifiable, we are, in this Report, making appropriate recommendations.

Health Engineering Officer Cadre

On-Call and In-Attendance Allowances for noise and odour monitoring

- 36.566 Officers in the grades of Health Engineering Officer, Senior Health Engineering Officer and Principal Health Engineering Officer who form part of the flying squad for the monitoring of noise and odour are paid a monthly allowance and an hourly In-Attendance Allowance, inclusive of travelling time, as they are called upon to work outside normal working hours. We are, in this Report, revising the quantum of the allowance.

Recommendation 142

- 36.567 We recommend that the monthly Commuted Allowance and hourly In-Attendance Allowance being paid to incumbents in the grades of Health Engineering Officer, Senior Health Engineering Officer and Principal Health Engineering Officer who form part of the Flying Squad for the monitoring of noise and odour outside their normal working hours be revised as follows:**

Grade	Monthly Commuted Allowance (Rs)	In-Attendance Allowance (inclusive of travelling time per hour) (Rs)
Principal Health Engineering Officer	1505	305
Senior Health Engineering Officer	1325	275
Health Engineering Officer	1090	220

Allowance for exposure to raw sewerage and foul odour

- 36.568 Officers of the Sanitary Engineering Cadre and Health Engineering Officer Cadre who are regularly exposed to raw sewerage and foul odour are currently being paid a special allowance equivalent to two increments at the salary point reached in their respective salary scale, subject to approval of the Responsible Officer. **This arrangement should continue to prevail.**

Sanitary Engineering Cadre

- 36.569 A set of requests common to all Engineers in the Civil Service was submitted by the Union and discussed lengthily during consultative meetings. The requests related mainly to the review and upgrading of salaries, Travelling and Car Benefits, Continuous Professional Development and Special Professional Retention Allowance. These proposals have been analysed and addressed in the Chapter dealing with the Ministry of National Infrastructure and Community Development of this Volume, under the part on Engineering Cadre.
- 36.570 Requests specific to this cadre related to the creation of additional posts of Sanitary Engineer/Senior Sanitary Engineer and filling of the post of Deputy Director, Environmental Health Engineering Unit. The Union was informed that these are implementation issues and need to be addressed by their Management.
- 36.571 A submission was also made during meeting for the restyling of the grade of Head, Health Engineering Services to Chief, Health Engineering Services. The Bureau requested the Union to submit the proposal in writing together with the appropriate justifications. As the information sought for was not provided, the Bureau was not in a position to process the request which consequently could not be entertained.
- 36.572 For other representations concerning provision for Extra Duty/Special Duty Allowance, book allowance, Travelling and Car Benefits, the staff side was apprised that for these issues, a general policy would, in principle, be evolved, which would apply across the whole public sector. Whereas for issues pertaining to upward review of salaries of grades in the Sanitary Engineering Cadre, the Union was informed that the Bureau will look into it after a scrutiny of the Job Description Questionnaires and taking into consideration all relevant factors. Accordingly, factors such as duties and level of responsibility have been considered in determining the recommended salaries for the grades.

Special Professional Retention Allowance

- 36.573 Provision was previously made for officers of the Sanitary Engineering Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

OPERATIONS SUPPORT SERVICES

- 36.574 The Operation Support Services (OSS) of the Ministry has under its responsibility the maintenance of hospital buildings, workshop services, support services and workshops at outstations as well as the fleet management system.

- 36.575 Presently, the wide array of functions catered for by this Unit devolve on grades belonging to different classes. For instance, the Unit is headed by a Senior Manager, OSS who is assisted by officers in the professional grades and support is also given by staff of the General Services grades as well as manual grades.
- 36.576 In the context of this Report, Management has submitted that a grade of Director, OSS be created. A close scrutiny has revealed that there is no functional justification to support the present request. Nevertheless, the duties and responsibilities proposed for this grade is already prescribed in the schemes of service of other grades. On the other hand, it is also believed that a proper establishment size may help to address their present day problem. Hence, the creation of this grade could not be entertained at this stage.

Programme Officer (National Aids Secretariat)

- 36.577 The staff side has requested, among others, for the provision of loan facilities and 70% duty exemption on the purchase of a car to the Programme Officer (National Aids Secretariat) as incumbent is called upon to perform field duties, carry out site visits, attend workshops/seminars and dispense training to officers of the Ministry as well as representatives of Non-Governmental Organisations. The proposal was supported by Management. We wish to point out that provisions exist in Volume 1 of this Report for the grant of 70% duty remission to a few categories of officers, provided they satisfy certain conditions. Furthermore, Management did not participate in our Survey on Travelling and Car Benefits and therefore the proposal could not be considered.

Telephonist (Health) (Shift)

- 36.578 In the context of this review exercise, the Union has proposed for: an increase in the salary of the grade of Telephonist (Health) (Shift) due to a rise in the standard of living; enhanced travelling benefits; provision of a Risk Allowance to the Telephonist (Health) (Shift) owing to a high probability of hearing being affected due to using the telephone on a long term basis; the creation of a grade of Senior Telephonist (Health); a change in the classification of the grade from minor grade to the clerical group; payment of a Night Attendance Bonus provided that all scheduled night shifts are attended during the month; and the provision of training courses to officers in the grade.
- 36.579 Management on its side, requested for the creation of a grade of Senior Telephonist (Health) (Shift) due to various difficulties being encountered by the Ministry of Health and Wellness in posting the seniormost Telephonist (Health) (Shift) for general supervision in various hospitals.

Site Visit

- 36.580 The Bureau equally carried out a site visit at the Sir Seewoosagur Ramgoolam National Hospital further to a request made by the Union to take cognisance of the duties being performed by the Telephonists (Health) (Shift). This exercise enabled us to better examine the representations made.

- 36.581 During the site visit, we noted that the duties of incumbents mainly consisted in: responding to telephone calls and channelling same to persons concerned; writing information on a daily basis regarding doctors and specialists who are on duty on white boards located at their work station; updating records on details of doctors and specialists working on that day or placed on call; and keeping records of faults in telephone lines in a Register as well as making necessary arrangements with authorities concerned to attend to same. After taking into account the various duties being performed by the Telephonists (Health) (Shift) based on the site visit conducted and the newly duly filled-in Job Description Questionnaires by incumbents, we consider that there is no ground to classify the grade in the clerical group as the duties being performed are essentially those of a Telephonist.
- 36.582 With respect to the various submissions made, the Bureau wishes to point out that: in the context of a general review exercise, the change in the cost of living, among others, is considered prior to arriving at the revised salaries; general recommendations have been made regarding conditions of service; and many requests pertain to implementation, which should be dealt with by Management.
- 36.583 In addition, we opine that the grant of a Risk Allowance would not solve the problem of incumbents' hearing being potentially affected. In lieu, we are providing for health surveillance to be carried out on a regular basis. As regards the creation of a level of Senior Telephonist (Health), we view the proposal as meritorious and are, therefore, making a recommendation to that end.

Senior Telephonist (Health) (Shift) (New Grade)

- 36.584 At present, the seniormost officers in the grade of Telephonist (Health) (Shift) are called upon to assume higher responsibilities and exercise general supervision of the Telephonists (Health), over and above their normal duties against the payment of a monthly allowance equivalent to one increment at the point reached in the scale or Rs 460, whichever is the higher.
- 36.585 Management has however informed that the above arrangement is not working effectively. In this context, the creation of a grade of Senior Telephonist (Health) (Shift) has been proposed, to which we subscribe.

Recommendation 143

- 36.586 We recommend the creation of a grade of Senior Telephonist (Health) (Shift). Appointment thereto should be made by promotion on the basis of experience and merit of officers in the grade of Telephonist (Health) (Shift), who reckon at least five years' service in a substantive capacity in the grade.**
- 36.587 Incumbent would be required, among others, to: plan, organise, supervise and control the work of Telephonists (Health) (Shift) and employees working under his responsibility; provide training and guidance to subordinate staff; ensure that the telephone switchboard (PABX) is properly maintained at a good standard; report to his immediate supervisor any problem or difficulty noted and advice on remedial action, where appropriate; and guide visitors as and when required.

36.588 We further recommend that pending the implementation of the preceding recommendation, the seniormost officers in the grade of Telephonist (Health) (Shift), including those posted at the Brown Sequad Mental Health Care Centre and Subramaniam Bharati Eye Hospital, who are shouldering higher responsibilities as well as exercising general supervision of employees in the grade of Telephonist (Health) (Shift), besides performing their normal duties, should continue to be paid a monthly allowance equivalent to one increment at the point reached in the scale or Rs 485 whichever is the higher.

Health Surveillance

Recommendation 144

36.589 We recommend that Management should make necessary arrangements to enable officers in the grades of Telephonist (Health) (Shift) and Senior Telephonist (Health) (Shift), to undergo regular medical/health check-up free of charge.

Transport Services Facilitator (Shift)

36.590 Union members, at the outset, expressed their appreciation of the improvement made to their conditions of service in the previous Report. Thereafter, they requested, among others, for an upgrading of entry qualifications; increase in salary and quantum of allowances; payment of Risk Allowance when posted to the Poudre D'Or Hospital; creation of a grade of Senior Transport Services Facilitator and duty free facilities. During consultations, staff side was sounded on their requests and was also informed that grades are created by organisation subject to operational/functional needs while upgrading is entertained when the complexity of the duties has evolved and warrants upgraded qualification/skill. Additionally, they were advised to channel their request for risk to the Departmental Safety and Health Committee.

Allowance for Transport Arrangement

36.591 Management has submitted that the grade of Supervisor, Operations Support Services (Shift) has been created to cater, among others, duties related to transport arrangement. But, due to budget constraint, there is a shortage of officers in this grade. At present, Transport Services Facilitators (Shift) are called upon to plan and make transport arrangement against payment of a monthly allowance. Pending such time that sufficient number of the posts in the grade of Supervisor, Operations Support Services (Shift) are filled, the present arrangement should continue.

Recommendation 145

36.592 We recommend that Transport Services Facilitators (Shift) be paid a monthly *ad hoc* allowance equivalent to one increment at the point reached in the salary scale of the grade for planning and making transport arrangement. However, the payment of this allowance should lapse with filling of the vacant posts in the grade of Supervisor, Operations Support Services (Shift).

Allowance when posted at Poudre D'Or Hospital

36.593 Transport Services Facilitators (Shift) posted at Poudre D'Or Hospital are granted a monthly allowance of Rs 355 for attending to phone calls in the absence of the Telephonist. The quantum of this allowance is being revised.

Recommendation 146

36.594 We recommend the payment of a monthly *ad hoc* allowance of Rs 375 to Transport Services Facilitators (Shift) posted at Poudre D'Or Hospital for attending to phone calls in the absence of the Telephonist.

General Recommendation

Payment of Overtime to Workers on Shift/Roster on officially declared cyclone days

36.595 As per existing arrangements, officers on shift or roster who are eligible for overtime are remunerated at twice hourly rate for working on officially declared cyclone days and from the time cyclone warning class III or IV is removed up to the time the next scheduled officers take over.

36.596 Moreover, officers in certain grades, who are not eligible for overtime but are also required to work during cyclone warning class III or IV, are compensated at hourly rate. These provisions should continue to prevail.

Recommendation 147

36.597 We recommend that:

- (i) workers on shift or roster, eligible for overtime, who continue to work after a cyclone warning class III or IV is removed and until they are relieved, should be paid overtime at twice the hourly rate; and**
- (ii) officers in certain grades for instance Specialist/Senior Specialist; MHO/SMHO and those performing the duties of Duty Manager who do not qualify for overtime, should be compensated at the normal hourly rate computed on the basis of 40 hours at the salary point reached in their respective salary scale whenever their services are required during cyclone warning III and IV.**

SPECIFIC CONDITIONS OF SERVICE FOR HEALTH SECTOR

36.598 Officers in the grades of Nursing Supervisor (Male); Nursing Supervisor (Female); Charge Nurse (Male); Charge Nurse (Female); Charge Nurse (Psychiatric) (Male); Charge Nurse (Psychiatric) (Female); Nursing Officer except those posted to Mediclinics, Area Health Centres, Community Health Centres; Nursing Officer (Psychiatric); Midwife; Senior Midwife; Health Care Assistant/Senior Health Care Assistant (General); Health Records Clerk, Higher Health Records Clerk; Pharmacy Technician; Ambulance Driver (Shift); Ambulance Care Attendant (Shift); Senior Attendant (Hospital Services) (Shift); Attendant (Hospital Services) (Shift); Transport Services Facilitator; Telephonist (Health) (Shift) and Ward Assistant (Male and Female)

are paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%. This arrangement should continue to be in force.

Recommendation 148

36.599 We recommend that:

- (i) incumbents in the grades listed at paragraph 36.598 above, working on shift in the health sector, should be paid in cash any unutilised sick leave beyond the 16 days at the discounted rate of 50%, notwithstanding the provision of recommendation at paragraph 16.4.43(iii) of Volume 1 of this Report; and
- (ii) upon request, the Ministry of Public Service, Administrative and Institutional Reforms, in consultation with the relevant parties and subject to approval of the Bureau, may consider the inclusion of new grades from the health sector in the above list of grades of shift workers effectively working on shift.

Hours of Attendance

Recommendation 149

36.600 We recommend that the Responsible Officer of the Ministry of Health and Wellness should continue to determine the hours of attendance of work of its employees to meet the operational needs of the organisation.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Programme Officer, National Aids Secretariat
02 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Administrator
19 101 104	Rs 91375 x 3125 - 100750 Chief Government Analyst
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Government Analyst

Salary Code	Salary Scale and Grade
19 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Government Analyst/ Senior Government Analyst</p>
19 060 092	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Epidemiologist/Senior Epidemiologist</p>
19 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Principal Medical Physicist <i>formerly Principal Hospital Physicist</i></p>
19 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Medical Physicist/Senior Medical Physicist <i>formerly Hospital Physicist/Senior Hospital Physicist</i></p>
19 091 102	<p>Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500</p> <p>Head Biochemistry Services</p>
19 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Principal Clinical Scientist (Biochemistry) Principal Clinical Scientist (Virology)</p>
19 059 092	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Clinical Scientist/Senior Clinical Scientist (Biochemistry) Clinical Scientist/Senior Clinical Scientist (Virology)</p>
19 085 101	<p>Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375</p> <p>Chief Nutritionist</p>
19 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Principal Nutritionist</p>

Salary Code	Salary Scale and Grade
19 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Nutritionist/Senior Nutritionist
19 082 098	Rs 52550 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Head, Vector Biology and Control Division
19 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Scientific Officer/Senior Scientific Officer, Vector Biology and Control Division
19 069 092	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Clinical Psychologist
02 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Monitoring and Evaluation Specialist
19 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Principal Pathological Laboratory Technician <i>formerly Principal Pathological Laboratory Assistant</i> Principal Vector Biology and Control Laboratory Technician
19 053 074	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Senior Vector Biology and Control Laboratory Technician
19 032 069	Rs 17305 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 - 35650 x 900 - 36550 Vector Biology and Control Laboratory Technician
01 080 102	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Lead Health Analyst

Salary Code	Salary Scale and Grade
01 062 092	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Analyst/Senior Analyst (Health)</p>
19 071 088	<p>Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 62700</p> <p>Principal Technical Officer (Chemical Laboratory)</p>
19 065 083	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Technical Officer (Chemical Laboratory)</p>
19 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Technical Officer (Chemical Laboratory)</p>
19 031 034	<p>Rs 17045 x 260 – 17825</p> <p>Trainee Technical Officer (Chemical Laboratory)</p>
19 053 074	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Senior Pathological Laboratory Technician <i>formerly Senior Pathological Laboratory Assistant</i></p>
19 033 069	<p>Rs 17565 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 - 35650 x 900 - 36550</p> <p>Pathological Laboratory Technician <i>formerly Pathological Laboratory Assistant</i></p>
19 033 073	<p>Rs 17565 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 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Chemical Laboratory Assistant/Senior Chemical Laboratory Assistant</p>
18 080 097	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100</p> <p>Head, Health Engineering Services</p>

Salary Code	Salary Scale and Grade
18 077 094	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Principal Health Engineering Officer
18 072 090	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Senior Health Engineering Officer
18 066 087	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Health Engineering Officer
18 096 099	Rs 77950 x 2150 - 82250 x 3000 - 85250 Director, Public Health and Food Safety
18 072 090	Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200 Deputy Director, Public Health and Food Safety
18 065 085	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600 Principal Public Health and Food Safety Inspector
18 058 081	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Public Health and Food Safety Inspector
18 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Public Health and Food Safety Inspector
11 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Chief Hospital Administrator
11 080 097	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 80100 Deputy Chief Hospital Administrator (Personal)

Salary Code	Salary Scale and Grade
11 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Deputy Chief Hospital Administrator</p>
11 075 092	<p>Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Chief Hospital Supplies Officer</p>
11 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Regional Health Services Administrator</p>
11 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Hospital Administrator Project Co-ordinator (AIDS)</p>
11 060 079	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Hospital Administrative Assistant</p>
11 061 080	<p>Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Health Sterile Services Superintendent <i>formerly Superintendent, Central Sterile Supply Department</i></p>
11 043 076	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Health Sterile Services Supervisor <i>formerly Supervisor, Central Sterile Supply Department</i></p>
11 044 073	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Hospital Executive Assistant (on shift)</p>
11 043 072	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Executive Officer (Health Services) (Personal to officers in post as at 30.06.03)</p>

Salary Code	Salary Scale and Grade
11 066 088	Rs 34000 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Catering Manager
11 065 084	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 55900 Senior Catering Officer
11 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Catering Officer Catering Officer (Ex-SPI) (Personal to officers in post as at 31.12.12)
11 051 074	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 Assistant Catering Officer
11 033 067	Rs 17565 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 Catering Supervisor
10 000 110	Rs 119500 Director, Health Promotion and Research
10 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Chief Health Information, Education and Communication Officer
10 069 088	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Health Information, Education and Communication Officer
10 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Health Information, Education and Communication Officer

Salary Code	Salary Scale and Grade
10 047 077	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Health Information, Education and Communication Officer</p>
10 073 098	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Chief Health Promotion and Research Co-ordinator</p>
10 064 088	<p>Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Health Promotion Coordinator</p>
10 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Communication Officer, National Aids Secretariat</p>
22 080 098	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Lead Biomedical Engineer (Health) (New Grade)</p>
22 069 092	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Biomedical Engineer/Senior Biomedical Engineer (Health) <i>formerly Biomedical Engineer (Health)</i></p>
22 056 059	<p>Rs 26050 x 675 - 27400 x 825 - 28225</p> <p>Trainee Biomedical Engineer</p>
22 062 079	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Principal Biomedical Engineering Technician</p>
22 050 076	<p>Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Senior Biomedical Engineering Technician</p>

Salary Code	Salary Scale and Grade
22 033 069	<p>Rs 17565 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 - 35650 x 900 - 36550</p> <p>Biomedical Engineering Technician</p>
22 042 067	<p>Rs 20175 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Senior Telephonist (Health) (Shift) (New Grade)</p>
22 027 064	<p>Rs 16005 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 - 32350</p> <p>Telephonist (Health) (Shift)</p>
HEALTH STATISTICS UNIT	
20 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Chief Health Statistician</p>
20 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Health Statistician</p>
20 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Health Statistician</p>
DEMOGRAPHIC/EVALUATION UNIT	
20 080 096	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950</p> <p>Chief Demographer</p>
20 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Demographer</p>
20 062 080	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Principal Statistical Officer</p>

Salary Code	Salary Scale and Grade
20 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 Senior Statistical Officer
20 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Statistical Officer
ENVIRONMENTAL HEALTH ENGINEERING UNIT	
26 000 107	Rs 110125 Director, Environmental Health Engineering Unit
26 085 099	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Deputy Director, Environmental Health Engineering Unit
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Lead Sanitary Engineer
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Sanitary Engineer/Senior Sanitary Engineer
OPERATIONS SUPPORT SERVICES	
11 072 097	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 Senior Manager, Operations Support Services
11 063 092	Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Operations Support Services
23 062 088	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Programme Officer (Ex-NATReSA) (Personal)

Salary Code	Salary Scale and Grade
26 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Head, Transport, Maintenance and Workshop Services</p>
26 049 083	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Coordinator (Operations Support Services)</p>
23 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Assistant Programme Officer (Ex-Natresa) (Personal)</p>
01 053 076	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Accounts Officer (Ex-NATReSA) (Personal)</p>
26 035 072	<p>Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Supervisor, Operations Support Services (Shift)</p>
23 039 074	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Life Care Officer</p>
01 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Accounts Clerk (Ex-NATReSA) (Personal)</p>
10 048 070	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Audio-Visual and Documentation Officer (Ex-NATReSA) (Personal)</p>
23 028 067	<p>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 - 34825</p> <p>Welfare Assistant</p>

Salary Code	Salary Scale and Grade
08 046 076	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Confidential Secretary (Ex-NATReSA) (Personal)</p>
08 041 070	<p>Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Executive Officer (Ex-NATReSA) (Personal)</p>
08 030 067	<p>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</p> <p>Clerk/Word Processing Operator (Ex-NATReSA) (Personal)</p>
08 029 066	<p>Rs 16525 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 - 34000</p> <p>Receptionist/Word Processing Operator (Ex-NATReSA) (Personal)</p>
08 025 063	<p>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</p> <p>Receptionist (Health Services) Transport Services Facilitator (Shift)</p>
25 052 070	<p>Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Workshop Supervisor</p>
25 044 067	<p>Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825</p> <p>Chief Mechanic Chief Tradesman Foreman</p>
25 028 061	<p>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</p> <p>Orthopaedic Appliance Maker (Leather) Orthopaedic Appliance Maker (Metal) Orthopaedic Appliance Maker (Wood)</p>
25 027 060	<p>Rs 16005 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 - 29050</p> <p>Orthopaedic Appliance Maker (Seamstress) <i>formerly Orthopaedic Appliance Maker</i></p>

Salary Code	Salary Scale and Grade
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Automobile Electrician Cabinet Maker Carpenter Coach Painter Electrician General Assistant Maintenance Assistant Mason Motor Diesel Mechanic Motor Mechanic Painter Panel Beater Plumber and Pipe Fitter Welder Tailor</p>
25 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Maintenance Handy Worker (Personal)</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Maintenance Handy Worker Tradesman's Assistant Tradesman's Assistant (Seamstress)</p>
24 043 068	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Senior Health Laboratory Auxiliary</p>
24 027 064	<p>Rs 16005 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 - 32350</p> <p>Health Laboratory Auxiliary (on Roster) (New Grade)</p>
24 030 063	<p>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 - 31525</p> <p>Leading Hand/Senior Leading Hand</p>

Salary Code	Salary Scale and Grade
24 026 063	Rs 15745 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 Health Laboratory Auxiliary (Personal)
24 033 062	Rs 17565 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 - 30700 Ambulance Driver (Shift)
24 033 061	Rs 17565 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 Driver (Heavy Vehicles above 5 tons)
24 028 061	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 Driver (on shift)
24 029 060	Rs 16525 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 - 29050 Operator Waste Water Pumping Station (on shift)
24 026 060	Rs 15745 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 - 29050 Ward Assistant (Male and Female)
24 034 060	Rs 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050 Senior Cook
24 030 058	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 Field Supervisor
24 026 059	Rs 15745 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 - 28225 Driver/Handyworker (Skilled) (Ex-NATReSA) (Personal) Handy Worker (Skilled) (Health) Incinerator Operator (Health Services) Mortuary Attendant (on roster)

Salary Code	Salary Scale and Grade
24 026 058	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</p> <p>Attendant (Haemodialysis) (Shift) Health Sterile Services Assistant <i>formerly</i> CSSD Assistant Senior Attendant (Hospital Services) (Shift)</p>
24 025 058	<p>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</p> <p>Driver (ordinary vehicles up to 5 tons)</p>
24 027 057	<p>Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 26725</p> <p>Cook (Roster)</p>
24 026 056	<p>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050</p> <p>Pool Attendant (Hydrotherapy Unit)</p>
24 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Ambulance Care Attendant (Shift) Attendant Nursing School (Personal) Attendant (Hospital Services) (Shift)</p>
24 023 053	<p>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475</p> <p>Waste Water Pipe Cleaner (Roster)</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>Attendant Nursing School Gardener/Nursery Attendant Insecticide Sprayer Operator</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Laundry Attendant (Roster) Surveillant (Shift) <i>formerly</i> Security Guard (Shift)</p>

Salary Code	Salary Scale and Grade
24 020 050	<p>Rs 14225 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Handy Worker (Special Class) Handy Worker (General) (Health)</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Rodent Control Attendant Stores Attendant</p>
24 018 047	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850</p> <p>Lorry Loader Sanitary/Cleaning Attendant</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker General Worker (Ex-SMEDA) (Personal)</p>



37. MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING

- 37.1 The main services offered by the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping are, namely: monitoring, control and surveillance of fisheries resources; combat of illegal, unreported and unregulated fishing; licensing of boats, verification and control of fish and fish products; and providing a one-stop shop service to fishing operators, traders, processors, canners and retailers of fish, among others.
- 37.2 A Senior Chief Executive is at the apex of the organisation. He is supported on the technical side by the Director of Fisheries and Director of Shipping, who are responsible to oversee the proper functioning of the Divisions of Fisheries and Shipping respectively. He is further assisted by officers of the Administrative Cadre and other support staff.

SHIPPING DIVISION

- 37.3 Being the specialised arm of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping, the Division enables the country to meet its obligations of being a Maritime nation. It is responsible for all maritime safety, maritime security and prevention of pollution of the marine environment from ships and shipping matters and is committed to fulfilling its Flag State, Port State and Coastal State functions thus providing the requisite support to the maritime industry and the global trading fleets in emerging fields of ocean economy.
- 37.4 As provider of Maritime Education and Training, the Shipping Division has to ensure the International Convention on Standards of Training, Certification and Watchkeeping of Seafarers (STCW) and the authenticity of certificates of competency issued by Foreign Administration to Seafarers working on Mauritian vessels. It also has to provide familiarisation/rating/Able Seafarer training, examinations and certification according to the STCW and issue survey certifications of both convention and non-convention size.
- 37.5 The Director of Shipping heads the Shipping Division and reports to the Supervising Officer of the Ministry. He is assisted in his tasks by the Deputy Director of Shipping, the Secretary for Shipping Development and officers in the professional and technical grades.
- 37.6 In the context of this review exercise, the requests that emanated from the staff side were, among others, related to the increase in establishment size of several grades to cope with increasing workload; payment of an allowance to the Superintendent of Shipping and Assistant Superintendent of Shipping who are regularly required to put in additional hours of work for the issue of port clearance and for working from home; increase of the rate of Continuous Professional Development for professionals registered as member of the professional bodies; and refund of unutilised casual leave.

- 37.7 Additionally, the staff side also requested for the restyling of the grade of Assistant Superintendent of Shipping to Deputy Director of Shipping; creation of the grades of Legal Researcher, Receptionist/Telephone Operator and Data Entry Operator; and upgrading of salary of the grades of Senior Maritime Officer, Maritime Officer and Registrar of Ships. Request for the re-instatement of the Special Professional Retention Allowance for the Surveyors and Engineers due to difficulties being encountered in the recruitment exercise was also made.
- 37.8 On the other hand, the proposals of the Director of Shipping were, *inter alia*; the review of the salary scales of several grades; the quantum of Retention Allowance be increased and made non-refundable; and the grant of 70% duty remission for the purchase of a motorcar to Maritime Officer and Assistant Superintendent of Shipping. As regards conditions of service, requests were: the provision of Medical Insurance Cover; reimbursement of gym fees; implementation of flexible working hours; payment of Continuous Professional Development and Annual Book Allowance; provision of 30 days paid time-off sabbatical leave every five years; and the grant of communication facilities.
- 37.9 The Director of Shipping also requested for an upgrading of the salary scale of several grades; payment of On-Call Allowance for working before and after normal working hours and during Weekends and Public Holidays; the review of *Adhoc* Allowance for port clearance every four years; and payment of Internet Allowance for the Superintendent of Shipping and Assistant Superintendent of Shipping. Additionally, he requested for an upgrading in the qualifications requirement for the grade of Superintendent of Shipping to Master's Degree; and the creation of a grade of Senior Marine Scientist.
- 37.10 Stakeholders were apprised during the meeting, that additional workload may best be addressed with an increase in establishment size and this exercise does not fall under the purview of the Bureau. They were informed that requests of general nature would be dealt with by way of policy of the Bureau.
- 37.11 The representatives of the Ministry were convened at the Bureau on two occasions to canvass their submissions. Instead, they requested for postponement of the meeting which the Bureau could not entertain due to tight schedule of work programme. However, with a view not to hamper service delivery and enable the Shipping Division to serve its mandate, the Bureau probed into the written submissions made by the Director of Shipping and the views of Management were sought thereon.
- 37.12 The Management of the Ministry of Blue Economy, Marine Resources, Fisheries and Shipping supported the request for an increase in the quantum of payment of Retention Allowance to the Principal Nautical Surveyor, Principal Marine Engineering Surveyor, Marine Engineering Surveyors and Nautical Surveyors and that same be made non-refundable in case the incumbents leave the service at the age of 55 years. Management also backed the proposal of staff side for the payment of On-Call Allowance to the Superintendent of Shipping and Assistant Superintendent of Shipping. Additionally, the Ministry proposed that, for the grades in scarcity areas like

Nautical Inspectors and Marine Engineering Inspectors, provision of fringe benefits be recommended in order to attract the right person with the right calibre. Management further apprised that certain issues would be dealt inhouse and did not support the upgrading of the qualifications requirement.

- 37.13 Following consultations with the staff side and the perusal of Management submission, the Bureau observed that appropriate recommendations/provisions already existed for most of the requests pertaining to conditions of service and that same should be dealt with administratively. As regards the review of salaries, same has been looked into holistically. The Bureau further considers that the establishment size of the grade of Marine Scientist should in the first instance be increased to cope with the workload. The grade of Senior Marine Scientist may be established on an *ad hoc* basis depending on the functional needs of the Ministry.

Special Professional Retention Allowance

- 37.14 Provision was previously made for officers in the grades of Marine Engineering Surveyor and Principal Marine Engineering Surveyor as well as Nautical Surveyor and Principal Nautical Surveyor to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Recruitment and Retention Problems

- 37.15 In the context of this review exercise, both Management and the staff side expatiated on the difficulties encountered in retaining/recruiting employees in the Marine Engineering Surveyor Cadre and Nautical Surveyor Cadre at the Shipping Division and represented that the Special Professional Retention Allowance should be increased.
- 37.16 As revealed by the Survey on Recruitment and Retention problem in the Public Sector, conducted by the Bureau, vacant grades in both cadres could not be filled due to lack of qualified candidates applying for the post, the salary being non-negotiable and better monetary benefits in the private sector.
- 37.17 The Bureau has probed into the issue and considers that Special Professional Retention Allowance did not serve its purpose at the Shipping Division, the moreso grades in the Marine Engineering Cadre and Nautical Surveyor Cadre have remained vacant for the reasons mentioned at paragraph 37.16 above.
- 37.18 In order to attract potential candidates in the Marine Engineering Cadre and Nautical Surveyor Cadre, we are providing for negotiable entry point to the new entrants in the respective cadres.

Recommendation 1

37.19 We recommend that the Ministry of Public Service, Administrative and Institutional Reforms may, subject to the approval of the High Powered Committee, approve the higher salary point for new entrants in the grades of Marine Engineering Surveyor and Nautical Surveyor, based on the qualification and experience of recruits and such adjustments in salary as may be required for officers in post.

Extra Allowance for issue of port clearance to ships at odd hours

37.20 At present, incumbents in the grades of Superintendent of Shipping and Assistant Superintendent of Shipping are paid a monthly Extra Allowance of Rs 12390 and Rs 11080 respectively for the issue of Outward Port Clearance of Vessels as they are called upon to work before and after their normal working hours, during Weekends and Public Holidays. We are revising the quantum being paid.

Recommendation 2

37.21 We recommend that incumbents in the grades of Superintendent of Shipping and Assistant Superintendent of Shipping be paid a monthly Extra Allowance of Rs 13010 and Rs 11635 respectively for the issue of Port Clearance of Vessels before and after their normal working, during Weekends and Public Holidays.



37.1 FISHERIES DIVISION

- 37.1.1 The Fisheries Division is responsible for, *inter alia*, the undertaking of fisheries and aquaculture research, development and management of resources for sustainable development as well as the protection and conservation of biodiversity; the consolidation of existing knowledge and promotion of new ideas in fisheries development and management; the promotion and regulation of the optimal long-term sustainable utilisation of living marine resources; and the promotion of the development of the Seafood Hub with the collaboration of all stakeholders.
- 37.1.2 Under its umbrella, the Fisheries Division comprises several sections which carry out specific functions. The Albion Fisheries Research Centre (AFRC), which is the technical arm of the Fisheries Division, carries out applied research development and management activities. Whereas, the Fisheries Protection Service (FPS) which is the enforcement arm of the Ministry, caters for an efficient control over the fishing activities not only in lagoon and off lagoon but also in respect of regional fishing. The Competent Authority, on its part, is involved: in the verification and certification of fish and fish products for export to European and non-European Countries and the Monitoring Control Surveillance/Vessel Monitoring System (VMS)/Port State Control. The Fisheries Training and Extension Centre (FTEC) has been entrusted the responsibility to organise the various types of training, as required for the officers of the Fisheries Division.
- 37.1.3 The various representations made by the different staff associations in the context of this Report were duly examined whilst taking into consideration the importance of the Blue Economy and union members were informed that a few issues are not within the purview of the Bureau. Union was also apprised that entitlement to duty remission would be based on the findings of the Survey on Travelling and Car Benefits. As regards the proposal for the payment of a responsibility allowance for assignment of higher duties, the Bureau informed that same is an implementation issue which needs to be addressed by Management.
- 37.1.4 Management, on its side, did not make any submission but provided its views/comments on certain issues discussed during meetings with Unions.
- 37.1.5 Against this background, we are maintaining the current structure of the FPS which is deemed appropriate whilst making certain provisions to enable the Ministry to fulfil its mandate.

Restyling of grades in the FPS

- 37.1.6 Union members submitted that the appellation of the grades in the FPS be in line with the disciplined forces such that, for instance, the grade of Senior Fisheries Protection Officer (SFPO) be restyled Fisheries Sergeant and that of the Principal Fisheries Protection Officer (PFPO) be restyled Fisheries Inspector. Creation of the grades of Fisheries Caporal and Fisheries Sub-Inspector were also proposed. The FPS is not a disciplined force on the same footing as the other disciplined forces. Thus, the

appellation in the Fisheries Division is specific, reflecting the duties and responsibilities devolving on the division. Further, no functional justification has been provided in support of the requests. They were also informed that the creation of the additional levels would constitute merely promotion measures that would, in fact, not contribute to the improvement in delivery of service. In the circumstances, the Bureau considers that the present appellations and structure are appropriate.

Fisheries Protection Officer Cadre

37.1.7 Proposals were also made by Unions following the alteration of the shift system in the FPS from three to four days and they averred that there is a lack of SFPOs in the various fisheries posts. Consequently, Fisheries Protection Officers (FPOs) are called upon to be responsible of a shift without additional remuneration. Views of Management were sought on this issue and the Bureau was informed that the present arrangement for shift system will be reviewed.

37.1.8 At present, FPOs are deployed around the island in fisheries posts, marine parks as well as in Agalega, to enforce the fisheries laws and regulations. These officers are required to perform day and night coast and afloat patrols, and supervise fish landing stations in a shift system. In view of the increasing workload, the union members requested for the creation of additional posts for grades in the FPO Cadre. Actually, this is the prerogative of the Ministry. Given that this may adversely impact on the delivery of service, **we are advising Management to carry out a Human Resource Planning exercise to determine the establishment size of each level and to fill posts accordingly, in line with provision made under the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report.**

Protective Equipment to the FPO Cadre

37.1.9 Since February 2020, officers operating in the port area are required to visit and inspect cold rooms on board of fishing vessels and frigo container on a rotational basis. In this context, the payment of a Cold Room Allowance to these officers has been proposed. The Bureau considers that compensation in monetary terms will not help these officers in coping with this duty. Rather, the Bureau considers that Management should ensure that employees posted/having access to cold rooms should be provided with appropriate protective equipment.

Recommendation 1

37.1.10 We recommend that appropriate personal protective equipment be provided to officers operating in the port area and who are called upon to visit and inspect cold rooms on board of fishing vessels and frigo container.

Technical Officer (Fisheries)

37.1.11 In the last Report, we allowed Technical Officers (Fisheries) to move in the salary scale of the grade of Senior Technical Officer (Fisheries). We are reviewing this provision.

Recommendation 2

37.1.12 We recommend that Technical Officers (Fisheries) :

- (i) in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 52550 on a personal basis, on the same conditions prevailing previously; and
- (ii) who join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Diploma Course

37.1.13 During meeting with the staff side, officers of the FPO Cadre informed the Bureau that the content of the Diploma course is not fully relevant to their duties and it is also of a higher level. Management, on its part, has averred that this issue may be taken into consideration for the next batch. Nevertheless, the diploma requirement cannot be amended given its wide salary implications. **Notwithstanding the above, Management may consider the advisability of providing some form of training which would eventually facilitate the following of the Diploma course.**

37.1.14 Given the relevance of the Diploma course for the effective performance of the duties at that level, there is need to sponsor officers of the FPO Cadre to follow the said course.

Recommendation 3

37.1.15 We recommend that:

- (i) Management should make necessary arrangements with the University of Technology, Mauritius or any other recognised institution, to sponsor officers of the FPO Cadre to follow the Diploma course in Fisheries Science or Fisheries Enabled Services or an equivalent qualification; and
- (ii) officers in the grade of PFPO possessing a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification should be allowed to proceed beyond the Qualification Bar (QB) inserted in their salary scale.

37.1.16 We further recommend that officers in the grades of FPO and SFPO possessing a Diploma in Fisheries Science or Fisheries Enabled Services or an equivalent qualification and who:

- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 36550 and Rs 39350 respectively on a personal basis; and

- (ii) **join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**

provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Allowances

Sea-Going Allowance

37.1.17 Officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), and officers participating in Surveillance Missions outside our EEZ, and who are not entitled to overtime, are presently paid a daily allowance for working for a period of five days at a stretch. This provision is being maintained.

Recommendation 4

37.1.18 We recommend that officers who work as observers on board vessels operating in our Exclusive Economic Zone (EEZ), and officers participating in Surveillance Missions outside our EEZ, and who are not entitled to the payment of overtime, should continue to be paid an allowance of Rs 1050 a day for working for a period of five days at a stretch.

37.1.19 We further recommend that those officers working for a lesser period should be governed by the rates and conditions provided at paragraph 37.1.21 (a) to (c).

37.1.20 Currently, Scientific/Technical staff as well as officers of the FPO Cadre who are required to go out at sea for placing and maintaining Fish Aggregating Devices (FADs), for research work and training of those fishermen working in the Aquaculture Division, the Marine Conservation Centre, the Import/Export Quarantine Clearance Unit and the Licensing Unit are paid a Sea-Going Allowance. Likewise, officers of the FPS who are required to go out at sea for afloat patrol and surveillance are also paid this allowance. This recommendation is being maintained.

Recommendation 5

37.1.21 We recommend that Scientific/Technical Staff and officers of the FPO Cadre who are required to go at sea for placing, maintaining and monitoring of Fish Aggregating Devices (FADs); for research work; for training of those fishermen working in the Aquaculture Division, Marine Conservation Centre, Import/Export Quarantine Clearance Unit and Licensing Unit; and for afloat patrol and surveillance should continue to be paid a Sea-Going Allowance as follows:

- (a) **one day's pay for working in the open sea for four hours up to 12 hours on working days.**
- (b) **one and a half day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.**

- (c) **one day's pay and one day off for working four hours to 12 hours on Public Holidays and Sundays.**

In-Attendance Allowance

37.1.22 Currently, Scientific Officers, Technical Officers and officers of the FPO Cadre, who effectively work outside normal working hours in emergency cases, are paid an In-Attendance Allowance of Rs 125 per hour. While maintaining the present arrangement, the quantum is being revised.

Recommendation 6

37.1.23 We recommend that Scientific Officers, Technical Officers and officers of the FPO Cadre, who effectively work outside normal working hours in emergency cases, should be paid an In-Attendance Allowance of Rs 130 per hour.

Rent Allowance

37.1.24 Officers of the FPS not occupying Government quarters are presently paid a Rent Allowance. We are maintaining this provision as well as the quantum of the allowance.

Recommendation 7

37.1.25 We recommend that eligible officers of the FPS not occupying Government quarters should continue to be paid a monthly Rent Allowance as specified below:

Grade	Amount (Rs)
Fisheries Protection Officer	645
Senior Fisheries Protection Officer	700
Principal Fisheries Protection Officer	895
Assistant Controller, Fisheries Protection Service	985
Deputy Controller, Fisheries Protection Service	1010
Controller, Fisheries Protection Service	1065

Diving Allowance

37.1.26 Presently, officers of the Fisheries Division who are required to perform diving duties for carrying out observation and data collection underwater are paid a Diving Allowance of Rs 660 per dive, subject to a maximum of Rs 9900 a month. We are maintaining the present provision.

Recommendation 8

37.1.27 We recommend that a Diving Allowance should continue to be paid to officers of the Fisheries Division at the rate of Rs 695 per dive, subject to a maximum of Rs 10425 a month.

37.1.28 For the purpose of implementation of the above recommendation, "diving" is referred to the "activity of working below the surface of water/under water with the aid of a breathing apparatus, excluding a snorkel".

Allowances to officers posted in Flying Squads

37.1.29 Officers of the Fisheries Protection Service who are posted in the Flying Squads are presently paid a monthly Special Duty Allowance. This provision is being retained.

Recommendation 9

37.1.30 We recommend the continued payment of a monthly Special Duty Allowance equivalent to one and half increments at the initial of their respective salary scale to officers of the FPS, posted in the Flying Squads.

37.1.31 We also recommend that officers of the FPS, in post as at the eve of the publication of the 2021 Report, drawing a higher quantum as Special Duty Allowance than what is recommended at paragraph 37.1.30 above, should continue to draw same on a personal basis.

Night Duty Allowance

37.1.32 FPOs, SFPOs and PFPOs who effectively perform night duty are presently paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period. We are maintaining this provision.

Recommendation 10

37.1.33 We recommend that FPOs, SFPOs and PFPOs who effectively work on night shift should continue to be paid a Night Duty Allowance equivalent to 25% the normal rate per hour for the hours between 2300 hours and 0500 hours, including up to a maximum of two hours lying-in period.

Risk Allowance and Training

37.1.34 Union members informed that they have been victims of assault while performing their duties and further to the Bureau's recommendation in the 2016 PRB Report, they referred their case to the Risk Assessment Committee (RAC) at the Ministry of Public Service, Administrative and Institutional Reforms. A risk assessment exercise was subsequently carried out by the Occupational Safety and Health Unit of the said Ministry and the RAC concluded that it is practically impossible to eliminate the risk of assault.

37.1.35 It has been averred that some officers were given the tonfa batons. However, they were not provided training concerning the usage of same. Hence, in case of assault they are unable to make use of that defence weapon. It is worth noting that according to their prescribed scheme of service, they are required to undergo training with the Police Force, in self-defense and in the use of weapons.

37.1.36 The Bureau considers that proper training should be provided to officers of the FPO Cadre, in line with their scheme of service.**Creation of a Bank of Fisheries Protection Officers**

37.1.37 Union members have represented that quite often they are called back on duty while being on leave or off duty to attend to emergencies. According to them, this situation arises owing to a shortage of staff. In this perspective, request was also made for the creation of a Bank of FPO in the last Report to palliate any shortage of staff and Management was informed that it would be more apt to take a decision on this issue after the conduct of an HR planning exercise. However, we were given to understand that the said exercise has not been conducted.

37.1.38 The Bureau is of the view that the above mentioned provision be reiterated or alternatively, Management should fill the vacant posts in the event that this shortage of staff is of a permanent nature.

Office Clerk

37.1.39 Provision has been made for the Ministry of Public Service, Administrative and Institutional Reforms 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 effectively clerical duties. Upon successful completion of the Award Course, the Office Clerks are allowed to move incrementally in the Master Salary Scale. We are upholding the present provision for which union members expressed their appreciation.

Recommendation 11**37.1.40 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.**

Competent Authority

37.1.41 The Competent Authority operates under the Ministry as a semi-autonomous public body and is responsible for the verification and certification of fish and fish products destined for export to member states of the European Union and non-European Union countries. The Import-Export Division of the Competent Authority implements the conservation and management measures for combatting illegal, unreported and unregulated fishing. The Competent Authority also monitors licensed fishing boats/vessels in the Exclusive Economic Zone (EEZ) of Mauritius and keeps the port free of illegal fishing boats/vessels. The importation and control of fish and fish products for human consumption as well as live aquatic animals meant for farming and ornamental purposes also fall under its responsibility.

37.1.42 In the absence of submissions in respect of the structure and the fact that no serious implementation problem has been reported, it is deemed that the present structure is appropriate.

Veterinary Officer (Competent Authority)

Recommendation 12

37.1.43 We recommend that Veterinary Officers (Competent Authority) should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 69800 on the same conditions prevailing previously, provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Special Professional Retention Allowance

37.1.44 Provision was previously made for officers of the Veterinary Officer (Competent Authority) Cadre to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Fish Inspection

37.1.45 Presently, Veterinary Officers and Senior Veterinary Officers of the Competent Authority who are required to work on a roster basis on Saturdays and Sundays for carrying out inspection and certification of fish consignments are paid a daily allowance of Rs 840. The continued payment of the allowance is recommended and its quantum is being revised.

Recommendation 13

37.1.46 We recommend that Veterinary Officers (Competent Authority) and Senior Veterinary Officers (Competent Authority), who are required to work on a roster basis on Saturdays and Sundays for inspection and certification of fish consignments, should be paid a daily allowance of Rs 880.

MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
	SHIPPING DIVISION
02 000 114	Rs 132000 Permanent Secretary
13 000 110	Rs 119500 Director of Shipping
13 000 106	Rs 107000 Secretary for Shipping Development
13 093 102	Rs 71800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Deputy Director of Shipping
13 085 099	Rs 57600 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 85250 Principal Marine Engineering Surveyor Principal Nautical Surveyor
13 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Marine Engineering Surveyor Nautical Surveyor Principal Maritime Officer Registrar of Ships Training, Certification and Standards Officer
13 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Superintendent of Shipping Senior Maritime Officer

Salary Code	Salary Scale and Grade
13 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Maritime Security Officer
13 060 088	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Naval Architect
13 059 088	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Superintendent of Shipping Marine Scientist
13 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Maritime Officer
13 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Marine Engineering Inspector Nautical Inspector
13 047 077	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Marine Information Officer Shipping Officer
24 030 063	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 - 31525 Leading Hand/Senior Leading Hand
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 (Ordinary Vehicles up to 5 tonnes)
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker

Salary Code	Salary Scale and Grade
FISHERIES DIVISION	
02 000 114	Rs 132000 Permanent Secretary
19 000 110	Rs 119500 Director of Fisheries
19 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Assistant Director (Fisheries)
19 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Divisional Scientific Officer (Fisheries)
19 059 092	Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Scientific Officer/Senior Scientific Officer (Fisheries)
19 070 088	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Controller, Fisheries Protection Service
19 068 083	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Deputy Controller, Fisheries Protection Service
19 061 081	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Controller, Fisheries Protection Service
19 053 076	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 QB 43500 Principal Fisheries Protection Officer
19 046 070	Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Senior Fisheries Protection Officer

Salary Code	Salary Scale and Grade
19 030 067	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 Fisheries Protection Officer
19 071 088	Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Principal Technical Officer (Fisheries)
19 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical Officer (Fisheries)
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Fisheries)
26 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical and Mechanical Officer (Fisheries)
13 047 078	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Fishing Boat Inspector (Engineering) Fishing Boat Inspector (Nautical)
13 038 063	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525 Motorman/Engine Driver Second-Hand Fishing (Limited)
05 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Library 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

Salary Code	Salary Scale and Grade
08 029 067	<p>Rs 16525 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</p> <p>Agricultural Clerk (Personal) <i>formerly GSC 9</i></p>
24 043 068	<p>Rs 20500 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650</p> <p>Senior Laboratory Auxiliary</p>
24 026 063	<p>Rs 15745 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</p> <p>Laboratory Auxiliary</p>
24 035 063	<p>Rs 18100 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525</p> <p>Driver (Heavy Vehicles above 5 tons) (Roster-day and night)</p>
24 040 061	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875</p> <p>Head Nursery Attendant (Fisheries) (Roster)</p>
24 026 059	<p>Rs 15745 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 - 28225</p> <p>Driver (Roster)</p>
24 030 058	<p>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</p> <p>Field Supervisor</p>
24 025 058	<p>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</p> <p>Driver Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster)</p>
24 019 050	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025</p> <p>Stores Attendant</p>

Salary Code	Salary Scale and Grade
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>
25 026 059	<p>Rs 15745 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 - 28225</p> <p>Carpenter Mason Painter Plant Mechanic</p>
13 045 078	<p>Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300 QB 41250 x 950 - 42200 x 1300 - 46100</p> <p>Skipper</p>
13 025 054	<p>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</p> <p>Deckhand/Fisherman</p>
25 019 049	<p>Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625</p> <p>Tradesman's Assistant</p>
COMPETENT AUTHORITY	
19 080 098	<p>Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250</p> <p>Head, Competent Authority</p>
19 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Veterinary Officer (Competent Authority)</p>

Salary Code	Salary Scale and Grade
19 069 089	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Veterinary Officer (Competent Authority)
19 065 083	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Senior Technical Officer (Competent Authority)
19 047 079	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Technical Officer (Competent Authority)
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker
MAURITIUS MARITIME TRAINING ACADEMY	
06 091 102	Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Head, Mauritius Maritime Training Academy
06 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Principal, Mauritius Maritime Training Academy
06 065 094	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800 Head, Deck Department Head, Engineering Department
06 047 083	Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Marine Training Officer

Salary Code	Salary Scale and Grade
06 047 081	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Instructor, Mechanical Workshop</p>
13 046 070	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Petty Officer</p>
13 031 033	<p>Rs 17045 x 260 - 17565</p> <p>Trainee Petty Officer</p>
24 025 058	<p>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</p> <p>Driver (Ordinary Vehicles up to 5 tonnes)</p>
24 022 052	<p>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</p> <p>School Caretaker</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>



38. MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE

- 38.1 The Ministry of Gender Equality and Family Welfare is entrusted with the responsibility to design and implement social policies and programmes which promote women empowerment, child development and family welfare as well as welfare of the community. It, therefore, strives to have the right conditions and environment for the harmonious development of the Mauritian children, women and their families.
- 38.2 Its main objectives are to, *inter alia*, promote and defend women's rights as human rights, work for the elimination of all forms of discrimination against women and ensure that legal measures are taken to promote equality between men and women; implement gender-sensitive macroeconomic policies and strategies, including those related to poverty alleviation; promote and defend children's rights as human rights, work for the elimination of all forms of violence and discrimination against children defined as being in the age bracket of 0 to 18 years and ensure that legal measures are taken and mechanisms are put in place to promote safety and security of children, and promote the welfare and empowerment of citizens through community based programmes for an inclusive society.
- 38.3 Activities of the Ministry are carried out through its different units, namely, the Child Development Unit, the Family Welfare and Protection Unit, the Home Economics Unit, the Gender Unit and the Planning and Research Unit; and the Social Welfare Division which has recently been transferred under its purview. It also has under its *aegis* the National Women's Council, the National Children's Council and the National Women Entrepreneur Council which have been ascribed specific roles and functions to enable the Ministry to achieve its objectives efficiently and effectively.
- 38.4 The Child Development Unit (CDU) has as main objectives to provide community safety and community actions in child protection and child welfare in general through community child protection programme and outreach programmes; and provide alternative care to abused children, ranging from temporary removal to a shelter for children in distress, to foster caring and eventually as a last resort, committal to a charitable institution, among others. The CDU operates through six outstations across the country to provide support services and first-hand counselling to all victims of violence. A 24-hour service is offered through hotline 113 where the public can report, anonymously or non-anonymously, cases of children at risk.
- 38.5 Likewise, the Family Welfare and Protection Unit was set up in July 2003 to implement policies and programmes in favour of families and to address the problem of Gender-Based violence. It has a network of six Regional Offices known as Family Support Bureau and offers services such as first-hand counselling; psychological counselling; legal advice; and assistance to victims of domestic violence. Officers are also on-call on a 24-hour basis on hotlines 139 and 119, to attend to emergency cases.
- 38.6 Its Home Economics Unit aims at promoting the social and economic empowerment of women and the community at large through capacity building programmes pertaining to the field of Home Economics. It is responsible for the planning,

organisation, implementation and evaluation of training programmes in the field of Home Economics and related areas. Currently, there are four regional home economics resource centres which serve as training centres cum regional offices for Home Economics staff.

- 38.7 In the same line, Gender Unit provides services through women empowerment centres for the empowerment of women in order to achieve gender equality. Training courses on bag making, cookery, dress making, handicraft, embroidery, floral arrangement and adult literacy programmes are delivered in the women empowerment centres. The ultimate goal of the unit is to offer services that empower women to be "at par" with men.
- 38.8 The Planning and Research Unit acts as a coordination and support Unit which provides technical back up to all the units and parastatal bodies operating under the *aegis* of the Ministry. It is responsible for the preparation of policies, programmes, projects, action plans and reports on issues relating to women, child development and family welfare.
- 38.9 Furthermore, the Social Welfare Division is responsible for the management of 57 social welfare centres through the formulation of policies and programmes and that are in line with the Government programme. This division is headed by the Social Welfare Commissioner. He is assisted by the Deputy Social Welfare Commissioner and supported by officers in the grades of Principal Social Welfare Officer, Senior Social Welfare Officer and Social Welfare Officer.
- 38.10 In the context of this Report, the Bureau had consultations with both the Management and Unions. The main requests of Unions pertained to an upward review in the salary of some grades; upgrading of qualifications of certain grades such as Coordinator and Family Welfare and Protection Officer; the creation as well as restyling of grades; increase in the quantum of existing allowances; and removal of the Qualification Bar in the salary scale of the grade of Social Welfare Officer, among others.
- 38.11 Management made proposals for the creation of a series of new grades namely, Head, Alternative Care Unit; Deputy Head for some units; Integrated Support Officer; Monitoring and Evaluation Officer; Research Assistant; Principal Psychologist; Guardian Ad Litem. They equally requested, among others, to remove the Qualification Bar in the salary scale of the grade of Social Welfare Officer; and improve the benefits attached to the grade of Enforcement Officer.
- 38.12 During consultations, both parties were apprised of the Bureau's policy for the creation of grades which is based on the functional needs of the organisation. In regard to alignment of salaries, parties were informed that such requests are examined taking into consideration, among others, the qualifications requirement, nature of duties, level of operation and responsibility; and that requests for upgrading in qualifications should be substantiated by a corresponding evolution in the job complexity and nature of duties.

- 38.13 Management apprised the Bureau during consultations that its demands for the creation of several grades would no longer be warranted since the working arrangements had changed. However, Management later on forwarded submissions for the creation of the grades of Director, Technical Services; and Family Welfare and Protection Officer (Roster – day and night). Upon examining the proposal for the creation of a grade of Director, Technical Services, it was observed that there is no functional need for this level at this stage since there is a Permanent Secretary to look into the coordination and evaluation of the overall operational procedures of the different technical units. Creation of the grade of Family Welfare and Protection Officer (Roster - day and night) could not be acceded to since with the payment of On-Call and In-Attendance Allowances, the existing reward package of incumbents is on the better side.
- 38.14 Additionally, Management submitted at a later stage a new set of proposals following the introduction of a new Children’s Bill which included a revamping of the existing structure. However, the Children’s Act was not yet proclaimed at the time of publication of this Report. On this basis, any new position in line with the Children’s Act would be considered once the Bill is proclaimed. As such, a revamping of the present structure, based on functional needs, would be considered on an *ad hoc* basis after the publication of the Report.
- 38.15 After examining each submission, the Bureau is making appropriate recommendations in the ensuing paragraphs for those requests that are meritorious.

Monitoring and Evaluation Officer (New Grade)

- 38.16 During consultations, Management informed, among others, that the Planning and Research Unit is called upon to monitor and evaluate projects being carried out by all units. A request was, therefore, made for the creation of a grade of Monitoring and Evaluation Officer, to enable a proper monitoring and evaluation of projects/programmes, in line with international practice. We have also been apprised that this grade is essential for a proper functioning of the unit.

Recommendation 1

- 38.17 We recommend the creation of a grade of Monitoring and Evaluation Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Finance or Economics or Statistics or Project Management from a recognised institution or an equivalent qualification acceptable to the Public Service Commission and reckoning at least two years’ post-qualification experience in monitoring and evaluation of projects and programmes.**
- 38.18 Incumbents would be responsible to the Head, Planning and Research Unit, and would be called upon, among others, to: provide technical support in the design, monitoring and evaluation of gender based programmes; assist in developing tools and terms of reference for baseline surveys/evaluation of development programmes/projects and/or any research to be undertaken by the Ministry; supervise the baseline

survey/evaluation exercises; organise and conduct training on monitoring and evaluation for the technical staff; and coordinate a process of compiling evidence of good practices through proper assessment and documentation of better practices.

Child Development Unit

Commuted Allowance

38.19 The Head, Child Development Unit, who is required to be 'On-Call' after normal working hours, during Weekends and Public Holidays, is presently paid a monthly Commuted Allowance for monitoring and supervising the duties of a team after normal working hours. We are, in this review, revising the quantum of the allowance.

Recommendation 2

38.20 We recommend that the monthly Commuted Allowance being paid to the Head, Child Development Unit for monitoring and attending to cases related to child abuse/violence after normal working hours, during Weekends and Public Holidays be revised to Rs 6400.

Family Welfare and Protection Unit

Commuted Allowance

38.21 The Head, Family Welfare and Protection Unit, who is required to be 'On-Call', is presently paid a monthly Commuted Allowance to monitor and supervise officers in the unit after normal working hours. We are, in this review, revising the quantum of the allowance.

Recommendation 3

38.22 We recommend that the monthly Commuted Allowance being paid to the Head, Family Welfare and Protection Unit for monitoring and attending to cases related to domestic violence after normal working hours, during Weekends and Public Holidays be revised to Rs 6400.

Family Welfare and Protection Officer

38.23 Presently, Family Welfare and Protection Officers, possessing a Degree in the relevant field, are allowed to move incrementally in the Master Salary Scale after drawing their top salary for a year. This arrangement should continue to prevail.

Recommendation 4

38.24 We recommend that officers in the grade of Family Welfare and Protection Officer possessing a Degree in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 46100 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Time-Off Facilities

38.25 Provisions were made in our previous Report for incumbents in the grade of Family Welfare and Protection Officer who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, to be granted equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant, upon application, time-off within a period of four months, the officers are compensated at the normal hourly rate, subject to having put in a minimum of 15 extra hours in a month. **This whole arrangement is still effective and should continue.**

Allowance (Hot Line Service)

38.26 Officers of the Ministry who attend to the 24-hour hotline service to provide first hand counselling and advice to the public on any family related issue/problem and in particular to desperate persons who are in urgent need of help and support are currently granted an all-inclusive allowance (excluding travelling). We are, in this Report, revising the quantum of the allowance.

Recommendation 5

38.27 We recommend that the all-inclusive allowance (excluding travelling) being paid to officers who are required to answer phone calls received after office hours during Weekdays, Weekends and Public Holidays through the three digits Hotline Intervention of the Ministry for the purpose of first hand counselling, advice or intervention into family and child abuse/violence cases, as appropriate, should be revised as follows:

Period	All-inclusive Allowance (excluding travelling)
Weekdays From 1600 hours to 0900 hours the following day	Rs 340 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day	Rs 470 per day/night period

Risk Allowance

38.28 Officers of the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations/environment are being paid a monthly Risk Allowance. This provision is still effective.

Recommendation 6

38.29 We recommend that officers working in the Child Development Unit and Family Welfare and Protection Unit who, by nature of their work, are exposed to very risky situations and environment should continue to be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of their respective salary scale.

38.30 We also recommend that officers working in the Child Development Unit and Family Welfare and Protection Unit, in post as at the eve of the publication of the 2021 Report drawing a higher quantum as Risk Allowance than what is recommended at paragraph 38.28 above, should continue to draw same on a personal basis.

Home Economics Unit

Senior Home Economics Officer

38.31 Provision exists for Senior Home Economics Officers possessing the relevant Degree or an equivalent qualification to move incrementally in the Master Salary Scale. This arrangement is still valid and should continue. We recommend accordingly.

Recommendation 7

38.32 We recommend that officers in the grade of Senior Home Economics Officer possessing a Degree in Home Economics or Home Science or Food Science or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 55900 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Enforcement Officer

38.33 As per its current scheme of service, Enforcement Officers are called upon to monitor, carry out inspections/checks and ensure follow-up actions at Child Day Care Institutions as well as Shelters/Child Residential Institutions to ensure compliance with set Regulations/Guidelines.

38.34 During consultations, the staff side has submitted that site visits are being conducted on a priority needs basis all over the island due to lack of transport facilities at the Ministry. Hence, officers have to attend to the maximum complaints possible whenever the transport facility is available to them. As a result, inspections are not being carried out on a regular basis and sufficient time is not being devoted to each case properly, which subsequently impedes on service delivery.

38.35 The Bureau considers that the inspections and follow-up actions at Child Day Care Institutions are core functions of the Enforcement Officers and is vital, especially as it concerns the health and safety of children. The delay in attending to complaints may increase the risks of child abuses. We have examined the issue and are making appropriate recommendations.

Recommendation 8

38.36 We recommend that the Ministry considers the advisability of providing regular transport facilities to Enforcement Officers in order to ensure that complaints are being attended to without delay.

38.37 Enforcement Officers are also required to carry out inspections at illegal Child Day Care Centres. It has been represented that officers in the grade of Enforcement Officer

are very often verbally abused during their site visits in such centres. Hence, the staff side have requested for the payment of a risk allowance.

- 38.38 However, the Bureau considers that the grant of a risk allowance would not curb down the risks faced by these officers during their inspections. Alternatively, it would be appropriate if the services of officers of the Police Department could be solicited in this regard. We recommend accordingly.

Recommendation 9

- 38.39 We recommend that the Ministry should make necessary arrangements with the Police Department for their officers to accompany Enforcement Officers during their site visits at illegal Child Day Care Centres.**

Principal Psychologist (New Grade)

- 38.40 Union members made submissions with respect to the creation of a grade of Principal Psychologist. Both Management and staff side requested for incumbent to be entrusted with the responsibility to supervise and ensure the smooth running of psychological services provided to the different stakeholders. After examining the justifications provided for the organisational need of this grade, the Bureau is recommending accordingly.

Recommendation 10

- 38.41 We recommend the creation of a grade of Principal Psychologist. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Psychologist/Senior Psychologist reckoning at least four years' service in a substantive capacity in the grade.**

- 38.42 Incumbent would be required to, *inter alia*, carry out clinical supervision; vet psychological assessment reports and data related to psychometric testing; conduct training and research; devise appropriate rehabilitation programmes for perpetrators of violence; and arrange for the provision of debriefing services for staff of the Ministry and evaluation of same.

Functions of the Guardian Ad Litem

- 38.43 Both Union and Management have requested for the creation of a grade of Guardian Ad Litem which, according to them is based on the provision of the Children's Act 2020. The duties, as stipulated in the Act, are to advocate for the child's best interests before a court; monitor the child's best interests, including any impact caused by the involvement in the justice process, throughout the investigation and the judicial proceedings on the child; and make recommendations related to the child's best interests to the Director of Public Prosecutions, the Police and any other person or body in relation to any court proceedings involving the child. Presently, the Psychologist/Senior Psychologists are already providing support to children involved in court proceedings. Upon examination of the Act, it was found that reference is made therein to the functions and not to the creation of a dedicated grade.

- 38.44 Another observation made is that the qualifications proposed for the grade of Guardian Ad Litem is a Master's Degree in Psychology/Counselling, that is, one of the qualifications requirement of the grade of Psychologist/Senior Psychologist. Given that if a grade of Guardian Ad Litem is created, it would be a stand-alone grade, which the Bureau is not in favour of creating as incumbents would not have a proper career path.
- 38.45 In the light of the above discussion, it would, therefore, not be appropriate to provide for a stand-alone grade. The Bureau believes that instead the scheme of service of the grade of Psychologist/Senior Psychologist should be reviewed to include the functions pertaining to Guardian Ad Litem. **Should the need arise, the Ministry may consider the advisability of increasing its staff size to be able to accommodate the new functions.**

Recommendation 11

- 38.46 We recommend that the scheme of service of the grade of Psychologist/Senior Psychologist be amended to include the functions ascribed to the Guardian Ad Litem.**

Allowance for Clinical Services

- 38.47 At present, Psychologists/Senior Psychologists of the Ministry possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology or Psychology with specialisation in Clinical Psychology, with clinical experience and who are required, over and above their normal duties, to provide clinical services to children and their families, are paid an allowance. We are maintaining the payment of the allowance.

Recommendation 12

- 38.48 We recommend that officers in the grade of Psychologist/Senior Psychologist possessing a postgraduate qualification in Clinical Psychology or Counselling Psychology or Psychology with specialisation in Clinical Psychology, with clinical experience and who are regularly required to provide clinical services to children and their families, over and above their prescribed duties should continue to be paid an allowance equivalent to two increments at the point reached in their salary scale subject to the approval of the Supervising Officer.**

"On-Call" and "In-Attendance" Allowances

- 38.49 Presently, officers in several grades are being paid "On-Call" and "In-Attendance" Allowances for the provision of an emergency service after official hours of work on a rotational basis and to attend to people in distress at nights during Weekdays, Weekends and on Public Holidays. The quantum of the allowance is being revised in this Report.

Recommendation 13

38.50 We recommend that the "On-Call" and "In-Attendance" Allowances being paid to officers of the Ministry who are required to attend to emergencies be revised as follows:-

Grade	Period	"On-Call" Allowance Rs	"In-Attendance" during On-Call Rs/hour
Psychologist/Senior Psychologist	Weekdays 1600 hours to 0900 hours the following day	Rs 315 daily	Rs 160 per hour of attendance up to a maximum of Rs 640 per day/ night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 470 daily	Rs 160 per hour of attendance up to a maximum of Rs 960 per day/ night period.
Coordinator	Weekdays 1600 hours to 0900 hours the following day	Rs 265 daily	***
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 395 daily	***
Principal Family Welfare and Protection Officer Senior Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 175 daily	
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 265 daily	***
Inspector of Police Police Sergeant Police Constable Nursing Officer Family Welfare and Protection Officer	Weekdays 1600 hours to 0900 hours the following day	Rs 175 daily	Rs 85 per hour of attendance up to a maximum of Rs 510 per day/ night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 265 daily	Rs 85 per hour of attendance up to a maximum of Rs 680 per day/ night period.
Child Care Worker	Weekdays 1600 hours to 0900 hours the following day	Rs 130 daily	Rs 70 per hour of attendance up to a maximum of Rs 420 per day/night period.
	Saturdays, Sundays and Public Holidays 0900 hours to 0900 hours the following day	Rs 195 daily	Rs 70 per hour of attendance up to a maximum of Rs 560 per day/ night period.

Grade	Period	"On-Call" Allowance Rs	"In-Attendance" during On-Call Rs/hour
Driver	Weekdays 1645 hours to 0745 hours the following day	Rs 110 daily	***
	Saturdays, Sundays and Public Holidays 0745 hours to 0745 hours the following day	Rs 165 daily	
*** Overtime at the rates in force for attendance outside normal working hours.			

Loan Facilities to Enforcement Officers

Recommendation 14

38.51 We recommend that Enforcement Officers should be granted loan facilities for the purchase of a car on the same terms and conditions as laid down at paragraph 16.2.45(g) of Volume 1 of this Report.



38.1 SOCIAL WELFARE DIVISION**Specific Provision for Deputy Social Welfare Commissioner****Recommendation 1**

38.52 We recommend that officers in the grade of Deputy Social Welfare Commissioner possessing a Degree in Social Work or a related field should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Senior Social Welfare Officer**Social Welfare Officer****Recommendation 2**

38.53 We recommend that officers in the grades of Senior Social Welfare Officer and Social Welfare Officer possessing a Diploma in Social Work or an equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary points Rs 49250 and Rs 46100 respectively, provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

MINISTRY OF GENDER EQUALITY AND FAMILY WELFARE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
23 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Co-ordinator Family Counselling Officer
19 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Principal Psychologist (New Grade)

Salary Code	Salary Scale and Grade
19 063 092	<p>Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800</p> <p>Psychologist/Senior Psychologist</p>
23 061 083	<p>Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200</p> <p>Principal Family Welfare and Protection Officer</p>
23 055 079	<p>Rs 25525 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675</p> <p>Senior Family Welfare and Protection Officer</p>
23 041 077	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Family Welfare and Protection Officer</p>
18 041 076	<p>Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Enforcement Officer</p>
05 047 074	<p>Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250</p> <p>Documentalist</p>
23 038 074	<p>Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250</p> <p>Integrated Support Officer (Shift)</p>
24 033 061	<p>Rs 17565 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</p> <p>Driver (Bibliobus)</p>

Salary Code	Salary Scale and Grade
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
24 022 052	Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950 Gardener/Nursery Attendant
24 021 051	Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 Surveillant (Personal) <i>formerly Security Guard (Personal)</i>
24 019 050	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Stores Attendant
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
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker General Worker (Ex-SMEDA) (Personal)
GENDER UNIT	
23 096 099	Rs 77950 x 2150 – 82250 x 3000 – 85250 Head, Gender Unit
23 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Gender and Development Officer

Salary Code	Salary Scale and Grade
HOME ECONOMICS UNIT	
23 080 098	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 Head, Home Economics Unit (Personal)
23 062 082	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550 Senior Home Economics Officer
23 041 077	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800 Home Economics Officer
23 029 066	Rs 16525 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 – 34000 Instructor (Personal)
CHILD DEVELOPMENT UNIT	
23 096 099	Rs 77950 x 2150 – 82250 x 3000 – 85250 Head, Child Development Unit
23 033 070	Rs 17565 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 – 35650 x 900 – 37450 Child Welfare Officer (Personal)
23 026 065	Rs 15745 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 – 33175 Child Care Worker
PLANNING AND RESEARCH UNIT	
23 096 099	Rs 77950 x 2150 – 82250 x 3000 – 85250 Head, Planning and Research Unit

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Monitoring and Evaluation Officer (New Grade)
23 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Research Officer
FAMILY WELFARE AND PROTECTION UNIT	
23 096 099	Rs 77950 x 2150 – 82250 x 3000 – 85250 Head, Family Welfare and Protection Unit
SOCIAL WELFARE DIVISION	
23 098 101	Rs 82250 x 3000 – 88250 x 3125 – 91375 Social Welfare Commissioner
23 069 088	Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Deputy Social Welfare Commissioner
23 063 083	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Principal Social Welfare Officer
23 053 079	Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 Senior Social Welfare Officer
23 038 077	Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800 Social Welfare Officer



39. MINISTRY OF ARTS AND CULTURAL HERITAGE

- 39.1 The Ministry of Arts and Cultural Heritage aims at promoting Mauritian arts and cultural values; and preserving the tangible, intangible and documentary heritage including written and spoken languages. Its objectives are to: preserve and foster cultural values both at individual and collective levels; promote cultural interaction among different cultural components within the country and abroad for mutual understanding and enrichment; upgrade, strengthen and extend the existing cultural infrastructure and construct new structures; provide support to association of artists and to individuals involved in artistic and cultural heritage activities; organise cultural activities for the public at large; encourage the development of a dynamic arts, culture and heritage sector; and consolidate national unity.
- 39.2 In line with its strategic direction for the year 2020, the Ministry intends, among others, to: support artists and performers to showcase their creations; protect and promote our cultural heritage through the revamping of the National Heritage Act to further safeguard our tangible and intangible Cultural Heritage including relics, archaeological artefacts, underwater heritage and historical remnants of flora and fauna; ensure the transmission of Intangible Cultural Heritage to the youth; promote cultural and heritage tourism; and transform Mauritius into a preferred shooting destination.
- 39.3 The Ministry encompasses under its portfolio the Centre de Lecture Publique et d'Animation Culturelle (CELPAC) Unit which aims at providing library facilities to the public and promoting cultural activities by encouraging and promoting reading through artistic, cultural and educational activities; and make reading material easily accessible to the public. The National Archives Department and the Film Classification Board as well as a few parastatal bodies equally operate under the *aegis* of the Ministry and have been reported upon separately in this Report.
- 39.4 A Permanent Secretary is the accounting officer and is responsible for the overall administration and general supervision of the departments/units falling under the portfolio of the Ministry. Incumbent is shouldered in the performance of his duties by officers of the administrative, professional and technical cadres as well as those of the General Services. The Director of Culture is at the apex of the technical arm of the Ministry and is assisted in his day-to-day activities by officers of the Culture Officer and Arts Officer Cadres. The CELPAC Unit is headed by a Coordinator, who in turn is assisted by an Assistant Coordinator, Library and Animation Officer/Senior Library and Animation Officers and other employees in supporting grades.
- 39.5 In the context of this review exercise, the union members made representations, among others, to: restyle certain positions; review the mode of appointment of a few grades; create supervisory levels in certain cadres; increase establishment size; and grant enhanced conditions of service. In addition, they requested to elongate the salary scale of the grade of Culture Officer to reduce attrition rate; harmonise the salary grading for grades requiring a Diploma across the Civil Service; and amend the mode of appointment of the grade of Assistant Coordinator, so that recruitment be

made among serving Library and Animation Officer/Senior Library and Animation Officers.

- 39.6 Management on its side submitted, *inter alia*, that: the salary and qualifications requirement of the grade of Arts Officer be aligned with those of other grades in the Civil Service where a Diploma qualification is required; the proviso in the scheme of service of the grade requiring Arts Officers to follow a Diploma course, as approved and arranged by the Ministry, be waived; and the salary of the grade of Chief Arts Officer be aligned with that of the grade of Principal Culture Officer. In addition, request has been made to: create the grade of Scene-Shifter/Mechanist; and grant of enhanced travelling benefits to officers of certain grades.
- 39.7 The proposals of all parties were examined and we view that: new grades are created based on functional needs; an upgrading in qualifications requirement should be in consonance with the nature and level of duties performed and may not necessarily warrant an upgrading of the salary scale of the grade; and a few requests pertained to internal issues which need to be dealt with administratively.
- 39.8 We are, in this Report, making appropriate recommendations for those proposals which are meritorious. We are, therefore, reviewing the mode of appointment to the grades of Arts Officer and Assistant Coordinator, CELPAC; providing for the Ministry to sponsor officers in the grade of Library and Animation Officer/Senior Library and Animation Officer to follow a Certificate course; providing for the grant of time-off facilities to concerned officers; and maintaining the continued payment of existing allowances.

Arts Officer

- 39.9 At present, the grade of Arts Officer is filled by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in one of the areas of arts i.e. cinema, dance, dramatic arts or music. In the absence of qualified candidates, selection is made from among candidates who possess a Cambridge School Certificate with credit in at least five subjects; and a Cambridge Higher School Certificate. They are required to follow a course leading to the obtention of a Diploma in one of the areas of arts i.e. cinema, dance, dramatic arts or music and on successful completion of the course, they are considered for appointment as Arts Officer in a substantive capacity.
- 39.10 During the consultative meeting, Management apprised the Bureau that given there are qualified Diploma holders on the market, the proviso in the scheme of service of the grade of Arts Officer requiring the Ministry to sponsor the officers to follow the Diploma course be waived such that recruitment to the grade be made by selection from among candidates possessing a Cambridge Higher School Certificate and a Diploma in one of the areas of Arts.

39.11 The submission of Management was examined and considering that qualified candidates possessing the required Diploma are available in the market, we are acceding to same. We, however, hold that newly recruited Arts Officers should undergo on-the-job training for appointment to the grade for an enhanced service delivery. We are, therefore, making recommendations to that end.

Recommendation 1

39.12 We recommend that, in future, appointment to the grade of Arts Officer should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained in one Certificate at the General Certificate of Education 'Advanced Level' and a Diploma obtained after having successfully completed a one-year full-time course or a two-year part-time course in any one of the areas of Arts that is Cinema, Dance, Dramatic Arts or Music.

39.13 We further recommend that the scheme of service of the grade of Arts Officer be amended to include a proviso requiring candidates to undergo on-the-job training in all aspects of the work of an Arts Officer for a period of at least one year, so that appointment to the grade in a substantive capacity would only be made on satisfactory completion of the training and on being favourably reported upon.

Time-Off Facilities

39.14 Officers of the Arts Officer and Cultural Officer Cadres, along with the Theatre Superintendent are granted time-off for working outside normal working hours on a regular basis, to organise artistic and cultural activities. In the event time-off cannot be granted within a period of four months, they are compensated at normal hourly rate, subject to putting in a minimum number of hours in a month. We are retaining this provision.

Recommendation 2

39.15 We recommend that officers of the Arts Officer and Culture Officer Cadres as well as the Theatre Superintendent, who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, should as far as possible be granted, on application, equivalent time-off within the current month for the extra hours put in. However, where it has not been possible for Management to grant time-off within a period of four consecutive months, the officers should be compensated at the normal hourly rate per extra hour, subject to their having put in a minimum of 15 extra hours in a month.

'On-Call' and 'In-Attendance' Allowances

39.16 At present, "on-call" and "in-attendance" allowances are being paid to the Theatre Manager and Theatre Superintendent for attending rehearsals and events which are hosted after normal working hours. Since this arrangement is appropriate, we are maintaining the continued payment of these allowances.

Recommendation 3

39.17 We recommend that the Theatre Manager and Theatre Superintendent should be paid:

- (i) a daily "On-Call" Allowance of Rs 115; and**
- (ii) an "In-Attendance" Allowance when attending to rehearsals and events after normal working hours at the normal hourly rate for every hour of attendance.**

Height Allowance

39.18 During the performance of their duties, Technicians (Light/Sound) (Roster – Day and Night) and Electricians are required to climb scaffolds of a height between 20 and 30 feet for rigging and focusing projectors. In this context, they are paid a Height Allowance for the time put in to carry out such work. We are retaining the payment of the allowance while extending it to Senior Technicians (Light/Sound) (Roster – Day and Night).

Recommendation 4

39.19 We recommend that employees in the grades of Technician (Light/Sound) (Roster– Day and Night) and Senior Technician (Light/Sound) (Roster– Day and Night) as well as Electricians who during the course of their duties effectively climb scaffolds of a height ranging from 20 to 30 feet for rigging and focusing projectors be paid a Height Allowance at the rate of 80% of the normal hourly rate for every hour put-in in carrying out this task.

Centres de Formation Artistique

39.20 At present, instructors/resource persons dispensing short-term courses at the "Centres de Formation Artistique" in the fields of photography, sound and light techniques, classical Indian dance, painting, tabla, among others, are paid a sessional fee. We are maintaining this arrangement and harmonising the fees payable in other organisations.

Recommendation 5

39.21 We recommend that qualified instructors and non-qualified instructors/resource persons dispensing courses at the "Centres de Formation Artistique" as at the eve of publication of this Report should be paid Rs 350 and Rs 300 per session of 1 ¼ hours duration respectively, on a personal basis.

39.22 We further recommend that for future recruitment, the rate of payment per session of 1¼ hours duration for dispensing courses at the "Centres de Formation Artistique" should be Rs 235 for qualified instructors and Rs 165 for non-qualified instructors/resource persons.

Roster and Staggered Hours

39.23 Grades provided in the table below are categorised as those operating on staggered or roster basis. **This element has been taken into consideration in determining the recommended salary for these grades.**

Staggered Hours	Roster
All grades of the Culture Officer and Arts Officer cadres	Driver (Roster)
Library and Animation Officer/Senior Library and Animation Officer	Driver (Roster-Day and Night)
Theatre Superintendent	Driver (Heavy Vehicles above 5 tons) (Roster – Day and Night)
Theatre Manager	Public Address Operator
	Technician (Light/Sound) (Roster– Day and Night)
	Senior Technician (Light/Sound) (Roster– Day and Night)

CELPAC Unit

Assistant Coordinator, CELPAC

39.24 The grade of Assistant Coordinator, CELPAC is presently filled by selection from among serving officers who reckon at least four years' service in a substantive capacity in their respective grade and who possess a Diploma in Information System or Library and Information Science or Administration or Management or an equivalent qualification.

39.25 The staff side represented that the mode of appointment to the grade of Assistant Coordinator, CELPAC be amended to enable the serving Library and Animation Officer/Senior Library and Animation Officers to apply for the post. Management was equally agreeable to the proposal.

39.26 After examining the request, we opine that there is merit in the proposal.

Recommendation 6

39.27 We recommend that, in future, appointment to the grade of Assistant Coordinator, CELPAC should be made by selection from among officers in the grade of Library and Animation Officer/Senior Library and Animation Officer who possess a Diploma in Information System or Library and Information Science or Administration or Management or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the grade. In the absence of qualified serving Library and Animation Officer/Senior Library and Animation Officers, appointment should be made by selection from among

serving officers who possess the required qualifications and reckon at least four years' service in a substantive capacity in their respective grade.

- 39.28 The Union has equally requested for the creation of a grade of Principal Library and Animation Officer as there is need for a level to be responsible to monitor the functioning of the different Centre de Lecture et d'Animation Culturelle (CLAC) around the island and as a career path for the Library and Animation Officer/Senior Library and Animation Officers. Management on its side viewed that there is presently no functional need for such a level as its creation would lead to a duplication of duties with the existing grades of Assistant Coordinator, CELPAC and Coordinator, CELPAC, the moreso, the latter grades exist as a promotional avenue for the Library and Animation Officer/Senior Library and Animation Officers.
- 39.29 We have examined the submissions of both parties and subscribe with the views of the Ministry. **We, however, consider that the Ministry of Arts and Cultural Heritage should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to increasing the establishment size of the grade of Assistant Coordinator, CELPAC so as to enable the Unit to better deliver on its mandate and attain its objectives in an effective manner.**

Library and Animation Officer/Senior Library and Animation Officer

- 39.30 At present the grade of Library and Animation Officer/Senior Library and Animation Officer is filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects; a Cambridge Higher School Certificate; and Certificate in Library Studies or Librarianship or Information Studies. In the absence of qualified candidates, appointment to the grade is made by selection from among candidates possessing a Cambridge School Certificate, with credit in at least five subjects and a Cambridge Higher School Certificate. They are appointed in a temporary capacity and are required to follow at their own cost, a course leading to a Certificate in Library Studies or Librarianship or Information Studies. Appointment to the grade in a substantive capacity is thereafter made upon successful completion of the course.
- 39.31 During consultation, Management informed that problems are being faced to recruit and retain officers in the grade of Library and Animation Officer/Senior Library and Animation Officer. We have also been apprised that the turnover rate of the grade is relatively high inasmuch as, in certain CLACs there is no Library and Animation Officer/Senior Library and Animation Officer and the duties are being carried out by Office Auxiliaries/Senior Office Auxiliaries. To address this problem, Management proposed for the officers to be sponsored to follow the Certificate course in Library Studies.
- 39.32 After duly examining the different views, we consider that the proposed course of action by Management is justified as it may address the problem of retention at the level of Library and Animation Officer/Senior Library and Animation Officer.

Recommendation 7**39.33 We recommend that:**

- (i) in future, appointment to the grade of Library and Animation Officer/Senior Library and Animation Officer should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects and a Cambridge Higher School Certificate; and
- (ii) the Ministry should sponsor the Library and Animation Officer/Senior Library and Animation Officers appointed in a temporary capacity, to follow a course leading to a Certificate in Library Studies or Librarianship or Information Studies and on successful completion of the course, they be considered for appointment in the grade in a substantive capacity.

Allowance to Word Processing Operator (Oriental Language)

39.34 At present, Word Processing Operators (Oriental Language) who are also called upon to type in other languages such as English/French/Kreol are entitled to the payment of a monthly allowance of Rs 265. The quantum of this allowance is being revised.

Recommendation 8

39.35 We recommend that Word Processing Operators (Oriental Language) who are also called upon to type work in other languages such as English/French/Kreol be paid a monthly allowance of Rs 280.

MINISTRY OF ARTS AND CULTURAL HERITAGE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
05 000 106	Rs 107000 Director of Culture
05 091 102	Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500 Deputy Director of Culture

Salary Code	Salary Scale and Grade
05 080 096	Rs 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950 Principal Culture Officer
05 073 092	Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 Senior Culture Officer
05 058 088	Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Culture Officer
05 070 088	Rs 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Chief Arts Officer
05 067 083	Rs 34825 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Principal Arts Officer
05 054 079	Rs 25000 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675 Senior Arts Officer
05 038 077	Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Arts Officer
05 063 088	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Coordinator, CELPAC
05 060 083	Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 Assistant Coordinator, CELPAC

Salary Code	Salary Scale and Grade
05 058 088	<p>Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700</p> <p>Theatre Manager</p>
05 037 077	<p>Rs 18650 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Theatre Superintendent</p>
05 031 071	<p>Rs 17045 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 – 35650 x 900 – 37450 x 950 – 38400</p> <p>Library and Animation Officer/Senior Library and Animation Officer</p>
22 044 077	<p>Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800</p> <p>Senior Technician (Light/Sound) (Roster– Day and Night)</p>
22 043 076	<p>Rs 20500 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500</p> <p>Technician (Light/Sound) (Roster– Day and Night) (Personal to officers in post as at 31.12.20)</p>
22 035 072	<p>Rs 18100 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 - 39350</p> <p>Technician (Light/Sound) (Roster– Day and Night)</p>
08 029 066	<p>Rs 16525 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 – 34000</p> <p>Word Processing Operator (Oriental Language)</p>
10 026 065	<p>Rs 15745 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 – 33175</p> <p>Public Address Operator (Roster)</p>

Salary Code	Salary Scale and Grade
10 025 064	<p>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 – 32350</p> <p>Public Address Operator (Personal to holder in post as at 30.06.08)</p>
25 026 059	<p>Rs 15745 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 – 28225</p> <p>Carpenter Electrician</p>
24 035 063	<p>Rs 18100 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525</p> <p>Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)</p>
24 030 063	<p>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 – 31525</p> <p>Leading Hand/Senior Leading Hand</p>
24 027 060	<p>Rs 16005 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 – 29050</p> <p>Driver (Roster – Day and Night)</p>
24 026 059	<p>Rs 15745 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 – 28225</p> <p>Driver (Roster) (Personal to employees in post as at 30.06.08)</p>
24 025 058	<p>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</p> <p>Driver</p>
24 022 055	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25525</p> <p>Attendant/Senior Attendant (Arts and Culture)</p>
24 022 052	<p>Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950</p> <p>Gardener/Nursery Attendant</p>

Salary Code	Salary Scale and Grade
24 019 050	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Stores Attendant
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
24 001 045	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker

FILM CLASSIFICATION BOARD

- 39.36 Established under the Films Act 2002, the Film Classification Board (FCB) functions in a regulatory capacity as a Unit of the Ministry of Arts and Cultural Heritage. The FCB is also governed by the Films Regulations 2009 and the Stage Plays Act 1951.
- 39.37 Its objectives are, *inter alia*, to: protect viewers of films and publicity materials from exposure to unsolicited or offensive materials; safeguard children from harmful materials; and to assist viewers to make informed choice about films and publicity materials.
- 39.38 The Secretary, who is also the Chief Executive of the Board, is responsible for the day-to-day administration of the FCB. He is assisted in his functions by officers in the Projectionist Cadre and other supporting personnel.
- 39.39 Neither the staff side nor Management has submitted any proposal for this review exercise. Furthermore, the parent Ministry has apprised the Bureau that the present structure is fit for purpose and appropriate in enabling the FCB to attain its objectives. We are, thus, maintaining the current structure while revising the quantum of the existing allowance.

Allowance in connection with Film Censorship

- 39.40 At present, officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Executive Assistant; Senior Projectionist; and Projectionist are paid an allowance on a sessional basis, for sessions of at least two hours whenever they are called upon to perform duties related to censorship of films beyond their normal working hours. The quantum of this allowance is being revised.

Recommendation 9

39.41 We recommend that officers in the grades of Secretary, Film Classification Board; Assistant Secretary, Film Classification Board; Senior Projectionist; and Projectionist should be paid an allowance on a sessional basis, for sessions of at least two hours whenever they are called upon to perform duties related to censorship of films beyond their normal working hours as hereunder:

Grade	Allowance per session (Rs)
Secretary, Film Classification Board	525
Assistant Secretary, Film Classification Board	450
Senior Projectionist	380
Projectionist	380

FILM CLASSIFICATION BOARD**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
08 069 088	Rs 36550 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700 Secretary, Film Classification Board
08 049 076	Rs 22625 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 Assistant Secretary, Film Classification Board
10 051 074	Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250 Senior Projectionist
10 032 069	Rs 17305 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 – 35650 x 900 – 36550 Projectionist



39.1 NATIONAL ARCHIVES DEPARTMENT

- 39.1.1 The National Archives Department (NAD) serves as the central repository of public records and caters for the preservation of their archival value for current and future use by Government, citizens of Mauritius and International users. It has in its store an array of rich and diverse records which are of significant interest to all users and are invaluable for historical, genealogical, cultural, administrative, legal purposes, among others.
- 39.1.2 The objectives of the NAD are to: preserve the collective memory of the nation; promote an awareness of this collective memory for the purpose of research; produce and publish documentary materials for educational purposes and for the public at large; release after a given period official records for public research; provide an effective and efficient customer service to users; control public archives lying in other repositories and advise on the ways they should be preserved; and increase online access to our digital collections.
- 39.1.3 The Department is administered by a Director, National Archives who is assisted in the performance of his duties by a Deputy Director, National Archives and officers in professional and technical grades.
- 39.1.4 For this review exercise, the Union made representations, among others, to: increase the number of posts of a few grades; align salary scale of the grades pertaining to the Archives Officer's Cadre with those obtainable for Registration Officers and Library Officers to reflect the technical nature of the work performed; and upgrade the qualifications requirement of the grade of Archives Officer/Senior Archives Officer. Additionally, the Union has proposed for the provision of enhanced conditions of service to officers of certain technical grades.
- 39.1.5 As regards the grade of Conservation Assistant, the staff side requested to: restyle its appellation and upgrade its qualifications requirement; provide incumbents one year on-the-job training in the restoration unit to include theoretical and practical courses leading to a Certificate in Conservation and Restoration of Archival documents; and upgrade their salary scale owing to the nature of duties performed. In addition, representations were also made for the mode of appointment to the grade of Conservator be reviewed such that Conservation Assistants reckoning at least five years' service in the grade and possessing the required relevant degree be made eligible to apply for the post; and to create a grade of Senior Conservation Assistant owing to lack of career prospects. Proposals were also made for the creation of an Oral History/Audio-Visual Unit Cadre and to restyle the grade of Audio-Visual Technician.
- 39.1.6 Management's submissions mainly related to the: grant of travelling benefits to certain grades; grant of an appropriate allowance to the Conservator for performing additional duties related to training and creation of a grade of Archives Attendant. Also regarding the Reprographic Unit, Management canvassed for the creation of a grade of Head, Reprographic Unit; upgrading of the qualifications requirement and

upward review of salary of the grade of Reprographic Operator; and a change in its appellation to Reprographic Officer.

- 39.1.7 We have examined the proposals of all parties concerned and consider that: Management needs to carry out a Human Resource Planning exercise to ensure the right supply of officers to cope with the increasing load of work and to avoid creation of superfluous levels with duplication of duties; restyling of grade and upgrading in qualifications requirement should commensurate with the nature of duties performed and a supervisory level is created based on its functional need. Moreover, general provisions on training have been made in Volume 1 of this Report; and certain requests need to be dealt at the level of Management and the Ministry. In respect of the creation of a cadre of Oral History/Audio-Visual Unit and restyling of the grade of Audio-Visual Technician, same could not be favourably considered for technical reasons.
- 39.1.8 Against this backdrop, we are in this Report, reviewing the mode of appointment of the grade of Conservator; providing for Management to carry out a Human Resource Planning exercise; providing for officers in the grade of Conservation Assistant to be sponsored to follow a Certificate Course in Archival Science and maintaining the provision for health surveillance and protective clothing/equipment to concerned officers.

Conservator

- 39.1.9 At present, appointment to the grade of Conservator is made by selection from among officers in the Archives Officer Cadre who reckon at least five years' service in a substantive capacity in the grade and possess a Degree in the field of Archives or a Degree from a recognised institution and a Certificate in Archival Science (Records Management, Care, Conservation and Reprography). In the absence of qualified serving officers, recruitment is made from among outside candidates possessing a Cambridge Higher School Certificate and a Degree in the field of Archives or a Degree in Chemistry or Biology or Conservation.
- 39.1.10 The Union represented that with a view to providing enhanced career prospects to officers of the NAD who have acquired relevant practical experience at the organisation, the mode of appointment to the grade of Conservator may be opened to officers of the Department possessing the relevant qualifications in a first instance. After duly examining the request and taking into account views of stakeholders, we are revisiting the mode of appointment of the grade.

Recommendation 1

- 39.1.11 We recommend that, henceforth, appointment to the grade of Conservator should be made by selection from among serving officers of the National Archives Department who reckon at least five years' service in a substantive capacity in the respective grade and possess a Degree in the field of Archives or a Degree from a recognised institution and a Certificate in Archival Science (Records Management, Care, Conservation and Reprography). In the absence of**

qualified serving officers, recruitment should be made by selection from among outside candidates possessing a Cambridge Higher School Certificate and a Degree in the field of Archives or a Degree in Chemistry or Biology or Conservation.

Archivist

Records Manager

Principal Archives Officer

39.1.12 The Union has represented that further to an increase in the workload of officers in the grade of Archivist and Records Manager, there is need to increase the establishment size of these two grades to enable a more efficient and effective service delivery in the management of records in Ministries/Departments. We were equally apprised that with the merging of the grades of Archives Officer and Senior Archives Officer, the supervisory duties are carried out by only a Principal Archives Officer.

39.1.13 We have examined the representations and with a view to addressing the concern of the Union about existing HR issues, **we consider that Management should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report, to enable the Department to deliver successfully on its mandate and attain its objectives, whilst at the same time cater for the element of supervision of officers in the grade of Archives Officer/Senior Archives Officer.**

Conservation Assistant

39.1.14 At present, the grade of Conservation Assistant is filled by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including Chemistry or Physics or Biology and showing evidence of having followed a training course in restoration of documents. In the absence of candidates who have followed the required training course, incumbents are required to complete a one-year on-the-job training in the Restoration Unit of the National Archives for appointment in a substantive capacity.

39.1.15 The staff side has, among others, requested to: restyle the grade of Conservation Assistant to Conservation Officer to reflect the enhanced responsibilities being shouldered by the officers; upgrade the qualifications requirement of the grade to Cambridge Higher School Certificate with passes in Chemistry and/or Physics; and create a supervisory level of Senior Conservation Assistant owing to the absence of promotion prospects.

39.1.16 Further to a request made by the staff side, we conducted a site visit to take stock 'de visu' of the nature of duties, being performed by the Conservation Assistants. During the visit, we observed that restoration of archival documents involves a series of processes; the duties performed require a certain degree of precision and the documents have to be handled with care to avoid any damage; basic knowledge in at least a science subject preferably in Chemistry and/or Physics is required to better perform the restoration duties; the load of work with respect to restoration is

voluminous; and the officers are exposed to dust in a confined environment, whilst performing their duties.

39.1.17 Pursuant to the foregoing, we consider that the nature of duties being performed by incumbents, does not require an upgrading of the qualifications requirement of the grade. However, the Bureau considers that it would be appropriate for the Ministry to sponsor Conservation Assistants to follow a Certificate course in Archival Science to enable them to better perform their duties and increase the establishment size of the grade to meet the high load of work.

Recommendation 2

39.1.18 We recommend that the Ministry of Arts and Cultural Heritage should make necessary arrangements to sponsor officers in the grade of Conservation Assistant to follow a course leading to the award of a Certificate in Archival Science (Records Management, Care, Conservation and Reprography).

39.1.19 We further recommend that the Ministry of Arts and Cultural Heritage should carry out a Human Resource Planning exercise as per recommendation made in the Chapter Recruitment, Promotion and Retention in Volume 1 of this Report prior to considering the advisability of increasing the establishment size of the grade of Conservation Assistant, in order to cope with the increasing workload.

Health Surveillance and Protective Clothing/Equipment

Recommendation 3

39.1.20 We recommend that the National Archives Department should:

- (i) continue to make arrangement for Health Surveillance for all its employees free of charge, at intervals as may be advised by the Health Authorities; and**
- (ii) make necessary arrangements for the timely issue of items of protective clothing/equipment to officers concerned.**

NATIONAL ARCHIVES DEPARTMENT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
05 101 104	Rs 91375 x 3125 - 100750 Director, National Archives

Salary Code	Salary Scale and Grade
05 072 096	<p>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 - 77950</p> <p>Deputy Director, National Archives</p>
05 059 088	<p>Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Conservator</p>
05 058 088	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Archivist Record Manager</p>
05 063 082	<p>Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Chief Archives Officer</p>
05 055 076	<p>Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Principal Archives Officer</p>
05 046 070	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Senior Archives Officer (Personal to officers in post as at 31.12.12)</p>
05 030 069	<p>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 - 35650 x 900 - 36550</p> <p>Archives Officer/Senior Archives Officer</p>
05 030 067	<p>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</p> <p>Conservation Assistant</p>

Salary Code	Salary Scale and Grade
10 032 069	<p>Rs 17305 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 - 35650 x 900 - 36550</p> <p>Audio Visual Technician (Operations)</p>
26 026 068	<p>Rs 15745 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 - 35650</p> <p>Reprographic Operator (Archives)</p>
16 028 070	<p>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</p> <p>Print Finishing/Book Binding Operator (Roster) <i>formerly Machine Minder/Senior Machine Minder (Bindery) (Roster)</i></p>
24 025 058	<p>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</p> <p>Driver</p>
24 021 051	<p>Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425</p> <p>Surveillant <i>formerly Security Guard</i></p>
24 018 048	<p>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</p> <p>Handy Worker</p>
24 001 045	<p>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</p> <p>General Worker</p>



40. MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

- 40.1 In a bid to gear towards a professional Public Service that is committed to excellence, the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) aims to, *inter alia*, inculcate a culture of excellence through transformational change and innovation; spearhead administrative and institutional reforms for efficient service delivery; facilitate the continuous professional growth and development of human resources; and promote an ethical culture while also ensuring a safe and healthy workplace.
- 40.2 The MPSAIR consists of five main Divisions, namely: General Administration; Administrative Reforms/Public Sector Business Transformation Bureau; Human Resource Management; Human Resource Development; and Occupational Safety and Health. Each Division is mandated with specific functions including among others, the implementation of Government strategies, policies and programmes dealing with human resource matters encompassing staff relations; and conditions of service as well as ensuring compliance with the existing safety and health laws and legislations. Furthermore, the Ministry has, under its purview, the Public Officers' Welfare Council and the Civil Service College which cater for the welfare; and training and development needs of public officers respectively.
- 40.3 As the Administrative Head and Accounting Officer of the Ministry, the Secretary for Public Service is responsible for the overall administration and general supervision of the Ministry. He is assisted by officers of the Administrative Cadre, Public Sector Business Transformation Bureau, the Human Resource Management Cadre, Occupational Safety and Health Cadre, Financial Operations Cadre, Procurement and Supply Cadre and officers of the General Services.
- 40.4 The Covid-19 pandemic has shaken up the traditional ways of operating of the public service. The MPSAIR, as the coordinating Ministry during this pandemic, has risen to the challenge and responded rapidly and innovatively by leveraging and integrating new technologies and networking to manage its workforce, including the 'Work from Home Scheme', so as to ensure a responsive and resilient public service. The need for public service to adapt to the fast changing and unforeseen circumstance was also highlighted in the ILO Centenary Declaration for the Future of Work. Indeed, technology, innovation, creativity, rapid decision-making while managing risk have become the new norms for a future-fit public service. These, therefore, call for human resource to be more technology-based for resilience.
- 40.5 Representations received for this review, among others, relate to upgrading of salaries; merging of grades; amendment of qualifications requirement; creation of additional levels; provision of training and allowances; reviewing of existing allowances; and issues related to conditions of service. During consultations, parties were apprised that issues having technical implications would be difficult to take on board. Rather, alternative courses of action were proposed to deal with such issues. As regards conditions of service, both Management and Union members were informed that

these would be looked into holistically. After scrupulously analysing all the proposals, we are, while maintaining the provision of specific allowances, enhancing the structure of the General Services through the creation of an additional level. We are also waiving those allowances which have outlived their utilities.

Secretary for Public Service

40.6 The position of Secretary for Public Service was established in 2017 and is filled on an assignment basis by an officer in the grade of Senior Chief Executive. Incumbent is responsible, among others, to lead the modernisation process to develop a modern, effective and excellence-driven Civil Service, spearhead the formulation of human resource policies and human resource management in the Public Sector as well as advise and assist the Secretary to Cabinet and Head of Civil Service on all human resource policies.

Recommendation 1

40.7 **We recommend that:**

- (a) an officer who has been assigned the duties of Secretary for Public Service, should continue to be granted an allowance equivalent to the difference between his salary and that of the Secretary for Public Service; and**
- (b) in the event the officer retires in the capacity of Secretary for Public Service or is reverted to his substantive post, the allowance becomes pensionable provided that he has:**
 - (i) successfully served for a period of not less than 12 months;**
 - (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**
 - (iii) at the time of his retirement/reversion reached the age of 55**

or

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

Human Resource Management Cadre

40.8 The Human Resource Management Division is responsible for all aspects of the Public Service which relate to human resource policies and strategies, the size of establishments, conditions of service and staff relations in regards to such matters and redeployment of redundant employees following a restructuring exercise. The Human Resource Cadre is headed by the Director, Human Resource Management who is assisted by the Deputy Director, Human Resource Management and officers in the grades of Manager, Human Resources; Assistant Manager, Human Resources; Senior Human Resource Executive and Human Resource Executive.

- 40.9 Over and above managing and coordinating the human resource functions in the civil service, the Director, Human Resource Management has to factor-in adaptive solutions to cope with the complexities arising due to the new normal. Besides, with the resulting uncertainty building up in this dynamic situation and in view to sustain a quality service to all stakeholders, mitigating measures need to be devised and implemented on an *impromptu* basis, thereby further adding to his workload. Given these circumstances, the Bureau views that there is need for a workload balance. Hence, Management may consider the advisability of increasing the establishment size of the grade of Deputy Director, Human Resource Management so as to assist the Director, Human Resource Management in his functions.
- 40.10 Representations from the staff side pertain mainly to aligning the Human Resource Management Cadre with the Administrative Cadre; upgrading the qualifications requirement of Senior Human Resource Executive to a Degree; re-instating the grades of Senior Human Resource Executive (Personal) and Assistant Manager, Human Resources (Personal) and abolishing the grades of Senior Human Resource Executive (Future Holder) and Assistant Manager, Human Resources (Future Holder); creating a grade of Assistant Director, Human Resource Management; upgrading of salaries; alignment of salaries of Manager, Human Resources with what obtains in Parastatal Bodies; and issues related to conditions of service. Repetitive request was also made by a group of Human Resource Executives to the effect that there is an anomaly in their respective salary scale vis-à-vis their juniors. After examination, the Bureau views that this is an issue of implementation which should be dealt with at the level of Management.
- 40.11 All proposals have been duly examined by the Bureau and only those found meritorious have been favourably considered.

Specific Provision for Assistant Manager, Human Resources

Recommendation 2

- 40.12 We recommend that officers in the grade of Assistant Manager, Human Resources possessing a Degree in Human Resource Management or a Degree with Human Resource Management as a major component should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Movement for Human Resource Executive

- 40.13 At present, Human Resource Executives possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component are allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 subject to certain conditions. This provision should continue.

Recommendation 3

40.14 We recommend that incumbents in the grade of Human Resource Executive possessing the Diploma in Human Resource Management or a Diploma with Human Resource Management as a major Component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

General Services

40.15 Grades having duties more or less of a general nature and providing support services common to most Ministries/Departments have been grouped into the General Services Class. These grades are on the establishment of the MPSAIR. Officers in the General Services grades are posted across the whole Civil Service to perform clerical, executive and secretarial duties.

Clerical Group

40.16 This group consists of officers performing duties partly clerical and partly related to office operations, generally seen as being of a routine nature. However, this concept is evolving rapidly with the use of modern management techniques and latest development in ICT. The Clerical Cadre comprises the grades of Clerical Officer/ Higher Clerical Officer, Special Clerical Officer, Management Support Officer (MSO) and Office Supervisor.

40.17 In the 2016 Report, the Bureau drew attention that the salary of MSO was overgraded and, therefore, had implications for internal parity as well as external relativity. Adequate information and explanations were provided to justify the creation of another grade which we recommended. However, this recommendation was reviewed by relevant authorities and was thus not implemented in the Civil Service. Nevertheless, according to feedback received during consultations, appropriate changes effected in the Parastatal Bodies and Local Authorities in line with provisions made were smoothly implemented.

40.18 For this Report also, all these issues were scrutinised anew taking into consideration other perspectives as well. These are hereunder elaborated upon.

40.19 The first level in the Clerical Cadre is a feeder for various grades in the Civil Service and acts as a benchmark for this level of operations where the qualification is set at HSC. Following the massive upgrading of the first level in the EOAC Report, that is MSO, a wrong signal has been sent to public sector organisations falling under the purview of the Pay Research Bureau, particularly from a pay setting perspective. As a result thereof, situational impediments are being faced by many organisations. Grades which used to be filled from MSO are, salarywise, no more attractive. In certain cases, the schemes of service of the grades have been amended to recruit from the general public while the salary set is for a promotional level. Hence, appropriate adjustments had to be done.

- 40.20 Previously, a certain vacancy rate was considered normal in this grade since it acts as a feeder for other grades. In view of the size of its establishment, the vacancy rate did not have a serious impact on the delivery of service. With its upgraded salary, the grade of MSO now attracts more applicants with higher qualifications than the prescribed one. Consequently, the depletion is more pronounced as new recruits leave for better jobs other than those promotional entry ones. The issue may be addressed by having a larger establishment size which will in turn entail higher recruitment costs and sunken training costs.
- 40.21 The Bureau considers that the disturbance in relativities and the associated implications may be dealt with through establishing a proper benchmark grade at this level of operations which will also address the issue of high vacancy rate and market reality. So, we are providing for a new grade and bringing consequential amendments to the scheme of service of MSO to ensure a smooth transition in this support services cadre. It is also important to note that during consultative meetings, our stakeholders have been duly explained the above and we are hereunder making appropriate recommendations in that sense.

Management Support Assistant (New Grade)

Recommendation 4

- 40.22 We recommend the creation of a grade of Management Support Assistant. Appointment thereto should be made by selection from among candidates who:**
- (i) possess the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts or an equivalent qualification;**
 - (ii) possess the Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification; and**
 - (iii) are computer literate.**
- 40.23 The above recommendation should take effect after completion of the current recruitment exercise for the grade of Management Support Officer already launched by the Public Service Commission and its implementation for continuity of service delivery at this level of operation.**
- 40.24 Incumbent would be required, among others, to perform duties of a clerical nature including the preparation, scrutiny and processing of straightforward document and records; preparation of simple documents subject to check; arithmetical work; registry work; simple finance, human resource and procurement work under supervision; drafting of replies to simple correspondence; and simple data entry and updating of information in a computer system and microfilming. Incumbent would also be required to carry out pay and cashier duties, whenever the need arises; operate modern equipment such as telefax machine, and electronic photocopying machine; and carry out simple research work in connection with official documents.

Consequential amendments for the grades of Assistant Financial Operations Officer and Assistant Procurement and Supply Officer

- 40.25 After the publication of the 2016 PRB Report, the grade of Assistant Procurement and Supply Officer (APSO) was reinstated following the decision of the High Powered Committee whereas the grade of Assistant Financial Operations Officer (AFOO) *formerly Assistant Financial Officer (AFO)* was created in the Budgeted Estimates. Presently, these two grades are filled by selection from among officers in the grade of MSO reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grade of MSO and the former grades of Officer and Clerical Officer/Higher Clerical Officer.
- 40.26 Pursuant to the creation of the grade of Management Support Assistant (MSA), there is need to amend the qualifications requirement in the schemes of service of the grades of Assistant Financial Operations Officer, *formerly Assistant Financial Officer* and Assistant Procurement and Supply Officer. In so doing, we have taken care to ensure that no prejudice is caused in terms of career-mobility to those MSOs already in post. The modes of appointment to the grades of Assistant Financial Operations Officer, *formerly Assistant Financial Officer* and Assistant Procurement and Supply Officer have been dealt with under their respective Ministry/Department.

Management Support Officer

- 40.27 With the creation of the grade of MSA, there is also need to bring consequential changes to the scheme of service of the grade of MSO. Incumbents in the grade of MSO should, henceforth, be required to have supervisory ability, critical sense, readiness to accept delegated responsibilities and potential for training and handling of staff. The duties of the grade of MSO being revamped has led to a fresh evaluation exercise for the grade and this has been reflected in the recommended salary.

Recommendation 5

- 40.28 **We recommend that, in future, the grade of Management Support Officer should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.**
- 40.29 **We also recommend that incumbent would, in addition, be required, to provide administrative support in general administration, human resource management, finance, and procurement and supply; carry out pay and cashier duties, as and when required; coordinate and supervise the work of subordinate staff; and ensure the accuracy, completeness and timeliness of processes and activities performed in small units.**
- 40.30 **We further recommend that Management Support Officers reckoning more than four years' experience in a substantive capacity in the grade should be entrusted with the duty of supervision. The onus for the posting of the seniormost Management Support Officers rests with Responsible Officers.**

- 40.31 We additionally recommend that with the filling of the posts of Management Support Assistant, the number of posts to be filled for Management Support Officer should be gradually reduced.**

Office Management Assistant

- 40.32 In the 2013 PRB Report, the grades of Officer and Senior Officer were restyled General Services Officer and General Services Executive. We also created the grade of Office Management Assistant (OMA). However, in the EOAC Report 2013, the grade of Officer was restyled to Management Support Officer. Additionally, the grades of Senior Officer and Office Management Assistant were merged and restyled to Office Management Assistant, without reviewing its duties to commensurate with the upgraded salary. This situation created a disturbance in traditional relativities, leading to outcry from many stakeholders mainly officers in the grade of Human Resource Executive.
- 40.33 We have taken the issue on board and examined the various representations, followed by a re-evaluation exercise of the grade of OMA based on fresh information submitted in newly filled-in Job Description Questionnaires. The Bureau considers that, in all equity and fairness there is need to enrich the duties to match the salary level of this grade.

Recommendation 6

- 40.34 We recommend that the Ministry of Public Service, Administrative and Institutional Reforms should initiate necessary procedures to upgrade the duties in the scheme of service of the grade of Office Management Assistant.**
- 40.35 Incumbent would, in addition to the duties already mentioned in the current scheme of service, be required to organise official functions and welfare activities; monitor the use of Government vehicles and organise transport for official purposes; provide proper office accommodation, furniture and equipment; and ensure the effective use of office equipment and make arrangements for their proper maintenance.

Office Management Executive

- 40.36 Presently, the grade of Office Management Executive (OME) is filled by promotion, on the basis of experience and merit, of officers in the grade of OMA who reckon an aggregate of at least 15 years' service in a substantive capacity in the grade of OMA and the former grades of Senior Officer and/ or Executive Officer.
- 40.37 In the context of this review, the MPSAIR submitted that various complaints have been received from several Ministries/Departments to the fact that many officers in the grade of OME encounter difficulties to adapt to modern management style. Consequently, requests were made for the posting of OMAs instead of OMEs to perform such duties.
- 40.38 The Bureau considers it appropriate to highlight that the grade of OME was created for incumbents to be posted in large Ministries. However, over the years, the number

of officers in this grade has increased considerably and their services are being underutilised.

- 40.39 In line with the policy of streamlining the public service, proposal was made by the MPSAIR to make the grade of OME evanescent such that vacant posts in the grade of OME be offset against creation of additional posts of OMA. **The Bureau has to emphasise that posting of Office Management Executives should be done in such a way that the skill and experience acquired by these officers are gainfully and judiciously utilised by the Ministries/Departments. Additionally, the Bureau advises that creation of additional posts of OMA against the offsetting of vacant posts in the grade of OME be dealt with administratively.**

Higher Executive Officer (Personal)

- 40.40 In the 2016 PRB Report, the Bureau re-instated the recommendation whereby Higher Executive Officers (Personal) (HEOs) be paid an allowance for organising official functions and welfare activities, providing proper office accommodation, furniture and equipment, among others, in a department where neither an Assistant Permanent Secretary nor an Office Superintendent nor an OME is posted.
- 40.41 The Bureau also re-introduced the provision made for HEOs to move by three increments following the successful completion of an Advanced Course in Effective Office Management and Supervision.

Recommendation 7

- 40.42 **We recommend that a monthly allowance of Rs 1680 be paid to officers in the grade of Higher Executive Officer (Personal) for organising official functions and welfare activities, providing proper office accommodation, furniture and equipment; ensuring the effective use of office equipment and making arrangements for their proper maintenance; monitoring the use of government vehicles and organising transport for official purposes; ensuring that the workplace is kept clean and tidy and ensuring that safety and health norms are observed in Departments where neither an Assistant Permanent Secretary nor an Office Superintendent or Office Management Executive is posted.**
- 40.43 **We further recommend that officers in the grade of Higher Executive Officer (Personal) who have successfully completed the Advanced Course in Effective Office Management and Supervision, should be allowed to move incrementally up to salary point Rs 47675 in the Master Salary Scale provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Office Management Assistant

Advanced Course in Effective Office Management and Supervision

- 40.44 Office Management Assistants are entitled to one increment on successful completion of the Advanced Course in Effective Office Management and Supervision.

Recommendation 8

40.45 We recommend that Office Management Assistants who have successfully completed the Advanced Course in Effective Office Management and Supervision should be granted one increment at salary point reached, subject to the top salary of the grade.

SECRETARIAL CADRE**Advanced Secretarial Course**

40.46 As per existing provision, Confidential Secretaries who have successfully completed the Advanced Secretarial Course are entitled to one increment.

Recommendation 9

40.47 We recommend that Confidential Secretaries, on successful completion of the Advanced Secretarial Course, should continue to be granted one increment, at point reached, subject to the top salary of the grade.

Posting of Confidential Secretaries

40.48 Officers of the level of Deputy Permanent Secretary and above are generally provided with the services of Confidential Secretaries. Provision also exists for posting of Confidential Secretaries to other officers holding office at the level of Deputy Permanent Secretary and above, on a needs basis or are alternatively attached to a pool of officers as may be decided by the Supervising Officer with the approval of the MPSAIR. A request has been made by the MPSAIR for Senior Officials at the level of Permanent Secretary and above as well as Responsible and Accounting Officers to be given the option either to avail of the services of a Confidential Secretary as per present provision or a Word Processing Operator/Management Support Officer against payment of an *ad hoc* allowance or to be granted an allowance so that they could avail of the services of their own Personal Assistant. After analysing this request and the duly filled in Job Description Questionnaires, the Bureau is of the view that this grade still holds its importance. We are, therefore, reproducing the existing arrangement.

Recommendation 10

40.49 We recommend that:

- (i) Deputy Permanent Secretaries and officers in grades above this level should continue, by virtue of their duties, to be provided with the services of a Confidential Secretary; and**
- (ii) officers of the level of Deputy Permanent Secretary should be provided with the services of a Confidential Secretary on a needs basis or one Confidential Secretary attached to a pool of such officers as may be decided by the Supervising Officer, with the approval of the MPSAIR.**

Adhoc Allowance to Confidential Secretaries

- 40.50 Following a decision of the High Powered Committee, Confidential Secretaries posted to the offices of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Parliamentary Private Secretaries, and Deputy Speaker, who have to regularly work over and above their normal working hours, are entitled to an *adhoc* allowance of Rs 2150 monthly while those posted with Supervising Officers at the level of Permanent Secretary and above who are also Accounting and Responsible Officers of Ministries/Departments and at the Cabinet Office are eligible for an *adhoc* allowance of Rs 1800 monthly. Additionally, Confidential Secretaries posted at the level of Permanent Secretary and above who are not Accounting and Responsible Officers are allowed to claim overtime, subject to a maximum of Rs 1800 monthly.
- 40.51 Several Ministries/Departments have reported that Confidential Secretaries attached to officers of a lower level than Permanent Secretary, are being granted overtime, which is very often, more than Rs 1800 monthly. Hence, a request has been made to provide the minimum number of excess hours to be put in by incumbents as well as to have parity of treatment. The Bureau is, however, not in a position to quantify the excess hours as the complexity of work differs in each organisation. Additionally, with a view to avoiding any abuse on the grant of this allowance, the Bureau holds that the quantum should continue to be determined by the MPSAIR.

Recommendation 11

- 40.52 We recommend that, subject to the approval of the MPSAIR, Confidential Secretaries posted with Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Parliamentary Private Secretaries, Deputy Speaker, Supervising Officers of the level of Permanent Secretary and above who are also the Accounting and Responsible Officers and at the Cabinet's Office who have to regularly work over and above their normal working hours should continue to be paid an *ad hoc* allowance as determined by the MPSAIR.**
- 40.53 We further recommend that high officials should be advised not to unnecessarily retain their Confidential Secretaries in office for long hours after their normal hours of work, except where their presence in office is absolutely essential and may, if required, be justified.**

Allowance for performing additional duties

- 40.54 In addition to the *adhoc* allowance, some Confidential Secretaries who, by virtue of their postings are required, among others, to perform additional duties such as general administrative work and manage the office, are eligible for the payment of a responsibility allowance equivalent to three increments at the point reached in their salary scale. It is worth noting that this allowance is approved by the High Powered Committee. Management has requested for a renaming of the allowance as the present appellation creates confusion with the existing provisions. We are addressing this issue while the approval of the allowance should continue to be conveyed by the High Powered Committee.

Recommendation 12

- 40.55 We recommend that the High Powered Committee should continue to look into the advisability of the payment of an allowance to incumbents performing the duties of Confidential Secretary and posted to the office of Ministers, Speaker, Leader of the Opposition, Chief Government Whip, Parliamentary Private Secretaries, Deputy Speaker and Senior Chief Executives and above, who are required, in addition to their normal duties, to perform general administrative work, manage the office and meet deadlines.**
- 40.56 We additionally recommend that this allowance may be reckoned as pensionable emoluments, subject to the approval of the High Powered Committee, provided that incumbents have:**
- (i) performed in that position for a continuous period of five years;**
 - (ii) not been the subject of disciplinary proceedings on ground of inefficiency or inability to perform at that position or on ground of misconduct; and**
 - (iii) reached the age of 55 years at the time of retirement/change in posting.**

Special Allowances

- 40.57 At present, an allowance is being paid to officers other than Transcribers *formerly Shorthand Writers* whenever they are called upon to service Commissions of Enquiry and for other similar tasks consisting of taking notes of proceedings in shorthand and for transcribing same in longhand. This arrangement shall continue while the quantum of allowance is being revised.

Recommendation 13

- 40.58 We recommend that an allowance of Rs 4.80 per folio of 90 words for taking notes of proceedings in shorthand and Rs 2.85 per folio of 90 words for transcribing the shorthand notes in longhand should be paid to officers other than Transcribers *formerly Shorthand Writers*, servicing Commission of Enquiry and for other similar tasks.**

Cashier Duties

- 40.59 Clerical Officers/Higher Clerical Officers (Personal) posted at the Accountant General's Division are paid a daily allowance of Rs 40 for giving assistance to the Cashier at the District Cash Office and the Chief Cashier's Office while those replacing full time District Cashier and Treasury Receiving Cashier are paid an allowance of Rs 110 per day. This allowance is also extended to Clerical Officers/Higher Clerical Officers posted in other Ministries and Departments and to Agricultural Clerks who are required to perform cashier duties.
- 40.60 Furthermore, upon scrutiny of the duties of MSOs, the Bureau considers that they should continue to be paid the allowance for performing Cashier duties until such time of the filling of vacancy of the new grade of MSA. Thereafter, MSAs would also be paid this allowance for performing Cashier duties.

Recommendation 14

40.61 We recommend that the allowance payable to officers in the grades of Clerical Officer/Higher Clerical Officer (Personal), Management Support Assistant and Management Support Officer posted to the Accountant-General's Division be as follows: -

- (i) Rs 40 per day for giving assistance to the Cashier at District Cash Office and Chief Cashier's Office; and**
- (ii) Rs 115 per day subject to a maximum of Rs 2540 a month for Clerical Officer/Higher Clerical Officer and Management Support Assistant and a maximum of Rs 2290 for Management Support Officer replacing full time District Cashier and Treasury Receiving Cashier.**

40.62 We additionally recommend that the above provision be extended to officers in the grades of Clerical Officer/Higher Clerical Officer, Management Support Assistant and Agricultural Clerk of other Ministries, Departments and Organisations who are required to perform cashier duties.

40.63 We, however, recommend that the payment of the above allowances to Management Support Officers should lapse with the filling of the vacancy of the new grade of Management Support Assistant.

Rotation of Officers in the General Services Grades

40.64 In the last Report, we recommended that officers of the General Services should be made to rotate in various Ministries/Departments at least every five years in their career to enable them to enrich their skills and experience. We are re-iterating our recommendation.

Recommendation 15

40.65 We recommend that officers of the General Services should be made to rotate in various Ministries/Departments at least every five years in their career to enable them to enrich their skills and experience.

Office Auxiliary/Senior Office Auxiliary

40.66 Staff side has requested for an upgrading of salary commensurate with the duties being shouldered by incumbents in the grade of Office Auxiliary/Senior Office Auxiliary. At the request of Unions, a site visit was conducted at the National Assembly and Civil Status Division respectively. In the light of the observations made during the site visits, and after examining the duly filled in Job Description Questionnaires, we are making an appropriate recommendation.

Recommendation 16

40.67 We recommend that employees in the grade of Office Auxiliary/Senior Office Auxiliary who have reached the top salary in their scale should be allowed to move incrementally in the Master Salary Scale by one increment.

OCCUPATIONAL SAFETY AND HEALTH UNIT

- 40.68 The Occupational Safety and Health Unit of the Ministry of Public Service, Administrative and Institutional Reforms ensures that the State, as an employer, complies with the existing safety and health laws and other related legislations. The Division aims at promoting a safety and health culture within the public service through an effective Occupational Safety and Health Management System (OSHMS).
- 40.69 Its main activities are, *inter alia*, to carry out safety audits/inspections of all work sites in the Public Service on a regular basis; conduct risk assessment as required by safety and health legislations; investigate into complaints/accidents as and when required; provide training on safety and health modules on a planned basis; coordinate and organise Fire Drill Exercises for public officers; participate in Safety and Health Committees; advise Ministries/Departments in selecting relevant projects for implementation under the Enhancement of Work Environment Programme; and facilitate the implementation of the Occupational Safety and Health Management System in Ministries/ Departments.
- 40.70 The Director, Safety and Health Unit is responsible for the promotion of an occupational safety and health culture through the implementation of the OSHMS in the Civil Service and for ensuring compliance with the provisions of the Occupational Safety and Health Act. He is assisted in his duties by officers of the Safety and Health Cadre of the MPSAIR and is supported by officers of the General Services grades.
- 40.71 For this review exercise, the main requests of the staff side were, among others, the upgrading of the qualifications requirement of the grade of Safety and Health Officer/Senior Safety and Health Officer (SHO/SSHO) to a Degree; demerging of the grade of SHO/SSHO; officers of the Safety and Health Cadre to be eligible for 100% duty remission; eligibility to Continuous Professional Development; and Professional Protective Equipment.
- 40.72 The main requests from the MPSAIR for the Safety and Health Cadre were, among others, the upgrading of the salary scale for the grades of Director, Safety and Health Unit and Assistant Director, Safety and Health Unit; reviewing the qualifications requirement for the grade of SHO/SSHO to Degree; provision of the Continuous Professional Development to the officers in the cadre and change in appellation for certain grades to dissipate confusion with the Occupational Safety and Health Division at the Ministry of Labour, Human Resource Development and Training.
- 40.73 During consultative meetings, both Management and the staff side were informed that the qualifications requirement of the grade of Safety and Health Officer/ Senior Safety and Health Officer has been set as per the Occupational Safety and Health Act 2005. They were also apprised that upgrading of qualifications requirement is entertained whenever there is enrichment of duties requiring new skills and enhancement of responsibilities. They were also informed of the criteria for the grant of 100% duty remission on a car and that the grades of SHO/SSHO were merged

following a consensus of staff side and Management and in line with the Bureau's policy for leaner and flatter structures.

- 40.74 The Bureau has studied the requests of all stakeholders and found that the appellation of the Unit as well as its grades are in line with the OSH Act. We are, therefore, bringing no change to the organisation structure.

PUBLIC SECTOR BUSINESS TRANSFORMATION BUREAU

- 40.75 The Public Sector Business Transformation Bureau (PSBTB), set up in 2019 in line with the Public Sector Business Transformation Strategy (PSBTS), aims at preparing and equipping the Public Sector to be efficient, resilient and responsive *vis-à-vis* a complex and highly competitive global landscape.
- 40.76 It has a three-level structure comprising the grades of Management Analyst/Senior Management Analyst; Assistant Director, PSBTB and Director, PSBTB. Currently, only the grade of Assistant Director, PSBTB is occupied. We have been informed that despite several attempts, the grade of Director, PSBTB could not be filled as no suitable candidate was identified by the PSC during the last recruitment exercises. It is to be noted that the Ministry may have recourse to alternative modes of employment as spelt out in the Chapter Employment on Contract and Alternative Modes of Employment of Volume 1 for the filling of the post. The present structure of the PSBTB is, in the circumstance, being maintained.

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 121	Rs 175750 Secretary for Public Service
02 000 120	Rs 163250 Senior Chief Executive
02 000 114	Rs 132000 Permanent Secretary
08 101 104	Rs 91375 x 3125 - 100750 Director, Human Resource Management

Salary Code	Salary Scale and Grade
08 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Director, Human Resource Management
08 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Human Resources
08 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Human Resources (Personal)
08 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Human Resources
08 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Senior Human Resource Executive
08 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Human Resource Executive
08 060 092	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Human Resource Management Officer (Personal)
08 060 083	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Office Management Executive
08 050 077	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800 Office Management Assistant

Salary Code	Salary Scale and Grade
08 053 076	<p>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Higher Executive Officer (Personal)</p>
08 049 074	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250</p> <p>Office Supervisor</p>
08 038 070	<p>Rs 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450</p> <p>Management Support Officer</p>
08 030 067	<p>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</p> <p>Clerical Officer/Higher Clerical Officer (Personal) Management Support Assistant (New Grade)</p>
08 046 076	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500</p> <p>Confidential Secretary</p>
08 039 069	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Word Processing Operator</p>
08 029 066	<p>Rs 16525 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 - 34000</p> <p>Word Processing Operator</p>
05 060 083	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200</p> <p>Senior Library and Documentation Officer</p>
05 047 079	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</p> <p>Library and Documentation Officer</p>

Salary Code	Salary Scale and Grade
18 077 094	<p>Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 73800</p> <p>Director, Safety and Health Unit</p>
18 072 091	<p>Rs 39350 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 68000</p> <p>Assistant Director, Safety and Health Unit</p>
18 065 089	<p>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400</p> <p>Principal Safety and Health Officer (Personal to officers in post as at 31.12.15)</p>
18 060 088	<p>Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700</p> <p>Principal Safety and Health Officer</p>
18 047 086	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300</p> <p>Safety and Health Officer/Senior Safety and Health Officer (Personal to officers in post as at 31.12.15)</p>
18 047 081	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Safety and Health Officer/Senior Safety and Health Officer</p>
24 040 060	<p>Rs 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050</p> <p>Head Office Auxiliary (on Roster)</p>
24 039 059	<p>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</p> <p>Head Office Auxiliary</p>

Salary Code	Salary Scale and Grade
24 026 059	Rs 15745 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 - 28225 Driver (on Roster)
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
24 023 056	Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 Office Auxiliary/Senior Office Auxiliary (on Roster)
24 022 055	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25525 Office Auxiliary/Senior Office Auxiliary
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
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
PUBLIC SECTOR BUSINESS TRANSFORMATION BUREAU	
01 000 113	Rs 128875 Director, Public Sector Business Transformation Bureau <i>formerly Director, Public Sector Re-engineering Bureau</i>
01 092 102	Rs 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 94500 Assistant Director, Public Sector Business Transformation Bureau <i>formerly Assistant Director, Public Sector Re-engineering Bureau</i>
01 058 092	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Management Analyst/Senior Management Analyst



41. WORKMEN'S GROUP

- 41.1 The Workmen's Group comprises the Workmen's Group – General and the Workmen's Group – Tradesmen. The Workmen's Group – General includes all those categories of employees who perform work of a comparatively routine nature while the Workmen's Group – Tradesmen includes those categories of employees possessing a skill measured by a trade test.

WORKMEN'S GROUP – GENERAL

- 41.2 Employees in the Workmen's Group – General perform all the elementary duties and provide support to skilled workers and technicians. In terms of degree of skills, these employees are classified into two categories namely the unskilled and the semi-skilled workers including their supervisors as well. The grades in this group represent a sizeable proportion of the total labour force in the public sector which cut across invariably all Ministries and Departments in the Civil Service. Certain grades being departmental ones are specific to their respective organisations while the generic ones form part of a pool operating under the administrative control of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR).
- 41.3 For this review exercise, various meetings were held with Unions whereby employees from almost all Ministries/Departments were given the opportunity to depose at the Bureau. Their main representations were geared towards creation of additional levels/posts; merging/demerging of grades; filling of vacant posts; amendment of qualifications requirements; provision of allowances, training, and duty free facilities; grant of personal protective equipment; and other enhanced benefits. These requests were lengthily discussed during meetings and parties were apprised that issues having technical implications would not be considered.
- 41.4 Additionally, the Bureau refrained from restyling grades which were considered to be gender bias as one of the objectives of the Bureau is to ensure that job appellations should, to the extent possible, be gender neutral. It was also remarked in some cases that staff side was not aware that their grades are already listed in Annex III of Chapter on 'Travelling and Car Benefits' for the grant of loan facilities to purchase an autocycle/motorcycle which, they took cognizance of, during meetings.
- 41.5 Though certain requests of staff side related to administrative, management and implementation issues which could have been dealt with at the level of the organisations, the Bureau, in a spirit of transparency, nevertheless deemed it necessary to seek the views of Management. These views were solicited both prior to and even after meetings held with Unions. The Bureau acknowledges the prompt response of Ministries/Departments and is thankful for the additional information submitted thereon which have been of paramount help in framing its recommendations. In some cases, though Management could not submit their views, we have, to the extent possible, made recommendations accordingly.

- 41.6 The Bureau has equally noted with much concern that the grade of Library Attendant/Senior Library Attendant in the Ministry of Education, Tertiary Education, Science and Technology has been restyled Library Auxiliary/Senior Library Auxiliary in the Civil Establishment Order of 2019 without following the appropriate procedures. It is worth pointing out that restyling of grades is considered only in the context of a general review or acceded to with the approval of the High Powered Committee. Organisations should, therefore, refrain from so doing at their level as high sounding appellations may not be appropriate. Pursuant to the foregoing, **we strongly recommend that all requests for restyling should imperatively be submitted to the Bureau through the MPSAIR and the latter, being the sole authority responsible for updating of Civil Establishment Order, should ensure that the appellations of grades be strictly in accordance with our recommendations, or otherwise, as approved by the High Powered Committee.**

GENERAL RECOMMENDATIONS

Human Resource Planning

- 41.7 Increasing the number of posts of non-teaching staff with the advent of increase in the number of schools from 42 to 62 as well as filling of vacant posts, both at base and supervisory levels have been the common representations made by almost all the Unions of the Ministry of Education, Tertiary Education, Science and Technology. During meeting, union members raised their qualms on the inequality of treatment between teaching and non-teaching personnel in view of the fact that with the increase in the number of schools, the number of teaching staff has increased considerably while non-teaching staff has remained almost the same. Schools, therefore, face difficulties for replacement whenever non-teaching staff proceed on vacation leave. The non-filling of vacant posts creates demotivation since the heavy workload is distributed among the remaining staff and lack of supervisory level in most schools is hindering the efficient and effective service delivery. On the other hand, staff side of the Ministry of Health and Wellness have repeatedly requested for filling of vacant posts and reported that due to lack of staff, employees of the Workmen's Group – General are often granted half an hour for lunch while those who perform the night shift are at times not granted the two hours lying-in period as there are no staff for relief. During consultations, the Bureau observed that the common demand of staff side of almost all organisations was geared towards increasing of posts and filling of vacancies.
- 41.8 Though in its last Report, the Bureau had recommended the conduct of a Human Resource Planning exercise by all organisations, it is noted that only a few organisations have implemented same. We reiterate that Human Resource Planning is the most important managerial function to ensure that the right type of people, in the right number, at the right time and place are motivated to do the right kind of work which would benefit both the organisation and the individual. We are, therefore, replicating the existing recommendation on Human Resource Planning.

Recommendation 1

- 41.9 We recommend that all organisations should mandatorily carry out a Human Resource Planning exercise to assess the adequacy of staff to deliver successfully on their respective mandate.**

Medical Surveillance

- 41.10 One of the statutory obligations of Management is to have regular occupational safety and health audits carried out by a Safety and Health Officer/Senior Safety and Health Officer so as to identify risks to safety and health. Subsequently, employees who run the risk of contracting occupational diseases are placed under a Health Surveillance Programme. Representations to this effect have been made by various Unions consisting, among others, the grades of Driver, Insecticide Sprayer Operator, Field Supervisor, Police Attendant Cadre, Computer Laboratory Auxiliary Cadre, Mortuary Attendant (on Roster) and Nursery Attendant (Fisheries) (Roster) Cadre. To ensure the safety and health of employees of the Workmen's Group – General, we are making provision for the conduct of a medical surveillance.

Recommendation 2

- 41.11 We recommend that Management should make necessary arrangements with Health Authorities, wherever the need arises, for employees of the Workmen's Group – General to undergo a medical surveillance including regular health check-ups, free of charge.**

Personal Protective Equipment

- 41.12 Employees, whose nature of work exposes them to risk of injury or health hazards or damage to clothing, are provided with protective clothing and/or equipment. Employers, therefore, have an obligation to ensure that suitable Personal Protective Equipment (PPE) is provided to their employees while it is the responsibility of the employees concerned to wear/use them in the performance of their duties with a view to protecting them from any health hazards. The Bureau has, however, noted that, in most organisations, there is a common problem on the issue of PPE as expressed by union members viz irregularity in the supply of PPE and inadequate quantity as well as provision of PPE which are of poor quality. It has also been reported that employees in some organisations are being called upon to make their own arrangements to purchase the PPE as they are provided with uniform allowance. The Bureau objects to this practice as the uniform allowance is granted to eligible officers in lieu of uniforms rather than PPE. The genuineness of the requests of the staff side was confirmed by the different Management who were consulted. The Bureau views that this issue should imperatively be regularised for the well-being of the employees and is recommending accordingly.

Recommendation 3

41.13 We recommend that Supervising Officers should ensure timely supply of good quality personal protective clothing/equipment in adequate quantity to employees whose nature of work warrants the wearing of protective clothing/item to protect them from bodily injury or health hazards.

Training to employees in the Workmen's Group - General

41.14 The Bureau has, in its successive Reports, emphasised on the importance of training and development of staff as part of an overall strategy to inculcate a performance culture in Public Sector employees to better serve the citizen's demands and raise the level of professionalism of the Public Service. Though provision exists for a minimum of 40 hours of training per year for employees in the Workmen's Group, Unions have submitted that in most cases, training courses have not been mounted while in certain Ministries, employees in this category are required to make use of sophisticated equipment without being provided with any training. Management of the Ministries concerned informed that needful would be done for the provision of on-the-job training. Following numerous representations made by all Unions on the different training requirements, **a list has been compiled and included as Annex to the Chapter on Training and Development of Volume 1 of this Report.**

Provision when sailing on boat

41.15 Employees in certain cadres/grades namely Gardener/Nursery Attendant Cadre, Police Attendant Cadre, Survey Field Worker Cadre, Field Supervisor, Woodcutter, and other manual grades, are required to sail on boat/ship in the performance of their duties or when posted to Islets. A request was made by staff side for the provision of some form of compensation when traveling by sea. During discussion, the Bureau was informed that in some cases, employees who sail on boat/ship are not provided with appropriate personal protective equipment such as lifesaving jacket on account of short trip to be covered. The Bureau reacted that as per the law, it is the responsibility of the employer to ensure the safety, health and welfare of work of all his employees. **The Bureau therefore recommends that Management should, as per provision of paragraph 41.13 above, imperatively provide the appropriate personal protective equipment to employees whose nature of duties require them to sail on boat/ship.**

Attendance of manual grades performing field work

41.16 Staff side of various organisations have requested that employees who perform field duties should, after completion of their work, be allowed to depart for their place of residence from the site of work instead of returning to office to record their time of departure electronically. They proposed that the departure time of field workers should instead be recorded on the site of work by the Field Supervisor or Immediate Supervisor. In the course of consultations, staff side was informed that the Bureau is receptive to their demand but as the request pertains to an internal issue, **this matter should be dealt with administratively in a win-win manner.**

Laboratory Auxiliary Cadre

- 41.17 In the 2016 PRB Report, the appellation "Auxiliary" was granted to all grades pertaining to the former Laboratory Attendant Cadre which was, thereafter, extended to the former Office Care Attendant Cadre in the Addendum Report 2016. The extension of the appellation to the other cadre has given rise to qualms from staff side as it was initially meant for the former Laboratory Attendant Cadre only. Hence, there is still a bone of contention on the appellation "Auxiliary". Parties were, therefore, requested to suggest appropriate appellations not in contradiction with the existing technical/departmental grades. Various appellations have been proposed by the staff side *viz* Laboratory Collaborator/Facilitator, Science Laboratorian, Science Education Laboratorian and School Science Laboratorian, among others.
- 41.18 After giving due consideration to all proposals from the staff side and in the absence of a more appropriate appellation, **the Bureau considers that the present one better reflects the nature of duties and should, therefore, be maintained.** However, this does not preclude Management and the Unions to submit their proposal anew through the established procedures after consultation with relevant stakeholders, provided a consensus is reached on the agreed appellation.

Driver (Mechanical Unit)

- 41.19 Drivers (Mechanical Unit) have averred that a major part of their duties relate to driving and operating heavy equipment including dredgers, bulldozers, excavators, tico-cranes, rollers heavy tractors, track tractors, dumpers, skid loaders and bell loaders elevators. Incumbents should imperatively possess a goods vehicle driving licence to be able to acquire the Licence to drive tractors, dumpers or track tractors. This has prompted both the staff side and Management to request for an upgrading in salary as there has been an evolution in the complexity of the duties. A scrutiny of the Job Description Questionnaires has confirmed the averment of both parties and a fresh job evaluation has also been conducted for this review exercise. **The Bureau has taken into account all these elements in arriving at the salary recommended for the grade.**

Qualifications requirements of the grades of Field Supervisor and Gardener/Nursery Attendant

- 41.20 The posts of Field Supervisor and Gardener/Nursery Attendant in different Ministries/Departments are presently filled by selection from among employees in the grade of General Worker reckoning relevant years of service and/or experience. Various representations have been made by staff side to enlarge the qualifications requirements of these grades to enable selection from a wider pool of candidates belonging to different grades in the Workmen's Group – General. During consultations, parties were informed that the onus to amend schemes of service rests with Management. Nevertheless, **the Bureau recommends that Management may consider the advisability of amending the qualifications requirements of the grades of Field Supervisor and Gardener/Nursery Attendant such that in future, the posts be filled by selection from among serving employees of the Workmen's Group – General on the permanent and pensionable establishment of the**

Ministries/Departments concerned, with the relevant number of years of service and/or experience.

Duties of Handy Worker

41.21 The grade of Handyman, subsequently restyled as Handy Worker, was created as a polyvalent and multifunctional grade in the 1998 PRB Report with a view to absorbing certain minor grades requiring little or no skill and the list of duties was clearly spelt out therein. During consultations, Unions of various organisations have reported that the Handy Workers, based on their posting, are called upon to perform additional duties which normally belong to other grades namely Gardener/Nursery Attendant, Office Auxiliary/Senior Office Auxiliary, Receptionist/ Telephone Operator, Stores Attendant and Tradesman's Assistant, among others. They added that owing to a lack of staff or unfunded posts, the Handy Workers are performing the additional duties on a regular basis. Hence, they requested for the abolition of the grade of Handy Worker such that these employees be absorbed in the higher grades, based on the qualifications presently possessed by incumbents. After examining the request, the Bureau has come to the conclusion that the grade of Handy Worker cannot be abolished as its services are still being required in numerous organisations.

41.22 Pursuant to the foregoing, the Bureau considers that it is the responsibility of Management to ensure that the duties being performed by employees in the grade of Handy Worker are consistent with those prescribed in their scheme of service.

Schedule of Duties - General Worker

41.23 As at date, the grade of General Worker in the Civil Service does not have a proper schedule of duties save for those who have been redeployed from Parastatal Bodies. Staff side has complained that the General Workers in various Ministries/Departments are called upon to perform a series of duties belonging to the grades of Office Auxiliary Cadre, Caretaker, Handy Worker and Tradesman, among others. It was agreed that the General Workers should not perform duties requiring a trade test which is of a higher level as they are classified as unskilled workers and the main duties include, *inter alia*, cleaning and maintaining the physical environment of offices and premises at a good standard; performing unskilled manual work; loading, unloading and moving stores items, equipment and furniture; and carrying out weeding and trimming works.

41.24 Consequently, Unions stated that these employees cannot continue to operate as such and it is high time that a proper list of duties be worked out for them. The fact that the grade of General Worker falls under the administrative control of the MPSAIR, **the Bureau recommends that the latter considers the advisability of framing a schedule of duties for the grade of General Worker.**

Assistance to Driver (Heavy Vehicles)

41.25 In line with government policy to provide a safer work environment as well as to reduce the number of accidents, provision was made in the last Report for the posting of a Lorry Loader or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles). For this review, staff side of few Ministries have requested for the creation of a grade of Lorry Helper to assist the Driver (Heavy Vehicles) during operations. Management of the respective Ministries were, however, not in favour of an additional level on account of overlapping of duties between the grades of Lorry Loader and Lorry Helper. We are, therefore, replicating the existing provision.

Recommendation 4

41.26 We recommend that organisations should continue to look into the advisability of having a Lorry Loader or Handy Worker in vehicles categorised as Heavy Vehicles with a view to providing appropriate assistance to the Driver (Heavy Vehicles) during operations.

Risk Allowance

41.27 In the last review exercise, provision was made for the conduct of a Risk Assessment Exercise by Ministries/Departments in view of the numerous representations made by staff side for the extension of the risk allowance to employees of the Workmen's Class notwithstanding whether they are exposed to higher than normal risk or not. Unions have submitted that this recommendation has, however, not been implemented in various Ministries/ Departments. In some instances, they have reported that the recommendations made by Safety and Health Officers through risk assessments and safety audits are not taken on board.

41.28 Considering the fact that one of the statutory obligations of Management is to have regular occupational safety and health audits carried out by Safety and Health Officers with a view to identifying risks to safety and health, we are making appropriate recommendation to address the issues reported thereon.

Recommendation 5

41.29 The Bureau recommends that Ministries/Departments should mandatorily ensure that a Risk Assessment Exercise is carried out by their Departmental Safety and Health Committee in line with provision made in Chapter 'Risk, Insurance and Compensation', of Volume 1 of this Report.

Insecticide Sprayer Operator

41.30 The staff side has submitted that the Insecticide Sprayer Operators are regularly exposed to noxious chemicals in the performance of their duties. These chemicals include, among others, Abed, Fendona, Oscar, Endona, Samda, Alphamoss, Aqua Kaotrine and Sulphur Dioxide. They added that due to regular exposure to chemical products, most of the incumbents suffer from severe and even chronic health problems. During consultation, the Bureau took cognisance of two vivid examples

where incumbents are suffering from skin disease and partial lost of eyesight due to continuous exposure to chemicals.

- 41.31 Union members also averred that their clothes get dirty and wet in the process of spraying the chemicals which is dangerous to their health as well as those who come in contact with them. They also contended that they are not provided with bathroom facilities or any such facilities to keep themselves clean. In line with the provision of the Mauritius Pesticides Control Act of 1972, **the Bureau considers that Management should make provision for adequate and suitable washing facilities, wherever possible, to keep the Insecticide Sprayer Operators clean.**
- 41.32 After indepth examination of all the requests as well as the Job Description Questionnaires, the Bureau concludes that there is merit in the demand for the grant of an allowance on account of regular exposure to noxious chemicals. We are recommending accordingly.

Recommendation 6

- 41.33 **We recommend that incumbents in the grade of Insecticide Sprayer Operator who are regularly exposed to and handling noxious chemicals should be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale.**
- 41.34 **We further recommend that Management should make necessary arrangement with Health Authorities, for Insecticide Sprayer Operators and their Immediate Supervisor to undergo a medical surveillance.**

Cook Cadre

- 41.35 Incumbents in the Cook Cadre across the Civil Service are presently eligible for a monthly risk allowance equivalent to one and a half increments at the initial salary of their respective salary scale in view of the fact that they are prone to burns, injuries, back sprain and variscosis in the performance of their duties. As this provision is serving its purpose, **the Bureau recommends that the present arrangement should continue to prevail. However, in the event the new quantum of allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.**

Allowance for Collection and Deposit of Keys at Police Stations

- 41.36 Incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations are paid a monthly non-pensionable allowance, subject to set criteria. We are, while maintaining the provision, revising the quantum of the allowance.

Recommendation 7

41.37 We recommend that incumbents in the Workmen's Group-General who are called upon to collect and deposit keys at Police Stations be paid a monthly non-pensionable allowance of:

- (i) Rs 375 provided they have to cover, over and above the home to office journey and back, an aggregate of two to six kilometres daily; and**
- (ii) Rs 525 for having to cover, over and above the home to office journey and back, an aggregate of more than six kilometres daily.**

SPECIFIC RECOMMENDATIONS**OFFICE OF THE PRESIDENT****Driver (Roster- day and night) (New Grade)**

41.38 Management has submitted that the activities/functions of the Office of the President are mostly organised after office hours which last till late at night and when public transport is not available. Drivers are consequently required to work till early the next morning for the conveyance of staff, thus leading to inadequate rest and excessive fatigue. Management has, therefore, requested for a grade of Driver (Roster – day and night) with a view to reducing the likelihood of safety, health and accident problems. We concur with the views thereof and are recommending accordingly.

Recommendation 8

41.39 We recommend the creation of a grade of Driver (Roster – day and night). Appointment thereto should be made by selection from among serving employees, on permanent and pensionable establishment of the Office of the President, possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification and a valid driving licence (manual gear) to drive cars or vans or minibuses or lorries up to five tons.

41.40 Incumbent would, *inter alia*, be required to drive Government vehicles for the conveyance of staff and visitors, materials and equipment in connection with the activities of the Office of the President; carry out simple checks/maintenance tasks; report any defect observed to the Officer-in-Charge of transport and take the vehicle to workshop for repair/servicing; attend to minor repairs; and perform messengerial duties, as and when required.

41.41 Incumbent will also be required to work on a roster basis (day and night) including Sundays and Public Holidays.

41.42 We also recommend that incumbents in the grade of Driver be given the option to join the new grade of Driver (Roster- day and night) and on joining be granted two increments in all, subject to the top salary of the new grade. The post of Driver should, thereafter, be abolished on vacancy.

Sanitary/Cleaning Attendant (New Grade)

41.43 The main duties of the Sanitary Attendant are related to the cleaning of toilets and bathrooms. Management has informed that incumbent, in addition to his normal set of duties, is also performing all cleaning works. Hence, a request has been made to restyle the grade of Sanitary Attendant into Sanitary /Cleaning Attendant to reflect the actual duties devolving upon the incumbent. During meeting, Management was apprised that the request does not constitute a mere restyling but an amendment in the present conditions of service which would not be appropriate. The Bureau suggested that a grade of Sanitary/Cleaning Attendant may instead be created against abolition of the grade of Sanitary Attendant, to which Management subscribed.

Recommendation 9

41.44 We recommend the creation of a grade of Sanitary/Cleaning Attendant. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the Office of President possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.

41.45 Incumbent would, *inter alia*, be required to clean toilets and bathrooms; and perform all other cleaning duties.

41.46 We further recommend that incumbent in the grade of Sanitary Attendant be given the option to join the new grade of Sanitary/Cleaning Attendant and the grade of Sanitary Attendant be abolished on vacancy.

Butler, Office of the President

formerly Butler

Senior Assistant Butler

formerly Senior Household Attendant

Assistant Butler (on Roster)

formerly Household Attendant (on Roster)

41.47 Prior to the publication of this Report, a request was made by Management to restyle the existing grades of the Household Attendant Cadre such that henceforth, incumbents would form part of the Butler Cadre; and upgrade the existing qualifications requirement to include the National Certificate in Housekeeping. Management viewed that it is imperative to have knowledgeable staff with appropriate skills and competencies to improve efficiency and in the interest of the excellent hospitality extended by His Excellency to Heads of States and eminent personalities. We have analysed the requests and consider that there is merit in the case. After examining the Job Description Questionnaires duly filled in the context of this review exercise, we conclude that there is a need to bring amendments to both the appellation and qualifications requirement of these grades commensurate with the duties being performed by incumbents. We are making appropriate recommendations to this effect.

Recommendation 10

41.48 We recommend that the following grades be restyled as hereunder:

From	To
Butler	Butler, Office of the President
Senior Household Attendant	Senior Assistant Butler
Household Attendant (on Roster)	Assistant Butler (on Roster)

41.49 We additionally recommend that, henceforth:

- (i) the grade of Butler, Office of the President *formerly Butler* should be filled by selection from among serving employees on the permanent and pensionable establishment of the Office of the President possessing a Certificate of Primary Education or Primary School Achievement Certificate and showing proof of having sat for the Cambridge School Certificate or General Certificate of Education. Candidates should also possess a National Certificate Level 4 in either Housekeeping or Restaurant and Bar Services awarded by the Mauritius Institute of Training and Development;
- (ii) the grade of Senior Assistant Butler *formerly Senior Household Attendant* should be filled by selection from among employees in the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)* reckoning at least five years' service in a substantive capacity in the grade; and
- (iii) the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)* should be filled by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate and showing proof of having sat for the Cambridge School Certificate or General Certificate of Education as well as possessing a National Certificate Level 3 in either Housekeeping or Restaurant and Bar Services or Villa Services awarded by the Mauritius Institute of Training and Development.

41.50 A Qualification Bar (QB) has also been inserted in the salary scale of the grade of Assistant Butler (on Roster) *formerly Household Attendant (on Roster)*. **Incumbents should possess the National Certificate Level 3 to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

Personal Attendant

41.51 As per existing provision, an employee of the Office of the President is assigned the duties of Personal Attendant against payment of an allowance. Management has requested to maintain the position of Personal Attendant. We are, therefore, replicating the existing provision.

Recommendation 11

- 41.52 **The Bureau recommends that the position of Personal Attendant should not be filled in a substantive capacity. The duties of the Personal Attendant should continue to be assigned to an employee of the Office of the President against payment of an allowance equivalent to the difference between the salary of the Personal Attendant and his salary.**

NATIONAL ASSEMBLY**Allowance to employees in the Office Auxiliary/Senior Office Auxiliary Cadre**

- 41.53 Provision exists for the payment of an *ad hoc* allowance of Rs 190 per sitting to employees in the Office Auxiliary/Senior Office Auxiliary Cadre who, during parliamentary sittings, perform work which are over and above their normal set of duties. This provision, being appropriate, should continue to prevail. The quantum of the allowance is, however, being revised.

Recommendation 12

- 41.54 **We recommend that the *ad hoc* allowance payable to employees in the Office Auxiliary/Senior Office Auxiliary Cadre, who, during Parliamentary sittings perform work over and above their normal set of duties, be revised Rs 200 per sitting.**

PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS AND MINISTRY FOR RODRIGUES, OUTER ISLANDS AND TERRITORIAL INTEGRITY**MAURITIUS POLICE FORCE****Cook Cadre**

- 41.55 Staff side has made representations for: the grant of specific allowances; creation of additional levels and posts; review of scheme of service; and provision of training. During meeting, union members submitted that Cooks (on Roster) who are posted at the Special Mobile Force prepare and serve food for around 900 Police Officers, on a daily basis. Thus, they requested for additional compensation for serving food. Parties were informed that these elements have already been considered in determining the salary of the grade and creation of one additional level to assist the Cooks (on Roster) is not warranted. Union members raised their qualms on the lack of promotional prospects for Cooks (on Roster) since the ratio of Senior Cook to Cook (on Roster) stands at 8:102. They added that they are not provided with meal or meal allowance whenever they perform overtime or two shifts at a stretch. **This issue was taken up with Management who has informed that henceforth needful would be done for the provision of meals to the Cooks (on Roster) whenever they would be unexpectedly retained on duty for at least three hours beyond their normal working hours.**

- 41.56 Union members apprised the Bureau that the scheme of service of the grade of Cook (on Roster) dates back to 1982 and should be reviewed to reflect the actual requirements of the job. It was agreed that onus for amending the scheme of service falls under the responsibility of Management. On the issue of training, parties were sounded that the Bureau has made ample provisions in its successive Reports on continuous training of public officers for effective service delivery.
- 41.57 The Bureau has studied the requests of staff side **and views that Management considers the advisability of increasing the number of posts of Senior Cook to exercise supervisory function; and also the number of Cooks (on Roster) to ease the heavy workload involved in the preparation and serving of meals.**

Police Attendant Cadre

- 41.58 The main demands of Unions were focused on review of salary; grant of risk allowance and duty free facilities; increase in the number of posts; and review of conditions of service. It has been pointed out that due to lack of personnel in some Police Stations, the duties of Police Attendant/Senior Police Attendant are being performed by the Head Police Attendant, on a regular basis. Further, a few Police Stations have not been provided with a Police Attendant/Senior Police Attendant for the past few years and incumbents in the said grade are often called upon to serve two Police Stations concurrently without provision of an official transport to ease movement to the different site of work.
- 41.59 Certain issues pertaining to internal arrangement were also discussed during meeting where Unions were advised to take up same with Management. A request was also made for health surveillance as incumbents are exposed to detainees who may have contagious diseases. **The Bureau views that Management may stand guided by the provision on Medical Surveillance as recommended at paragraph 41.11 above.** To address the issue relating to lack of personnel, **we recommend that Management considers the advisability of carrying out a Human Resource Planning exercise for the rightsizing of its staff.**

FORENSIC SCIENCE LABORATORY

Forensic Laboratory Auxiliary Cadre

- 41.60 The main demand from the staff side pertain to: merging of grades; creating additional levels/posts; filling of vacant posts; granting of risk allowance; provision of personal protective equipment and enhancing conditions of service. Requests which were found to have technical implications were discarded and the parties were so apprised during the consultative meeting. As regards provision of PPE, creation of additional posts as well as filling of vacant posts, they were informed that onus rests with Management.
- 41.61 A request was also made for the grant of an allowance for carrying out archiving, incineration of post-mortem samples and other hazardous items such as drug wastes. During consultation, the Bureau was informed that the archiving duties are time consuming and risky for which incumbent would be responsible in case a file is

lost/misplaced. **This issue was taken up with Management during the meeting and the latter informed that archiving duties are mostly performed by officers in the Forensic Technologist Cadre who are assisted by employees in the Forensic Laboratory Auxiliary Cadre.**

Handy Worker

41.62 Submission has been made by staff side to restyle the grade of Handy Worker to Forensic Stores Attendant as the duties being performed by the only Handy Worker in post are over and above those prescribed in the scheme of service. During discussion, parties were informed of the technical implications in acceding to the request for restyling and viewed that **it is the responsibility of Management to ensure that the duties performed by the Handy Worker are adhered to what have been prescribed in the scheme of service.** A request for risk allowance was also made whereby the Bureau explained the philosophy behind the grant of such allowance.

MAURITIUS PRISON SERVICE

Senior Cook (New Grade)

41.63 The Prisons Catering Unit caters for the daily provision of breakfast, lunch and dinner for the detainees in all penal institutions. At present, the meals are prepared by the Cooks (on Roster) who work under the supervision and guidance of the Prisons Staff. Both Management and staff side have submitted that there is no career prospect for employees in the grade of Cook (on Roster) and the absence of a senior level often impedes the proper running of the Prisons Catering Unit. We are supportive of their views and are reinforcing the structure with the creation of a senior level for proper supervision and coordination of work among the Cooks (on Roster).

Recommendation 13

41.64 We recommend the creation of a grade of Senior Cook. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Cook (on Roster) reckoning at least five years' service in a substantive capacity in the grade.

41.65 Incumbents would, among others, be responsible for organising and controlling the day-to-day work of the Cooks (on Roster) in penal institutions; ensuring care and cleanliness of all catering equipment and utensils; maintaining a high standard of hygiene in the kitchen and its immediate surroundings; receiving and delivering foodstuff and provisions handed over by the officers of the Catering Department/Stores Section; assisting in the training of Cooks (on Roster); and performing the duties of Cook (on Roster) in a senior capacity, as and when required.

Cook (on Roster)

- 41.66 The representations of the staff side pertained mainly to creating a grade of Senior Cook, upgrading of salary, increasing the existing allowances, payment of overtime as well as grant of trade and rent allowances. During consultation, union members were provided with ample explanations for requests which could not be acceded to.
- 41.67 Additionally, the Bureau was apprised that employees in the said grade are often called upon to work beyond their normal working hours, on a regular basis and are granted time-off instead of payment of overtime. They added that, at times, they are not even granted time-off or any form of compensation for additional hours of work put in on grounds of lack of human resources or disruption of services if time-off is granted. The views of Management which were sought confirmed that Cooks (on Roster) who put in additional hours of work beyond their normal weekly hours of work, are compensated by time-off, in lieu of payment of overtime which is in line with the provisions governing overtime.

Prisons Driver (Shift)

- 41.68 In view of the specific nature of duties at the Mauritius Prisons Service, the grade of Driver (Shift) was restyled Prisons Driver (Shift) in the EOAC Report 2013. In the context of this Report, the staff side vehemently requested to revert the grade of Prisons Driver (Shift) to its former appellation of Driver (Shift) on account of the risks involved in driving prison vehicles while escorting violent and high risk detainees. This request was lengthily discussed with the union members during meeting and the constraint involved in reverting the said grade to its former appellation was underscored and was, therefore, not receivable. The other demands of union members pertained to reviewing the existing conditions of service as well as grant of an allowance for driving the ambulance in emergency cases when conveying detainees to hospitals. The request for the grant of allowance has been supported by Management who confirmed that the Prisons Drivers (Shift) drive the prisons ambulance for the conveyance of detainees and staff to hospitals whenever instructed by the doctors. After giving due consideration to all these facts, we are providing an incentive to the Prisons Drivers (Shift) who are called upon to drive the ambulance in emergency cases.

Recommendation 14

- 41.69 We recommend the payment of a monthly allowance equivalent to one increment at the initial salary to Prisons Drivers (Shift) whenever they are called upon to drive the ambulance of the Mauritius Prisons Service in emergency cases for the conveyance of detainees and staff to hospitals.**

Meal Allowance

- 41.70 Presently, in addition to the provisions governing meal allowance, Prisons Drivers (Shift), who are required to double their shift due to the exigencies of service, are either provided with meals where catering facilities are available or paid an allowance of Rs 130 for each meal. We are revising the quantum of the meal allowance.

Recommendation 15

- 41.71 **We recommend that Prisons Drivers (Shift), who are required to double their shift due to exigencies of the service, should continue to be either provided with meals where catering facilities are available or paid an allowance of Rs 150 for each meal.**

DEPUTY PRIME MINISTER'S OFFICE, MINISTRY OF HOUSING AND LAND USE PLANNING AND TOURISM**MINISTRY OF HOUSING AND LAND USE PLANNING****Survey Field Worker Cadre**

- 41.72 Representations of the staff side pertained to: demerging the grade of Survey Field Worker/Senior Survey Field Worker; grant of risk allowance and duty free facilities; and provision of training. During meeting, parties were informed that the request for demerging cannot be retained in view of its technical implications. They were also made aware of the philosophy behind the grant of specific allowances. Unions reported that, in the performance of their duties, employees in the said cadre make use of expensive and sophisticated equipment viz GPS Rover. However, they learn by themselves as no specific training is provided to them. To this end, **the Bureau recommends that employees in the Survey Field Worker Cadre should be provided with appropriate on-the-job training in handling of heavy and sophisticated equipment which are essential in the performance of their daily tasks.**
- 41.73 Staff side was requested to furnish additional information on the various issues discussed during meeting, which were, however, not submitted. Hence, for want of information, we are maintaining the present structure.

VICE PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY**ICT Laboratory Auxiliary Cadre*****formerly Computer Laboratory Auxiliary Cadre***

- 41.74 Request was made by the Unions to restyle the Computer Laboratory Auxiliary Cadre to ICT Laboratory Auxiliary Cadre which was supported by Management. As regards training, union members have drawn our attention that incumbents in this cadre are not provided with appropriate training in the use of new ICT equipment and they learn through 'trial and error'. Thus, keeping in view that training is an essential component in equipping the employees with upgraded skills and competencies, we are recommending accordingly as well as restyling the cadre to a more appropriate appellation.

Recommendation 16

- 41.75 **We recommend that the grades of Computer Laboratory Auxiliary and Senior Computer Laboratory Auxiliary be restyled ICT Laboratory Auxiliary and Senior ICT Laboratory Auxiliary respectively.**

41.76 We also recommend that Management should provide appropriate training to employees in the ICT Laboratory Auxiliary Cadre formerly Computer Laboratory Auxiliary Cadre, preferably during school holidays.

41.77 The staff side have also made representations on: the hours of operation; increasing the number of posts/levels; provision of medical surveillance at regular intervals; as well as provision of training and duty free facilities. During consultation, union members were informed of requests which were not receivable by the Bureau. They pleaded that they should work five days a week instead of six days which would be cost effective for the Ministry to which Management was not agreeable owing to the operational needs of the schools. Union members also submitted that employees of this cadre have once been provided with a medical surveillance in line with the existing provision. The Bureau deems it imperative for these officers to undergo regular health check-ups and recommends that **Management should make necessary arrangements with Health Authorities, for employees in the ICT Laboratory Auxiliary Cadre formerly Computer Laboratory Auxiliary Cadre to undergo a medical surveillance in line with the provision of paragraph 41.11 above.**

General Worker

41.78 The main requests of the staff side were related to change in appellation, provision of allowance, upgrading of salary and grant of loan facilities for the purchase of Motorcycles. It has been submitted that in most schools, the General Workers are performing the duties of School Caretaker on a full-time basis without any allowance. This issue has been cleared with Management and the Bureau has been informed that: the General Workers are performing manual work such as cleaning and weeding, among others which do not require any skill; and a responsibility allowance is granted to the General Workers who are called upon to perform the duties of School Caretaker.

Laboratory Auxiliary Cadre

41.79 Union members made representations for: restyling of the cadre; upgrading of qualifications requirement and salary respectively; and merging of the two levels in the cadre. Ample explanations and justifications were provided to parties for requests which were not receivable. Union members averred that despite several requests made to Management, vacant posts have remained unfilled. Also, the ratio of Senior Laboratory Auxiliary to Laboratory Auxiliary is not appropriate and the laboratories in most secondary schools are operating without a Senior Laboratory Auxiliary. Although this relates to an internal issue, the views of Management were sought thereon to which they responded that a few secondary schools can operate without a Senior Laboratory Auxiliary on account of a decline in the number of students opting for science subjects.

41.80 During consultations, the staff side also voiced out that the responsibility for maintaining discipline during lunchtime is being entrusted to employees of the Workmen's Group - General only when in fact **maintenance of discipline within the school compound should be the concern of each and every member of the staff, both teaching and non-teaching.** Management on its side reacted that the

employees of the Laboratory Auxiliary Cadre are responsible for maintaining discipline in the respective laboratories, under the supervision of the Educator and such issues should be dealt with administratively.

**Library Auxiliary/Senior Library Auxiliary
formerly Library Attendant/Senior Library Attendant**

- 41.81 Submissions of the staff side were mainly for pay parity, creation of Head Library Attendant and provision of training in Health and Safety and other fields relevant to the job. During meeting, Union members stated that due to lack of staff, the Library Attendant/Senior Library Attendant are, at times, required to serve two school libraries concurrently. In schools where there is only one Library Attendant/Senior Library Attendant, incumbent faces difficulties to break for lunchtime as the Library is open during short breaks and lunchtime. The views of Management were sought on the aforementioned administrative issues and the latter submitted that the increase in the number of post may be taken up in the next budgetary exercise whereas an internal arrangement has been made for the lunchtime of staff not to coincide. Management is, however, not in favour of a supervisory level as supervision is exercised by the technical staff of the library.
- 41.82 In light of the foregoing, we are restyling the grade to reflect the change in appellation which was made in the Civil Establishment Order 2019.

Recommendation 17

- 41.83 We recommend that the grade of Library Attendant/Senior Library Attendant be restyled Library Auxiliary/Senior Library Auxiliary.**
- 41.84 We also recommend that the grade of Library Attendant/Senior Library Attendant on the establishment of the National Assembly and the Rodrigues Regional Assembly be restyled Library Auxiliary/Senior Library Auxiliary.**

School Caretaker Cadre

- 41.85 Unions have represented for the creation of additional levels/posts, upgrading of salary, changing the appellation of the cadre, provision of training and loan facilities for the purchase of motorcycles. During meeting, parties were informed that the present hierarchical structure is fit for purpose and hence, creation of additional level is not warranted. Staff side also pleaded that the present mode of appointment to the grade of Senior/Head School Caretaker be maintained, to which the Bureau has no objection.
- 41.86 Union members further averred that incumbents in the School Caretaker Cadre provide assistance in handling of IT equipment and should, therefore, be provided with appropriate training. They were informed that onus for provision of training rests with Management. Additionally, Unions complained that a few schools do not have Security Guards and the School Caretakers are performing the duties of the latter grade on a full-time basis. They added that the schools should be equipped with a gatepost as the School Caretakers are often called upon to sit near the gate which is

not practical. As this request could be dealt with administratively, Union members were advised to take up same with Management. On the issue of conditions of service, parties were informed that these would be looked into by the Bureau.

Allowance for cleaning Computer rooms/Specialist IT rooms

41.87 Incumbents in the School Caretaker Cadre who are assigned the task of cleaning Computer rooms/Specialist IT rooms are eligible for a monthly non-pensionable allowance equivalent to one increment at the initial of the salary scale of the grade of ICT Laboratory Auxiliary *formerly Computer Laboratory Auxiliary*. **As this arrangement is appropriate, we recommend that it should continue to prevail.**

Stores Attendant

41.88 Union members have requested to restyle the grade of Stores Attendant into Stores Auxiliary, increasing the number of posts, creation of a grade of Senior Stores Attendant, review of qualifications requirement, upgrading of salary, grant of risk allowance and request for site visit at the Central Supplies Division. Parties were informed of requests which were not receivable by the Bureau as well as issues which fall under the ambit of Management. As regards creation of a grade of Senior Stores Attendant, Management did not support the request. It is worth noting that the site visit at the Central Supplies Division had been scheduled by the Bureau. However, the Union members when contacted, informed that the Division could not receive the officers of the Bureau as the said office was being transferred to another location.

Workshop Assistant Cadre

41.89 Both Management and staff side have pleaded for an upgrading of salary commensurate with the qualifications and evolution in the nature and complexity of duties shouldered by incumbents in the Workshop Assistant Cadre. The other requests of staff side pertained to restyling of the said cadre into Design and Technology Laboratory Auxiliary Cadre in line with reform in the education sector; creation of additional posts of Head Workshop Assistant; and provision of training. The request for restyling was turned down by the Bureau while Union members were enlightened on those requests which fall under the responsibility of Management.

41.90 On the issue of training, union members expressed their concern that students should not be unduly penalised as the services of the Workshop Assistant Cadre are of utmost importance in the conduct of practical classes and examinations. Hence, they proposed that the training programmes should be conducted during school holidays similar to the full-day workshop mounted by the Ministry for employees in the Laboratory Auxiliary Cadre in 2018. We are making an appropriate recommendation to this effect.

Recommendation 18

41.91 We recommend that Management should provide appropriate training to employees in the Workshop Assistant Cadre, preferably during school holidays.

VICE PRIME MINISTER'S OFFICE, MINISTRY OF LOCAL GOVERNMENT AND DISASTER RISK MANAGEMENT**Handy Worker (Special Class) (New Grade)**

41.92 Presently, the Field Services Unit of the Ministry is manned mainly by employees belonging to the Workmen's Group namely General Workers, Handy Workers and Tradesman's Cadre. Management has submitted that the Handy Workers are performing certain duties which do not form part of their scheme of service. With a view to regularizing this situation, they requested for the creation of a level of Handy Worker (Special Class) to which we are agreeable and are recommending accordingly.

Recommendation 19

41.93 We recommend the creation of a grade of Handy Worker (Special Class). Appointment thereto should be made by selection from among serving employees on permanent and pensionable service possessing the Certificate of Primary Education or Primary School Achievement Certificate and reckoning at least three years' service in a substantive capacity. In the absence of qualified serving officers, consideration will also be given to candidates who show proof of being literate.

41.94 Incumbent would be responsible, *inter alia*, to: clean and upkeep all areas and sections including yards, floors, walls, windows, staircase, corridors, bathroom and toilets; answer telephone calls, take and transmit messages; perform any unskilled manual work and simple gardening duties, as and when required; operate and effect simple maintenance and repairs of equipment such as bush cutter; collect and dispose of refuse; carry out simple repair works and ensure that all tools and equipment are kept in good working condition; handle, carry, pack, load and unload store items, goods and materials; and assist Drivers in effecting minor repairs of the vehicles including unmounting and changing of tyres and performing other ancillary works associated with the day to day running of the vehicles.

Leading Hand/Senior Leading Hand

41.95 The grade of Leading Hand/Senior Leading Hand is presently filled by selection from among employees on permanent and pensionable establishment in the grades of Handy Worker, Refuse Collector and General Worker possessing the Certificate of Primary Education and reckoning at least five years' service in a substantive capacity in their respective grade. It has been reported that the grade of Gardener/Nursery Attendant is a dead-end post and the rate of turnover in this grade is high due to lack of promotion prospects. Staff side has, therefore, requested that employees in the said grade be allowed to compete for the post of Leading Hand/Senior Leading Hand. As the onus for amending schemes of service rests with Management, their views were sought thereon to which they have no objection. **The Bureau therefore views that Management should consider reviewing the qualifications requirement of the grade of Leading Hand/Senior Leading Hand to include the grade of Gardener/Nursery Attendant and such amendment should be made after**

consultation with all stakeholders in line with the general guidelines stipulated in the 'Handbook for Drafting Schemes of Service in the Public Sector.

- 41.96 It has also been reported that, due to lack of employees in the grade of Foreman, those in the grade of Leading Hand/Senior Leading Hand possessing a trade certificate are required, on a regular basis, to perform the duties of the former grade, without any allowance. Union members were advised to take up the matter with Management as general provision exists for the payment of allowance for shouldering higher responsibilities over and above the normal set of duties.

Task Work for employees posted in the Field Services Unit

- 41.97 The Field Services Unit is responsible for the execution of minor repairs and maintenance of infrastructural works and projects for the Ministry and other public institutions. It is manned by employees in the grades of Leading Hand/Senior Leading Hand, Handy Worker, Refuse Collector and General Worker. The proposal of both Management and staff side was in the same vein viz employees of the Field Services Unit be allowed to operate on a task work basis in view of its specificity of operation. During meeting, parties were informed that **Management has the prerogative to implement the concept of task work in line with the existing provision of the Chapter on 'Task Work in the Public Sector' of Volume 1 of this Report.**

MAURITIUS METEOROLOGICAL SERVICES

Stores Attendant (New Grade)

- 41.98 Presently, the Mauritius Meteorological Services does not have staff for the upkeep of its stores section and incumbent in the grade of General Worker is being required to perform the duties of Stores Attendant, on a roster basis, without any allowance. Management has submitted that the Internal Control Report recommended that a Stores Attendant be posted therein to prevent leakage of information and they have thus pleaded for the creation of that grade, to which we subscribe.

Recommendation 20

- 41.99 We recommend the creation of a grade of Stores Attendant. Appointment thereto should be made by selection from among serving employees on permanent and pensionable service possessing the Certificate of Primary Education or Primary School Achievement Certificate and having a good knowledge of stores duties and items of stores.**

- 41.100 Incumbent would be responsible, *inter alia*, for opening and closing of store apertures; cleaning the store premises; collecting, loading, unloading and conveying stores items; opening packages, crates and cases; handling all stores items; removing all packing materials and empty crates; packing stores items; collecting and despatching stores correspondence; placing and arranging items of store on shelves and maintaining them clean and in order; and assisting in any work relating to inventories and surveys.

MINISTRY OF SOCIAL INTEGRATION, SOCIAL SECURITY AND NATIONAL SOLIDARITY

Social Security Attendant

41.101 The main demands of Union were related to restyling of grade, alignment of salary, increasing the number of posts, creation of a grade of Senior Social Security Attendant and provision of risk allowance as well as training. All the requests were lengthily discussed with staff side and they were informed of requests which were not receivable by the Bureau. During the course of the meeting, the Bureau was apprised that, following the declaration of a cyclone warning Class 3, the services of the Social Security Attendants are retained which are often beyond three hours. These employees have to make their own transport arrangement as no official transport is provided to them to reach their place of residence. Additionally, they are not refunded the transport fee borne by them. This issue was raised with Management who informed that, in future, the refund of transport fee borne by incumbents may be considered. Moreover, Management is not in favour of creation of a senior level as only one Social Security Attendant is posted in each local office and the increase in the number of posts of Social Security Attendant would be considered in the next Budgetary exercise.

MINISTRY OF ENVIRONMENT, SOLID WASTE MANAGEMENT AND CLIMATE CHANGE

Environmental Laboratory Auxiliary Cadre *formerly Laboratory Auxiliary Cadre*

41.102 Submissions of the staff side pertained to restyling of grade, upgrading of salary, creation of additional levels and grant of risk allowance. Union members were informed that the issue of salary would be looked into holistically and that creation of additional levels depends on the operational needs of the organisation. They were also advised to submit the request for risk allowance to the MPSAIR. It should be pointed out that the views of Management were sought on this issue to which they did not subscribe. Further, staff side proposed a new appellation for the Laboratory Auxiliary Cadre which has been supported by Management. To reflect the duties devolving upon incumbents, we are restyling the grades in the Laboratory Auxiliary Cadre accordingly.

Recommendation 21

41.103 We recommend that the grades of Senior Laboratory Auxiliary and Laboratory Auxiliary be restyled Senior Environmental Laboratory Auxiliary and Environmental Laboratory Auxiliary respectively.

On-Call Monthly Commuted Allowance

41.104 Drivers who are required to be on-call to attend to environmental hazards/emergencies are presently paid a monthly commuted allowance of Rs 325. This provision being appropriate, should continue to prevail. We are revising the quantum.

Recommendation 22

41.105 We recommend that the monthly on-call commuted allowance payable to Drivers who are required to be on call to attend to environmental hazards/emergencies be revised to Rs 345.

ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY**MINISTRY OF AGRO INDUSTRY AND FOOD SECURITY****Apiculture Section**

41.106 Management has submitted that employees in the grades of Senior Laboratory Auxiliary, Laboratory Auxiliary and General Worker posted at the Apiculture Section perform specific duties when assisting the Apicultural Officer in the performance of his duties. These employees are being compensated by way of an *ad hoc* allowance which has been determined and approved by the MPSAIR. Management has, therefore, requested that these employees be granted a risk allowance as they are involved, among others, in: transportation of bee colonies, beekeeping equipment and materials; preparation of honey syrup for feeding of bee colonies; cleaning of sites where bee colonies are kept; providing assistance in honey extraction; and placement of varroa control products in bee hives. They also submitted that these employees are provided with protective clothing to protect them from bee sting. After examining the request, **the Bureau considers that Management should continue with the present arrangement regarding grant of *ad hoc* allowance.**

Driver (Heavy Vehicles above 5 tons)**Driver (Mechanical Unit)****Driver (Ordinary Vehicles up to 5 tons)****Driver (on Shift)**

41.107 Representations from the staff side were mainly geared towards enhancing the conditions of service; upgrading of salary; and reinstating the grade of Lorry Helper. Union members complained that there is inequality of treatment as not all Drivers of respective Sections/Divisions of the Ministry are granted mobile cards. This issue was raised with Management and the Bureau has been assured that this request is being favourably processed at the level of the Ministry. Plea was also made for a Washing Point to be made available at the Transport Unit of Redit for washing of the government vehicles since the Drivers who have the vehicles under their custody have to wash same at their place of residence. Management, on its side, reacted that a washing bay with water tank and hose is already available at the said Unit. Further, union members have requested to increase the number of posts of Drivers (on Shift) performing the night shift. Parties were however informed during the meeting that this demand should be channelled to Management, to which they agreed.

41.108 A case was also made to reinstate the grade of Lorry Helper to provide help and support to the Driver (Heavy Vehicles above 5 tons) and Driver (Mechanical Unit). This was not receivable as there already exists a grade of Lorry Loader whose duties as per

the scheme of service provide that incumbent should, among others, accompany Drivers in lorries or other Government vehicles and assist in case of breakdown.

On-Call Commuted Allowance

41.109 Staff side submitted that two Drivers are called upon, on a roster basis, to remain on call for a whole month to attend to emergency cases in relation to animals. They, therefore, requested for an appropriate allowance which has been supported by Management. The Bureau has analysed the issue and with a view to enhancing service delivery, we are making relevant provision to this effect.

Recommendation 23

41.110 We recommend that Drivers who are required to be on-call for a whole month to attend to emergency cases in relation to animals be paid a monthly On-Call Commuted Allowance of Rs 345.

General Development Workers

formerly Stores Attendant, Gangman, Timekeeper, Leaf Checker (TDA/Teafac)

41.111 Requests of Unions related to alignment of salary and grant of allowances for assuming higher responsibilities. It has been represented that the General Development Workers who were formerly *Stores Attendant, Gangman, Timekeeper, Leaf Checker* at the defunct TDA/Teafac are being called upon to perform duties of a higher nature. However, only the ex-Gangman are being granted a monthly *ad hoc* allowance based on their posting and same has been confirmed by Management. The Bureau views that this issue should be looked into by Management as provision for the payment of a responsibility allowance already exists for employees performing duties of a higher level. As regards alignment of salary, Unions were informed that it would be looked into holistically.

Livestock Attendant Cadre

formerly Stockman Cadre

41.112 Staff side pleaded for a gender neutral appellation of the Stockman Cadre to enable recruitment of female employees. They proposed that the present cadre be restyled Animal Husbandry Assistant Cadre. Additionally, Management has requested for a departmental appellation for those Stockmen (on Roster) posted at the National Parks and Conservation Service. After a thorough analysis, we are not in favour of providing a departmental appellation. However, we are restyling the Stockman Cadre to better reflect the services provided by the Ministry.

Recommendation 24

41.113 We recommend that the grades of Stockman (on Roster) and Senior Stockman be restyled Livestock Attendant (on Roster) and Senior Livestock Attendant respectively.

41.114 The main requests of union members were: review of salary; provision of adequate protective equipment and on-the-job training; increase in number of posts; payment of overtime; grant of meal and risk allowances; and restyling of the cadre. The various

requests were lengthily discussed during consultative meetings and parties were apprised of issues which could not be acceded to and/or issues which should be dealt with at organisation level. The Bureau is convinced on the importance of on-the-job training and **considers that Management should provide on-the-job training to employees of the Livestock Attendant Cadre formerly Stockman Cadre with a view to enhancing their skills in handling of animals.**

- 41.115 Union members further averred that there is lack of staff as most Livestock are not provided with a Senior Livestock Attendant *formerly Senior Stockman* which impedes service delivery and quite often, there is only one Livestock Attendant (on Roster) *formerly Stockman (on Roster)* to perform the night shift. Hence, in emergency cases such as death or illness of animals, the only incumbent faces difficulty to leave the livestock unattended and proceed to the Office to make phone calls to inform the Senior Livestock Attendant *formerly Senior Stockman* and other officers concerned. The Bureau was also apprised that there is past records of employees of the Livestock Attendant Cadre *formerly Stockman Cadre* getting injured, while on duty, by the animals. However, due to absence of witness, they were not granted injury leave. In view thereof, **the Bureau is of the view that Management: considers the advisability of providing two Livestock Attendants (on Roster) formerly Stockmen (on Roster) in the Livestock for the night shift; and should carry out an HR audit to assess the adequacy of its staff.**

Hatchery Operator

- 41.116 The Hatchery Operators requested for: upgrading of salary; amendment of qualifications requirement; creation of a senior level; and provision of training. During meeting, parties were informed of requests which could not be entertained and ample justifications were provided thereon. Union members averred that the duties have evolved with time whereby all the processes involved in hatching are very sensitive. Also, incumbents have the responsibility to set the incubator at the right temperature to prevent the eggs from getting burnt. They added that their services are often required at any time during the night and have to perform night duty on the eve of hatching and on any other night, as and when required. Hence, they pleaded for an upgrading of salary commensurate with the duties as well as the grant of loan facilities for the purchase of an autocytle/motorcycle to ease movement during the night. After studying the request as well as the newly filled in Job Description Questionnaire, **we are making provision for the grant of loan facilities to the Hatchery Operator for the purchase of an autocytle/motorcycle.**
- 41.117 A request was also made to amend the qualifications requirement of the grade such that the grade would, in future, be filled from Livestock Attendant Cadre *formerly Stockman Cadre* only as incumbents in the latter cadre have the relevant expertise. The views of Management were sought on this issue to which they reacted that employees in the Livestock Attendant Cadre *formerly Stockman Cadre* may also apply as the post of Hatchery Operator is filled from serving officers reckoning at least one year experience in a poultry hatchery.

41.118 It was also pointed out that no training is provided to the Hatchery Operators to operate the incubators and incumbents are learning through trial and error. The Bureau reiterates that it is the corporate responsibility of the Ministry to ensure sustained performance and productivity through training and development of its human resources. We are recommending accordingly.

Recommendation 25

41.119 We recommend that employees in the grade of Hatchery Operator should be provided with appropriate training in the effective use and handling of incubators.

Survey Field Worker Cadre

41.120 Submissions of employees in this cadre were mainly for: provision of training; review of salary; introduction of task work for those posted in the Forestry Service; walking allowance and specific allowance when posted in Islets; grant of hiking shoes; and loan facilities for the purchase of motorcycle. Most of these issues were cleared with Management and the latter averred that arrangements would be made with the Conservator of Forests for the provision of on-the-job training to the employees concerned in handling the heavy and sophisticated equipment in the performance of their daily tasks. The issue regarding introduction of task work system rests within the ambit of the Supervising Officer based on the operational requirements of the Ministry and union members were so apprised during the consultative meeting. Parties were also informed that their request for hiking shoes and other protective equipment should be channelled to the Standing Committee on Uniforms.

Walking Allowance

41.121 It has been emphasised that, in the regular performance of their duties, employees in the Survey Field Worker Cadre are required to pole out and measure the survey lines in areas which are accessible only by foot and this was confirmed by Management. A study of the newly filled in Job Description Questionnaires has revealed that incumbents have to walk long distances in the performance of their duties. In view thereof, we are making appropriate provision to this effect.

Recommendation 26

41.122 We recommend the payment of a monthly Walking Allowance of Rs 300 to employees in the grades of Head Survey Field Worker and Survey Field Worker/Senior Survey Field Worker.

Office Attendant (Ex-Tobacco Board) (Personal)

41.123 The two Office Attendants (Ex-Tobacco Board) (Personal) in post have requested for an alignment of salary with that of the merged grade of Office Auxiliary/Senior Office Auxiliary. During meeting, they were informed that the request was not receivable and were provided with the reasons thereon. The Bureau was also apprised that one of them had already completed 24 years of service in the grade since 2005 but has not been granted the long service increment. Upon enquiry with Management, the

genuineness of the averment of the staff side was confirmed. **The Bureau was informed that the issue would be addressed at the earliest by the Ministry.**

General Development Worker

formerly Warehouse Operative (Ex-Tobacco Board) (Personal)

General Development Worker

formerly Warehouse Worker (Ex-Tobacco Board) (Personal)

41.124 Employees in the grades of General Development Worker *formerly Warehouse Operative (Ex-Tobacco Board) (Personal)* and General Development Worker *formerly Warehouse Worker (Ex-Tobacco Board) (Personal)* have submitted that they are performing the duties of Office Auxiliary/Senior Office Auxiliary, on a full time basis, without any allowance. They also submitted evidence of testimonials which have been granted to them by the Ministry acknowledging that these employees are performing the said duties. The views of Management were sought thereon and they have inadvertently reported that the salary scales of these two grades are higher than that of the grade of Office Attendant. **The Bureau is of the view that Management considers the advisability of providing some form of compensation to these employees.**

Lorry Loader

41.125 The proposals of the Lorry Loaders were related to: review of salary; amendment of scheme of service; and grant of risk allowance. During consultation, parties were sounded that the issue on revision of salary would be dealt with holistically. As regards amendment of scheme of service, they took note that the onus rests with Management after consultations with the relevant stakeholders. Staff side was invited to submit the request for risk allowance to the Risk Assessment Committee. Additional request on personal protective equipment was made during meeting to which the executive member of the Government Services Employees Association reacted that a comprehensive list of personal protective equipment would be worked out and same would be channelled to the Standing Committee on Uniforms.

Sanitary Attendant

41.126 Requests of the staff side pertained to: review of salary; creation of senior level; and grant of risk allowance. Parties were apprised of requests which cannot be entertained and ample explanations were provided during meeting. The Bureau was made aware that the Sanitary Attendants are not provided with face masks on a regular basis. The views of Management were sought on this issue who averred that face mask does not form part of the personal protective equipment granted to the Sanitary Attendants. However, following the outbreak of the Covid-19 pandemic, they were provided with washable face masks. Afterwards, provision of face masks has ceased since all employees have to make their own arrangements. In the course of the meeting, staff side also pleaded for a restyling of the grade on account of the stigma associated with the present appellation. Union members were requested to submit proposals for an appropriate appellation. Due to non-submission of relevant information, we are maintaining the present appellation.

Woodcutter

41.127 The main demands of Woodcutters were to review the salary, create a senior level, and grant of risk allowance. Union members were informed that the issue on salary would be studied holistically while the creation of an additional level was not receivable as the element of supervision is being exercised by the Forest Conservation and Enforcement Officer. Parties were apprised of the philosophy behind the grant of risk allowance. Staff side also voiced out that, in the past, the Woodcutters were provided with milk and bananas for being regularly exposed to dusts in the performance of their duties. Such provision has however ceased. **The Bureau enquired on this issue and Management stated that arrangements would be made for the provision of milk and bananas to the Woodcutters.**

Factory Operative Assistant

41.128 Requests of Unions related to merging and restyling of the grade of Factory Operative Assistant. Following the closure of the Richelieu Livestock Feed Factory, the Factory Operative Assistants have been redeployed in different Divisions of the Ministry. During consultation, staff side requested to restyle the grade of Factory Operative Assistant to Plant and Equipment Operator as most of them are performing the duties of the latter grade, on a full time basis. Union members were informed of the constraints for being unable to accede to the request which is technically not feasible. However, this does not preclude Management from considering other avenues for this grade.

Toolskeeper

41.129 The grade of Toolskeeper is a promotional post for serving employees on permanent and pensionable establishment reckoning at least five years' service and possessing a Certificate of Primary Education. Union members have requested for a review of the salary to compensate for the lack of promotional prospects. During meeting, they were informed that this issue would be studied holistically.

Gardener/Nursery Attendant Cadre

41.130 The Gardener/Nursery Attendant Cadre comprises three levels namely Gardener/Nursery Attendant, Senior Gardener/Nursery Attendant and Head Gardener/Nursery Attendant. Representations made by the staff side pertained to review of salary of the cadre, filling of vacant posts, provision of training and grant of risk allowance. Parties were informed that the grades would be re-evaluated based on information submitted in the newly filled in Job Description Questionnaires whilst filling of vacant posts rests with Management. On the issue of training, they were requested to prepare a list of training, which has, however, not been submitted. Additionally, they were advised to channel their request for risk assessment to the Risk Assessment Committee. After analysing the requests, the Bureau considers that the present structure is adequate and fit for its purpose.

MINISTRY OF YOUTH EMPOWERMENT, SPORTS AND RECREATION

Swimming Pool Attendant (on Roster)

- 41.131 Unions' representations were mainly geared towards upgrading of salary, creation of a senior level; restyling of grade; and grant of duty free facilities. The Bureau analysed the submissions made and parties were informed of requests which were not receivable.
- 41.132 In 2014, the scheme of service of the grade of Swimming Pool Attendant (on Roster) was amended to include an array of duties of the grade of Boiler Operator which comprise, among others, to: ensure the safe and efficient operation of the main boilers and associated plant, including routine attention; operate the boiler and feed manually in case of automatic systems fail; carry out minor repairs and maintain boiler house records. Union members therefore pleaded for a review of the initial salary to compensate for the additional duties. In the context of this review, a job evaluation exercise was carried out based on the newly prescribed duties. **All these elements have, therefore, been taken into consideration in arriving at the recommended salary.**

MINISTRY OF LABOUR, HUMAN RESOURCE DEVELOPMENT AND TRAINING AND COMMERCE AND CONSUMER PROTECTION

LEGAL METROLOGY SERVICES

Driver (Mechanical Unit)

formerly Heavy Vehicle/Mechanical Driver

- 41.133 In the performance of his duties, the Heavy Vehicle/Mechanical Driver operates a crane on the lorry and a forklift as well. Management has, therefore, requested to restyle the grade to an appropriate appellation to reflect the actual nature of duties performed and to attract and retain incumbents. The Bureau, after due consideration, considers that the appellation of the grade of Heavy Vehicle/Mechanical Driver should be reviewed in consonance with the duties performed and responsibilities shouldered by incumbent and with a view to bringing uniformity in the appellation within the Civil Service. We are recommending accordingly.

Recommendation 27

- 41.134 We recommend that the grade of Heavy Vehicle/Mechanical Driver be restyled Driver (Mechanical Unit).**

MINISTRY OF HEALTH AND WELLNESS

Health Laboratory Auxiliary (on Roster) (New Grade)

- 41.135 Management has submitted that the services of Health Laboratory Auxiliaries are regularly required after their normal hours of operation for receiving and recording specimens for analysis purpose against payment of overtime. With a view to curbing down overtime costs, Management has requested for a change in their pattern of work and to restyle the grade of Health Laboratory Auxiliary into Health Laboratory

Auxiliary (on Roster). During discussion, they were informed of the technical implications of the request and were advised that a grade of Health Laboratory Auxiliary (on Roster) may instead be created, to which they were agreeable. We are making appropriate recommendation to this effect.

Recommendation 28

41.136 We recommend the creation of a grade of Health Laboratory Auxiliary (on Roster). Appointment thereto should be made by selection from among serving employees on permanent and pensionable establishment of the Ministry and possessing at least a pass in Biology or Chemistry or Physics obtained at the Cambridge School Certificate or at the General Certificate of Education "Ordinary Level" Examinations or an equivalent qualification acceptable to the Public Service Commission.

41.137 Incumbent would, *inter alia*, be required to: clean the laboratory, benches, floors, glassware and other apparatus; be responsible for the first steps in almost all analyses; sterilise glasswares and culture media; help in the breeding of laboratory animals and in the preparation of culture media and various solutions; receive, sort and record specimens and channel them to sections concerned; destroy all infectious materials after analyses; keep all apparatus in good working condition; sort out and despatch urgent laboratory reports to wards and units; and operate the distilled water apparatus.

41.138 Incumbent will also be required to work on a roster basis including Saturdays, Sundays and Public Holidays.

41.139 We also recommend that incumbents in the grade of Health Laboratory Auxiliary be given the option to join the new grade of Health Laboratory Auxiliary (on Roster) and on joining be granted one increment in all, subject to the top salary of the new grade. The post of Health Laboratory Auxiliary should, thereafter, be abolished on vacancy.

41.140 We further recommend that, with the creation of the grade of Health Laboratory Auxiliary (on Roster), the scheme of service of the grade of Senior Health Laboratory Auxiliary should be amended such that in future, the post of Senior Health Laboratory Auxiliary be filled by promotion, on the basis of experience and merit, of officers in the grades of Health Laboratory Auxiliary (Personal) and Health Laboratory Auxiliary (on Roster) reckoning at least 10 years' service in the respective grade or an aggregate of at least 10 years' service in the grades of Health Laboratory Auxiliary (Personal) and Health Laboratory Auxiliary (on Roster).

Allowance when posted in Isolation Centre

41.141 In the advent of a pandemic, staff side has requested that employees of the Workmen's Group – General Grades, who are posted in Isolation Centres for a specific period, be granted an allowance as, being frontliners, they are exposed to risk of

contamination. The Bureau has thoroughly analysed the request and considers that this issue may best be looked into, on an *ad hoc* basis, when the event will occur.

Handling of Specimens

41.142 Numerous representations have been received from Ambulance Drivers (Shift), Drivers and employees in the Health Laboratory Auxiliary Cadre for the extension of the payment of a risk allowance, presently payable to officers in certain grades of the health sector who work in close and constant contact with mental patients, T.B Patients and drug addicts. The Ambulance Drivers (Shift) and Drivers contend that they take possession of specimen collected from patients and convey same to the Medical Laboratory while employees in the Health Laboratory Auxiliary Cadre claim that they are responsible for carrying out the first steps in almost all analyses. Hence, they are exposed to relatively higher risks than their colleagues in other grades. After study, **we recommend that a Risk Assessment Exercise should be carried out by the Departmental Safety and Health Committee with a view to determining whether Ambulance Drivers (Shift), Drivers and employees in the Health Laboratory Auxiliary Cadre are exposed to risks when handling specimens in line with provision made in Chapter 'Risk, Insurance and Compensation' of Volume 1 of this Report.**

Refund of overtime

41.143 Employees of the Workmen's Group are normally eligible for one hour lunch. Numerous representations have been made by staff side to reduce the lunch time to half an hour as due to exigencies of the health services and lack of staff, these employees are quite often granted half an hour instead of one hour lunch. Similarly, those who effectively work on night shift are at times not granted the two hours lying-in period due to lack of employees for relief. However, it has been reported that, for the purpose of computation of overtime, one hour lunch and two hours of lying-in period are being deducted from overtime payment irrespective of the actual time granted for lunch or lying-in, which is not in order. During meeting, Unions were advised to channel this request to Management as it pertains to an implementation issue.

Meal Allowance

41.144 It has been reported that for the past two years, there has been no provision of kitchen facilities at the Long Mountain Hospital as there has been a reduction in the number of patients. The meals of the patients are, therefore, being provided by the SSRN Hospital. Staff side has submitted that the employees of the Workmen's Group who are unexpectedly required to work after normal working hours are neither granted meal allowance nor provided with a meal. Management whose views were sought informed that these employees are provided with meals from the SSRN Hospital whenever they are retained to work after normal working hours.

Attendant (Hospital Services) (Shift) Cadre

- 41.145 The requests of staff side pertained to: the payment of a risk allowance to the Attendant (Hospital Services) (Shift) posted in the Labour Ward; grant of duty free facilities; upgrading of qualifications of Attendant (Hospital Services) (Shift); filling of the post of Senior Attendant (Hospital Services) (Shift) from Attendant (Hospital Services) (Shift) only; restyling of grades; revision of allowances; and filling of post. During consultations, parties were apprised of the philosophy behind the grant of risk allowance and duty free facilities. They were equally informed that the present qualifications requirement of the grade of Attendant (Hospital Services) (Shift) is appropriate and that the request for restyling and review of allowances would be studied holistically. It should be pointed out that the issue of restricting the post of Senior Attendant (Hospital Services) (Shift) to Attendant (Hospital Services) (Shift) only has not been supported by Management. During meeting, the Bureau was apprised that the wards are often provided with only one Attendant (Hospital Services) (Shift) for the night shift, thus posing difficulty for the only employee to take care of all the patients. In such a situation, incumbent is not provided with the two hours lying time. Management, when consulted, averred that there is presently a shortage of staff and upon recruitment, such a situation would not arise as the wards would be equipped with additional manpower.
- 41.146 On the other hand, as there is no right mix of male and female officers in the Attendant (Hospital Services) (Shift) Cadre, Management has requested to split the present appellation of the cadre into male and female which will eventually lead to separate recruitment in accordance with the requirement of the different Unit/Sections. This request was, however, not receivable by the Bureau and Management was apprised that job appellations have been rendered gender neutral, to the extent possible, in line with the gender neutral policies which aim at eliminating any form of discrimination.

Bank Scheme of Attendant (Hospital Services) (Shift) Cadre

- 41.147 Due to shortage of employees in the grades of Attendant (Hospital Services) (Shift) and Senior Attendant (Hospital Services) (Shift) respectively, a bank scheme has been established whereby the services of these employees who are off-duty or on leave or on retirement are enlisted to same on a sessional basis against payment of an all-inclusive allowance per session of four hours during Weekdays, Sundays and Public Holidays. One of the Unions has requested for the removal of the bank scheme or to remove the element of 'All-inclusive' while revising the quantum. During the course of discussion, parties were informed that the bank scheme was introduced upon request made by various Unions to ease the smooth delivery of services.
- 41.148 The Bureau has also been apprised that despite the fact that there are clear recommendations, the provision of bank scheme is being wrongly implemented such that employees in the Attendant (Hospital Services) (Shift) Cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work are paid at bank rate instead of overtime rate. It was agreed that the current practice should be regularised.

We are, while revising the quantum, replicating the existing provision on payment of overtime.

Recommendation 29

41.149 We recommend that Attendant (Hospital Services) and Senior Attendant (Hospital Services) who are off duty or on leave or on retirement and whose services are required to perform the duties of Attendant (Hospital Services) on sessional basis of four hours duration on Weekdays, Sundays and Public Holidays be paid a revised all-inclusive allowance (excluding travelling) of Rs 400 per session during the day and Rs 450 per session during the night. The allowance should be paid on a *pro rata* basis whenever the employees are required to work for more, or less, than the specified number of hours.

41.150 We also recommend that the Ministry should resort to the payment of overtime rate as per provision in Chapter Conditions of Service – Working Week, Flexitime, Workers on Shift/Roster/Staggered Hours and Overtime of Volume 1 of this Report instead of Bank rate to employees in the Attendant (Hospital Services) Cadre who are called upon to work for two consecutive shifts in a pre-set pattern of work.

Allowance to Senior Attendant (Hospital Services) posted in Operation Theatre

41.151 Currently, Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month are paid a non-pensionable allowance of Rs 450. We are revising the quantum of the allowance.

Recommendation 30

41.152 We recommend that Senior Attendants (Hospital Services) posted in Operation Theatre for a whole month be paid a revised monthly non-pensionable allowance of Rs 475.

Risk Allowance to Attendant (Hospital Services) posted at the Detainees Ward of Jawaharlall Nehru Hospital

41.153 Employees in the grade of Attendant (Hospital Services) who work at the Detainees Ward of the Jawaharlall Nehru Hospital are eligible for a risk allowance equivalent to one and a half increments at the initial of the salary scale. We are not bringing any amendment thereto.

Recommendation 31

41.154 We recommend the payment of a risk allowance equivalent to one and a half increments at the initial of the salary scale of employees in the grade of Attendant (Hospital Services) working at the Detainees Ward of Jawaharlall Nehru Hospital.

Attendant Nursing School

41.155 Staff side have requested for change in appellation; alignment of salary with that of the grade of Laboratory Auxiliary; and grant of specific allowances. During consultations, parties were informed that the case for change in appellation would be studied holistically and that the demand for alignment of salary cannot be acceded to as the duties of the grade of Attendant Nursing School are not comparable to that of Laboratory Auxiliary. Additional proposals were made by Union for appropriate allowances for making of tea and bulk photocopies. A site visit was conducted by officers of the Bureau at the Nursing School of Victoria Hospital and it was observed that incumbents clean the classrooms, prepare and serve tea for students as well as make photocopies. To enable the Bureau to conduct its study, Management was requested to submit additional information on the number of cups of tea prepared by the Attendants Nursing School as well as the number of bulk photocopies made by them, on a daily basis. Due to non-submission of information, we are unable to make any provision to this effect. This issue may, however, be dealt with administratively and Management may consider the advisability of granting these allowances, on an *ad hoc* basis, subject to the approval of the MPSAIR.

Ambulance Driver (Shift)**Driver (Ordinary Vehicles up to 5 tons)****Driver (Shift)****Driver**

41.156 The demands of Unions were mainly for: changing the mode of appointment; reduction of lunch time; grant of risk allowance; provision of first aid course; review of salary; provision of resting place; fitness test for government vehicles; grant of duty free facilities and night attendance bonus; equal treatment to all Drivers for payment of fine when exceeding speed limit; and enhanced conditions of service. During meeting, parties took note of implementation issues which should be channelled to Management. The request to change the mode of appointment of Ambulance Driver (Shift) from selection to promotion has not been supported by Management on account of difficulties being encountered in the recruitment exercise. Management also considers that the one hour lunch time is appropriate due to the nature of work of the Drivers.

41.157 To back their request for a risk allowance, the Drivers (Ordinary Vehicles up to 5 tons) averred that they collect clinical wastes, on a roster basis, from the different hospitals and convey same to the Incinerator Operator. Management, when consulted, informed that a Risk Assessment Exercise would be carried out to determine the level of risk involved therein. The Bureau was also apprised that the Drivers performing the night shift take rest in the government vehicle itself as they are not provided with an appropriate resting place. Parties were informed that it is the responsibility of Management to pay special attention to the ergonomics of the workplace, that is, layout and provision of basic office supplies and equipment.

41.158 Request was also made for all government vehicles to be tested for road worthiness. Management, when consulted, averred that the National Land Transport Division is considering the roadworthiness assessment of government vehicles and the financial aspects are being discussed at the level of the Ministry of Finance, Economic Planning and Development. Staff side also proposed to keep the vehicles that they drive in their custody while performing overtime in view of the fact that, very often, they end duty after midnight and have to resume early the next morning. However, they agreed that this issue pertains to an internal arrangement. Further, representations regarding conditions of service were lengthily discussed during consultations.

Allowance to Ambulance Driver (Shift) posted in SAMU

41.159 Provision exists for the payment a monthly non- pensionable allowance of Rs 450 to Ambulance Drivers (Shift) driving SAMU Ambulances whenever they are not provided with the services of Ambulance Attendants. We are revising the quantum of the allowance.

Recommendation 32

41.160 We recommend that Ambulance Drivers (Shift) driving SAMU Ambulances, not provided with the services of Ambulance Attendants, be paid a revised monthly non-pensionable allowance of Rs 475.

Risk Allowance

41.161 Presently, employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts are eligible for the payment of a monthly non-pensionable allowance equivalent to one and a half increments at the initial of the salary scale. As this allowance is serving its purpose, we are replicating it.

Recommendation 33

41.162 The Bureau recommends that employees in the Workmen's Group who are exposed to greater risks while working in constant and close contact with mental patients, TB patients and drug addicts should continue to be paid a monthly non-pensionable risk allowance equivalent to one and a half increments at the initial of their respective salary scale. However, in the event the new quantum of allowance payable is lower than that drawn as at the eve of the publication of this Report, incumbents should continue to be paid the higher quantum on a personal basis.

Cook (on Roster) Cadre

41.163 Staff side have made submissions for provision of training; review of existing allowances; filling of vacant posts; and enhancing the conditions of service. During discussions, Unions stated that only two Cooks (on Roster) were sponsored to follow a short course in Cooking in 1995 organised by the Centre de Formation en Hotellerie et Tourisme/IVTB in collaboration with the Mauritius Institute of Health. They pleaded for such a training to be once again organised for the Cook Cadre. It was agreed that

onus for provision of training rests with Management. Request was also made for rotation of staff within the different hospitals and to increase the number of posts in the Cook Cadre such that each hospital would be equipped with at least two Senior Cook, thereby increasing the probability for the Cooks (on Roster) for promotion avenues. Parties were, however, made to understand that creation of additional levels are based on the functional needs of the organisation and not for the mere sake of giving promotion. A few administrative issues were also raised by staff side and representatives of the Unions were advised to take them up with Management.

- 41.164 To assess the working conditions of this cadre, officers from the Bureau conducted a site visit in the kitchen of a hospital of its choice. It was observed that there is lack of staff in the Cook Cadre and no proper aeration in the kitchen. Also, due to lack of General Workers, employees in the Cook Cadre have to dispose the kitchen wastes in a damp area which is not hygienic as incumbents wear the same boots both inside and outside the kitchen. Additionally, it was observed that wearing of boots to prepare food is not practical. The advice of Management was sought on these issues who informed that the Safety and Health Officer would be requested to conduct a Risk Assessment Exercise and Safety Audit in light of which necessary action would be taken thereof. To address the issue relating to lack of personnel, **we recommend that Management should carry out an HRP exercise to assess the adequacy of its staff.**

Health Sterile Services Assistant formerly CSSD Assistant

- 41.165 Unions demands were mainly for upgrading of qualifications requirement, grant of risk allowance, restyling of grades and improving existing conditions of service. Presently, the qualifications requirement of the grade of CSSD Assistant is a Certificate of Primary Education together with successful completion of not more than 6 months' training under the supervision of the Health Sterile Services Superintendent *formerly Superintendent, Central Sterile and Supply Department*. Staff side has submitted that that the work complexity has evolved and incumbents possessing only a Certificate of Primary Education face difficulties in performing their tasks since they are required to sort, sterilise and properly label the items/tools which require a certain level of education. The genuineness of the request was confirmed during a site visit effected in a hospital by officers of the Bureau. During the site visit, it was also observed that incumbents are being provided with appropriate gloves to protect them from burns when operating the autoclave. Hence, the request for a risk allowance is set aside.
- 41.166 Pursuant to the foregoing, we are restyling the grade of CSSD Assistant to a more appropriate appellation commensurate with the nature of duties and responsibilities involved therein. We also acknowledge the evolution in the complexity of work performed by the CSSD Assistants and are reviewing its qualifications requirement.

Recommendation 34

- 41.167 We recommend that the grade of CSSD Assistant be restyled Health Sterile Services Assistant.**

41.168 We also recommend that, in future, appointment to the grade of Health Sterile Services Assistant *formerly CSSD Assistant* should be made by selection from among candidates possessing the Cambridge School Certificate or an equivalent qualification. Selected candidates would be required to undergo and on-the-job training of not less than six months under the supervision of the Health Sterile Services Superintendent *formerly Superintendent, Central Sterile and Supply Department*.

41.169 The Bureau has taken into consideration these elements in arriving at the recommended salary of the grade.

Ward Assistant (Male and Female)

41.170 Representations of the Unions were geared towards review of salary; creation of a senior level; review of qualifications requirement; grant of duty free facilities; provision of training and meal allowance; and enhanced conditions of service. Appropriate justifications were provided to them during meeting on requests which would be studied holistically and those which cannot be acceded to. Management's views were sought on the creation of a senior level which was turned down as the Ward Assistants (Male and Female) work under the supervision of the Nursing staff. The request of Unions to restrict the post of Ward Assistants (Male and Female) to Attendant (Hospital Services) (Shift) of the Brown Sequard Hospital only was also not supported by Management as psychiatric patients are treated in other hospitals as well.

41.171 Management, on its side, requested to categorise the grade of Ward Assistant (Male and Female) into Ward Assistant (Male) and Ward Assistant (Female) as the Ministry encounters difficulties in the recruitment process. The Bureau was, however, not agreeable to the proposal on account that job appellations have been rendered gender neutral in line with the gender neutral policies which aims at eliminating any form of discrimination, to the extent possible. After studying all the requests, **we are making provision for the grant of loan facilities to the Ward Assistant (Male and Female) for the purchase of an autocycle/motorcycle.**

Health Laboratory Auxiliary Cadre

41.172 Proposals of union members pertained to: review of salary; grant of risk and retention allowances; provision of training as well as setting up of a Customer Care Desk in all Regional Health Laboratories. All the representations were thoroughly discussed during consultation and parties were provided with ample justifications for demands which were not receivable. Further, the request for the setting up of a Customer Care Desk has not been supported by Management as there already exists a Counter/Reception Desk in all the hospitals to guide the customers.

Stores Attendant (Central Supplies Division)

41.173 Stores Attendant posted at the Pharmaceutical Section of the Central Supplies Division have requested for restyling of grade, creation of additional levels and grant of risk allowance. During meeting, the Bureau was informed of the complexity in the nature

of duties performed by these employees who have to retrieve pharmaceutical products from the stores which are supplied to all the hospitals.

- 41.174 Upon request of the Union, a site visit was effected by officers of the Bureau where it was observed that the Stores Attendants retrieve the pharmaceutical products on their own from the stores due to lack of officers in the grades of Assistant Procurement and Supply Officer and Pharmacy Technician respectively. Incumbents are provided with the requisition form regarding the list of pharmaceutical products to be collected whereby they are also required to verify the expiry dates of the medicines and ensure the retrieval of the right quantity thereof. Additionally, they should know the generic name of each medicine to be able to take out the right one as the commercial name of same is provided in the requisition form. These products are then verified either by an Assistant Procurement and Supply Officer or a Pharmacy Technician prior to issuing them.
- 41.175 The Bureau acknowledges that these Stores Attendants are performing specific duties which are over and above their normal duties which should, however, be performed either by an Assistant Procurement and Supply Officer or a Pharmacy Technician or any appropriate officers. We are making specific recommendations to this effect.

Recommendation 35

- 41.176 We recommend the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division to perform duties relating to retrieval of pharmaceutical products.**
- 41.177 We also recommend that pending the posting of appropriate officers at the Pharmaceutical Section of the Central Supplies Division, the Stores Attendants who are required to retrieve pharmaceutical products, be paid a monthly non-pensionable allowance of Rs 325.**

Ambulance Care Attendant (Shift)

General Worker

Field Supervisor

Incinerator Operator (Health Services)

Insecticide Sprayer Operator

Laundry Attendant

Rodent Control Attendant

- 41.178 Similar requests have been made by employees in the grades of Ambulance Care Attendant (Shift), General Worker, Field Supervisor, Incinerator Operator (Health Services), Insecticide Sprayer Operator, Laundry Attendant and Rodent Control Attendant viz upgrading of salary; grant of risk allowance and duty free facilities as well as loan facilities for the purchase of a motorcycle/autocycle. During meeting, parties were informed that the salary would be reviewed based on fresh evaluation exercise and explanations were provided on the philosophy behind risk allowance as well as duty free facilities. They equally took note that the grades of Ambulance Care

Attendant (Shift), Insecticide Sprayer Operator and Rodent Control Attendant already appear in the list of grades eligible for loan to purchase an autocycle/motorcycle.

- 41.179 A case was also made by the General Workers, Insecticide Sprayer Operators and Laundry Attendants for the introduction of task work as their clothes get dirty and wet in the performance of their duties. Hence, they requested for early release after completion of their tasks. On this issue, Management opined that introduction of task work is not feasible due to exigencies of service as the General Workers and Laundry Attendants may be called at any time to clean premises while the services of Insecticide Sprayer Operators may be required even after normal working hours especially during larviciding, fogging exercises and disinfection.
- 41.180 Further, in the performance of their duties, the Field Supervisors while on field are often required to contact their Immediate Supervisors who are in office, to provide feedback and receive instructions. At times they are also required to contact members of the public. Hence, they pleaded for the grant of prepaid cards. **Management, when consulted, agreed that they would be provided with prepaid cards to ensure proper communication.**
- 41.181 Given the nature of their duties, the Insecticide Sprayer Operators averred that it is imperative for them to take a bath after completion of their tasks as their clothes get drenched in the process of spraying the chemicals which is dangerous to their health as well as those who come in close contact with them. They also informed that they are not provided with such facilities. The views of Management were sought who agreed that bathroom facilities should be made available at Office level for the Insecticide Sprayer Operators and that vehicles should be equipped with water tanks and soap for washing of hands after insecticide spraying exercise is carried out. Additional request was made for the grant of a special transport allowance to the Insecticide Sprayer Operators posted at Le Port Area Health Office as incumbents are not provided with an official transport to move to the site of work. Management on its side, agreed that transport facilities should be provided to those posted in the Port Area.

Mortuary Attendant (on Roster)

- 41.182 The main requests of the Unions were for: restyling of grade, upgrading of qualifications requirement, creation of supervisory level, increase of existing allowance, grant of risk allowance, provision of training and enhanced conditions of service. During discussion, staff side stated that there is a stigma attached to the present appellation and the Mortuary Attendants (on Roster) are often ignored by the senior officers. Parties were requested to propose an appropriate appellation which has, however, not been submitted to the Bureau. Unions raised their qualms that the Mortuary Attendants (on Roster), involved in the conduct of post mortem, are often required to perform certain duties which do not form part of their scheme of service to which Management, whose views were sought, informed that all employees should perform duties as prescribed in their respective scheme of service.

- 41.183 Presently, post mortems are conducted only in two Regional Hospitals namely Jawaharlal Nehru Hospital and Victoria Hospital and the Bureau was apprised that there is a limited number of Mortuary Attendants (on Roster) to serve these two hospitals which is not sufficient especially when there are several cases of post mortem to be carried out in a day. To palliate the shortage of staff, **the Bureau recommends that Management should carry out a Human Resource Planning exercise to assess the adequacy of its staff.**
- 41.184 Proposal has also been made to upgrade the qualifications requirement as the Mortuary Attendants (on Roster) are, in the performance of their duties, required to read and write the name of the patients. It was pointed out that the duties pertaining to 'embalming of dead bodies' have been included in the scheme of service of Mortuary Attendants (on Roster) whereby incumbents are required to handle a syringe to spray or eject liquid to or from the dead body. Hence, they pleaded for provision of specific training and medical surveillance. After analysing all the requests, we are making appropriate recommendations.

Recommendation 36

41.185 We recommend that:

- (i) in future, appointment to the grade of Mortuary Attendant (on Roster) should be made by selection from among candidates who show proof of having read up to Cambridge School Certificate or an equivalent qualification acceptable to the Public Service Commission. This element has been taken into consideration in arriving at the salary recommended for the grade;**
- (ii) the Mortuary Attendant (on Roster) should be provided with relevant training in embalming of dead bodies; and**
- (iii) Management should make necessary arrangements with Health Authorities for Mortuary Attendant (on Roster) to undergo a medical surveillance.**

Allowance for Mortuary Attendants (on Roster)

- 41.186 Mortuary Attendants (on Roster) are presently eligible for the payment of an allowance for each post mortem case where their services are required either during normal working hours or while in-attendance during on-call period. Additionally, they are granted appropriate allowances for being on-call and in-attendance. The payment of these allowances, being appropriate, are being endorsed.

Recommendation 37

41.187 We recommend that the non-pensionable allowances payable to Mortuary Attendants (on Roster) be as follows:

- (i) Rs 500 for each case where these services are required whether during normal working hours or while in attendance during "on-call" period;**
- (ii) Rs 85 for being on call from 1800 hours to midnight; and**

(iii) **Rs 110 per hour for actual attendance during 'on-call' period.**

Allowance for Delivery of Corpse in the absence of Mortuary Attendants (on Roster)

41.188 As per existing provision, incumbents in the Attendant (Hospital Services) Cadre who, in the absence of Mortuary Attendants (on Roster), are called upon to help in the delivery of dead bodies are paid a non-pensionable allowance of Rs 50 for each dead body delivered. We are revising the quantum of this allowance.

Recommendation 38

41.189 We recommend that incumbents in the Attendant (Hospital Services) Cadre who, in the absence of Mortuary Attendants (on Roster), are called upon to help in the delivery of dead bodies be paid a revised non-pensionable allowance of Rs 55 for each dead body delivered.

MINISTRY OF BLUE ECONOMY, MARINE RESOURCES, FISHERIES AND SHIPPING

Nursery Attendant (Fisheries) (Roster) Cadre

41.190 The main demands of Unions were to grant personal protective equipment, introduce task work system, make provision for medical surveillance and check-up, provide training as well as swimming and diving course, fill vacancies, grant duty free facilities for the purchase of a motor car and enhance conditions of service. Union members were informed of cases which could not be acceded to and ample explanations were provided thereon. They were equally informed of issues which should be addressed by Management. Union's request for the introduction of task work for certain activities such as removal of mud in ponds, furrowing of sand in ponds and fishing outside place of work when posted at the Albion Fisheries Research Centre has not been supported by Management. The Bureau has been apprised that the services of employees in the Nursery Attendant (Fisheries) (Roster) Cadre are required any time during official hours as incumbents deal with live organisms in the hatchery and ponds. Additionally, union members supported their request for medical check-up on grounds of regular exposure to dirty water in the performance of their duties. **We, therefore, recommend that Management should make necessary arrangement with Health Authorities, for employees in the Nursery Attendant (Fisheries) (Roster) Cadre to undergo a medical surveillance.**

Sea-Going Allowance

41.191 Incumbents in the Laboratory Auxiliary Cadre who, in the performance of their duties; accompany and assist the Scientific/Technical staff of the Ministry, at sea are presently eligible for a Sea-Going Allowance as follows:

- (a) One day's pay for working in the open sea for four hours up to 12 hours on working days.
- (b) 1½ day's pay for working beyond 12 hours, including Saturdays, up to 24 hours.
- (c) One day's pay and one day off for working four to 12 hours on Public Holidays and Sundays.

41.192 As this provision is appropriate, we recommend that it should continue to prevail.

MINISTRY OF ARTS AND CULTURAL HERITAGE

Allowance to employees in the grades of Carpenter, Handy Worker and General Worker posted at Serge Constantin Theatre and at the Pointe Canon Open Theatre

41.193 Currently, a monthly allowance is granted to employees in the grades of Carpenter and General Worker who are required, during and beyond normal office hours, to perform certain specific duties when posted at Serge Constantin Theatre and Pointe Canon Open Theatre respectively. During consultation, Management requested that this provision be extended to the grade of Handy Worker as there is one employee in the said grade who is also performing the backstage work at the Serge Constantin Theatre. In a spirit of fairness, we are extending this provision to employees in the grade of Handy Worker.

Recommendation 39

41.194 We recommend that employees in the grades of Carpenter, Handy Worker and General Worker be paid a monthly allowance of Rs 750 for performing specific duties, during or after normal office hours, at Serge Constantin Theatre and at the Pointe Canon Open Theatre respectively.

41.195 We further recommend that these employees should additionally be entitled to the payment of overtime for work performed beyond normal working hours.

NATIONAL ARCHIVES DEPARTMENT

41.196 The National Archives Department keeps Documentary Heritage of the Nation's history which must be stored in a clean environment for the long term preservation of its invaluable holdings. Management has, therefore, requested for the creation of a grade of Archives Attendant as the cleaning of documents and the repositories at the archives is an important component of archival administration and preservation program. An analysis of the proposed scheme of service submitted by Management revealed that the proposed duties were of a generic nature and similar to that of the existing grades of Attendant/Senior Attendant (Arts and Culture) and Office Auxiliary/Senior Office Auxiliary respectively. Hence, during meeting, Management was informed that creation of this grade is not warranted. **The Bureau recommends that Management considers the advisability of carrying out a Human Resource Planning exercise to assess the adequacy of its staff in the grades of Attendant/Senior Attendant (Arts and Culture) and Office Auxiliary/Senior Office Auxiliary respectively to serve the Department, on a rotational basis.**

MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS**Office Auxiliary Cadre**

- 41.197 Representations of Unions were geared, among others, towards creation of additional posts and level, alignment of salary with that of the Laboratory Auxiliary Cadre, grant of loan facilities for the purchase of motorcycles, lateness to be offset against early arrivals, provision of 60 hours of training, grant of risk allowance and enhanced conditions of service. It should be highlighted that, upon request of Unions, site visits were conducted at the National Assembly and Civil Status Division respectively.
- 41.198 During consultations, staff side requested for an increase in the number of posts of Head Office Auxiliary. Additionally, they made a case for a grade of Chief Office Auxiliary who would supervise the duties of the Head Office Auxiliary. Parties were informed that creation of an additional level is not warranted and onus rests with Management to increase the number of posts based on its operational requirements. They were apprised of requests which could not be acceded to and appropriate justifications were provided thereon. Additionally, they were informed that requests pertaining to Conditions of Service and Benefits would be looked into holistically.

OTHER RECOMMENDATIONS**Allowance for Making and Serving Tea/Coffee**

- 41.199 Employees in the grade of General Worker and in the Office Auxiliary Cadre who are called upon to prepare and serve tea/coffee for official meetings/functions are paid an allowance of Rs 5.00 per cup. Upon request, this allowance has also been extended, on an *ad hoc* basis, to employees of the Police Attendant Cadre.
- 41.200 During interview exercise conducted at the Bureau, Handy Workers averred that they also prepare and serve tea/coffee for official meetings/functions without any allowance. A request has, therefore, been made to extend this provision to employees in the grade of Handy Worker. In all fairness, we are extending the allowance for making and serving tea/coffee to the Handy Workers while revising the existing quantum.

Recommendation 40

- 41.201 We recommend that employees in the Office Auxiliary and Police Attendant Cadres as well as employees in the grades of Handy Worker and General Worker be paid an allowance of Rs 6.00 per cup for making and serving tea/coffee for official meetings/functions.**

Allowance for Washing of Towels/Tablecloth/Curtains

- 41.202 As per existing provision, employees in the Office Auxiliary Cadre and in the grade of General Worker are granted an allowance for washing of towels/table cloth. Upon request, this allowance has also been extended, on an *ad hoc* basis, to the Police Attendant Cadre. The MPSAIR has requested that an allowance be granted for washing of curtains also. We are, while revising the quantum of allowance, making provision for payment of allowance for washing of curtains.

Recommendation 41

41.203 We recommend that employees in the Office Auxiliary and Police Attendant Cadres as well as employees in the grade of General Worker who are required to wash towels/tablecloth/curtains be paid the following allowances:

- | | | |
|---|---|-----------------|
| (i) For washing of towels | - | Rs 11 per towel |
| (ii) For washing of tablecloth/curtains | - | Rs 75 per kg |

Allowance for making Bulk Photocopies

41.204 Currently, employees in the Office Auxiliary Cadre who are required to make bulk photocopies are granted a monthly non-pensionable allowance of Rs 650. Union members have requested to increase the allowance as well as quantify the amount of photocopies classified as 'bulk' in view of the fact that in some organisations, the employees of the Office Auxiliary Cadre are being deprived of this allowance though making thousands of copies. During consultations, the Bureau emphasized that the word 'bulk' cannot be quantified and the onus for granting the said allowance rests with the Responsible Officer depending on the specificity and complexity of the organisation.

41.205 During interview exercise conducted at the Bureau, Handy Workers and General Workers averred that they are also called upon to make bulk photocopies without any allowance. They, therefore, requested that this allowance be extended to them. We are extending the allowance to employees in the grades of Handy Worker and General Worker respectively while revising the quantum.

Recommendation 42

41.206 We recommend that employees in the Office Auxiliary Cadre and in the grades of Handy Worker and General Worker be paid a revised monthly non-pensionable allowance of Rs 685 for making bulk photocopies.

Cleaning of Lavatories

41.207 Presently, employees in the Workmen's Group-General who are required to clean lavatories are paid a monthly non-pensionable allowance for cleaning of lavatories. The existing provision, being appropriate should continue.

Recommendation 43

41.208 The Bureau recommends that employees in the Workmen's Group General be paid a monthly non-pensionable allowance of Rs 500 for the cleaning of lavatories. Wherever the lavatories are used by members of the public and the cleaning is done twice daily, incumbents should be paid Rs 1000 monthly.

Surveillant***formerly Security Guard***

41.209 Unlike other employees in the Workmen's Group whose normal working week is 40 hours, employees in the grade of Surveillant *formerly Security Guard* are required

to put in 60 hours per week and are entitled to two days' leave with full pay each month over and above casual or vacation leave. We are replicating the existing provision.

Recommendation 44

41.210 We recommend that employees in the grade of Surveillant formerly Security Guard should continue to be granted two days' leave with full pay each month over and above their casual and vacation leaves.

Pool of Drivers in the General Services

41.211 In the 2003 Report, it was recommended that all Drivers attached to beneficiaries of chauffeur-driven car in the Civil Service should be absorbed in the pool of drivers on the establishment of the MPSAIR and classified in the General Services. This recommendation has not been implemented and the MPSAIR has rather resorted to the practice that whenever a vacancy occurs in the grade of Driver under the vote of one Ministry/Department, a redundant Driver from another Ministry/Department is transferred to the other vote. This course of action has proved to be effective and should continue to prevail.

Recommendation 45

41.212 We recommend that the current practice described in the above paragraph for Drivers attached to beneficiaries of chauffeur-driven car in the Civil Service be maintained for the optimum utilisation of these resources.

Allowance to Drivers

41.213 Drivers who are required to drive, on a regular basis, vehicles of more than 3.5 tons but less than five tons are paid a monthly non-pensionable allowance of Rs 400. This criteria refers to the weight the vehicle can carry (i.e. load only) as authorized by the National Land Transport Authority and is not inclusive of tares of the vehicle. As this provision is appropriate, we are revising the quantum of the allowance.

Recommendation 46

41.214 We recommend that Drivers who are required to drive, on a regular basis, vehicles, of more than 3.5 tons but less than five tons be paid a monthly non-pensionable allowance of Rs 425.

Shift Work and Night Duty Allowance

41.215 Employees in certain grades belonging to the Workmen's Group are, by the very nature of their duties, required to work on shift in relays on a 24-hour basis. The shift element is considered in determining the salary of the respective grade. As an inducement to those who effectively perform night duty, a Night Duty Allowance is presently being paid. We consider that that the payment of Night Duty Allowance should continue to prevail.

Recommendation 47

41.216 We recommend that the employees in the Workmen's Group who effectively work on night shift should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours lying-in period.

41.217 The above recommendation should also apply to employees in the grade of Surveillant *formerly Security Guard* who effectively work at night.

Shift/Roster

41.218 Employees in the grades listed below normally work either on shift or on a roster basis (including Sundays and Public Holidays) and this element has been taken into consideration in determining the salary of the respective grade.

Shift	Roster	Roster – Day and Night
Ambulance Care Attendant (Shift)	Assistant Chef (Roster)	Driver (Roster – day and night)
Ambulance Driver (Shift)	Cook (Roster)	Driver (Heavy Vehicles above 5 tons) (Roster - Day and Night)
Attendant (Haemodialysis) (Shift)	Driver (Roster)	
Attendant (Hospital Services) (Shift)	Field Supervisor (Roster)	
Barnman (on Shift)	Head Nursery Attendant (Fisheries) (Roster)	
Driver (Shift)	Head Office Auxiliary (on Roster)	
Operator Waste Water Pumping Station (on Shift)	Assistant Butler (on Roster) <i>formerly Household Attendant (on Roster)</i>	
Prisons Driver (Shift)	Irrigation Operator (on Roster)	
Sanitary Attendant (Shift)	Laundry Attendant (on Roster)	
Surveillant (Shift) <i>formerly Security Guard (Shift)</i>	Livestock Attendant (on Roster) <i>formerly Stockman (on Roster)</i>	
Senior Attendant (Hospital Services) (Shift)	Mortuary Attendant (on Roster)	
Ward Assistant (Male and Female)	Nursery Attendant/Senior Nursery Attendant (Fisheries) (Roster)	
	Office Auxiliary/Senior Office Auxiliary (on Roster)	

Shift	Roster	Roster – Day and Night
	Swimming Pool Attendant (Roster) Wardress (Roster) Waste Water Pipe Cleaner (Roster)	

Miscellaneous

41.219 Certain provisions made in this Chapter, by their very nature, are also applicable to incumbents in the Workmen's Group - General on the establishment of the Parastatal and Other Statutory Bodies and Private Secondary Schools, Local Authorities and the Rodrigues Regional Assembly. **We recommend that the provisions as highlighted in the table below be extended accordingly.**

Conditions/Allowances	Paragraph	Recommendation
Collection and deposit of keys at Police Stations	41.37	7
Making and Serving Tea/Coffee	41.201	40
Washing of Towels/Tablecloth/Curtains	41.203	41
Bulk Photocopy	41.206	42
Cleaning of Lavatories	41.208	43
Surveillant <i>formerly Security Guard</i>	41.210	44

WORKMEN'S GROUP – TRADESMAN CADRE

- 41.220 Employees performing skilled jobs under distinct appellation in a range of trades are classified under the Workmen's Group – Tradesman Cadre. The cadre consists of a three-level structure, namely Tradesman Assistant; Tradesman and Chief Tradesman/Foreman in some Ministries/Departments. However, the establishment size and hierarchical structure varies from organisation to organisation on the basis of functional needs and their core attributions. The employees in the Tradesman Cadre are posted across the Public Sector namely, the Ministry of National Infrastructure and Community Development; Attorney-General's Office, Ministry of Agro-Industry and Food Security; Ministry of Environment, Solid Waste Management and Climate Change; and the Ministry of Health and Wellness, among others.
- 41.221 The employees in this cadre undertake an array of activities which include, among others, construction and maintenance of buildings, drains and roads; maintenance and repairs of government vehicles; carrying out complete power and lighting installations of all types of buildings and maintenance thereof; and maintenance of the plant and equipment in public buildings.
- 41.222 For this review exercise, the submissions of all stakeholders from different Ministries/Departments have been perused. Further, results from the various surveys conducted on different issues by the Bureau have been analysed. Based on the findings, appropriate recommendations have been made in respect of employees in this group.

General Issues**Risk Allowance**

- 41.223 The element of risk is generally taken into consideration while determining the salary of a grade. However, provisions have been made to additionally compensate certain officers who, by virtue of their nature of work and posting, are exposed to a higher than normal risk as compared to their colleagues in the same grade.
- 41.224 In the context of this review exercise, several Unions/Federations requested for the payment of a Risk Allowance to employees in the Workmen's Group – Tradesman Cadre. During consultative meetings, representatives of the Unions/Federations were apprised of the philosophy regarding the eligibility for the payment of a Risk Allowance. They were equally informed that provision already exists in our Reports for the grant of appropriate protective equipment to employees in this group to minimise risk at work. Nonetheless, the Bureau reckons that in certain instances, there are some employees who are exposed to higher than normal risk as compared to their colleagues in the same grade and is making appropriate recommendation.

Recommendation 48

41.225 We recommend that a Risk Assessment exercise should mandatorily be carried out by the Departmental Safety and Health Committee of Ministries/ Departments concerned as laid down in Chapter Risk, Insurance and Compensation of Volume 1 of this Report.

Health Surveillance

41.226 For this review exercise, the staff side from several organisations have unanimously requested for the introduction of a Health Surveillance Scheme for the employees in view of either the nature of duties. They have averred that, incumbents in certain trades are exposed to dust, filth and hazardous solutions/chemicals which have a direct impact on their health. They have also expressed that although protective equipment is provided they are exposed to such situations daily as they have to remove their equipment to take their lunch break and thereafter restart working. As a sequel, they fear that such action may have an incidence on their health.

41.227 The Bureau drew their attention that relevant provision already exists for the establishment of Departmental Safety and Health Committee. It is incumbent on their Management to ensure that the Committee is fully operational and carries out its functions as per the Occupational Safety and Health Act. They were also informed that it is their role to ensure that such Committee be established to cater for the safety of their members. The Bureau is reiterating its previous recommendation.

Recommendation 49

41.228 We recommend that Ministries/Departments having incumbents in the grades of Tradesmen's Cadre on their establishment should ensure that regular Occupational Safety and Health audits are carried out by a Safety and Health Officer/Senior Safety and Health Officer and upon advice, employees who run the risk of contracting occupational disease are placed under a Health Surveillance Programme.

Filling of vacancies

41.229 During consultations, the staff side have averred that there are many vacant positions on the establishment of various organisations which are not being filled, resulting in an increase in workload. They have also pointed out that supervisory positions are not being filled and certain employees have to shoulder higher responsibilities on an assignment/seniority basis. Proposal has, therefore, been obtained to increase the quantum of acting/responsibility allowance so that Management would be obliged to fill in vacant posts instead of paying Acting/Responsibility Allowance. The Bureau was apprised that at some point of time, employees retire from service without obtaining their due in terms of status and promotion. This is impacting on the service delivery and morale of employees.

41.230 The Bureau has taken note of the grievances and informed the staff side that filling of vacant positions and increasing in establishment size do not fall under its purview. Hence, the staff side was advised to take up the issue with their respective

Management. During consultative meetings with Management, representatives were acquainted of the qualms and were requested to take corrective measures. The Bureau concurs that the non-filling of vacant positions may hamper service delivery, thus affecting continuity of service.

Recommendation 50

41.231 We recommend that Management should:

- (i) carry out a Human Resource Planning exercise to ensure that adequate staff are available at all times to continue dispatch of services; and**
- (ii) consider the advisability of filling vacant positions in a timely manner so that organisations are able to deliver on their mandate and employees are not debarred of their rights.**

Training

41.232 The Bureau has, in its previous reports, recommended that a minimum of 40 hours of meaningful work related training per year be dispensed to employees in the Workmen's Group. In the context of this review, the staff side have submitted that employees of the Workmen's Group are deprived of such training facilities and, even if provided, the training are either inadequate or inappropriate.

41.233 The Bureau has flagged this issue with the Management/representatives of most of the organisations and it was agreed that appropriate training should be provided to all officers irrespective of the grade, as training plays a vital role in the improvement of the performance of individual employees as well as service delivery. The Bureau is making an appropriate recommendation.

Recommendation 51

41.234 We recommend that Ministries/Departments should ensure that all their employees are provided with appropriate training as per provision in Volume 1 of this Report.

Creation of the grade of Chief Tradesman

41.235 During consultative meetings with the different staff associations, several requests were received to create a grade of Chief Tradesman in different trades, normally for supervision purposes. These representations were motivated for ensuring a promotional avenue to incumbents in the grade of Tradesman under specific trades. Representatives of the different Unions were apprised that additional levels are created on the basis of operational needs.

41.236 The views of the different Ministries were sought on the functional needs to create the grade of Chief Tradesman on their respective establishment. The Bureau was apprised by some organisations that current establishment size of the Tradesman grades does not warrant a supervisory level, the moreso the grade of Foreman already exists on certain establishment to cater for supervision.

41.237 The Bureau, however, considers that in Ministries/Departments where there are sufficient number of Tradesman in post, the grade of Chief Tradesman may be established. We are recommending accordingly.

Recommendation 52

41.238 We recommend that Ministries/Departments should consider the advisability of creating a grade of Chief Tradesman in the respective trade, subject to having the adequate number of employees therein.

Tradesman's Assistant

41.239 The staff side has pointed out that with the introduction of National Minimum Wage, the salary of employees at the lower levels have been adjusted. However, this has defeated the purpose for certain categories of employees in the grade of Tradesman's Assistant where additional skills and knowledge are required compared to employees in the grade of General Worker. Therefore, a request was made for an adjustment in the salary of Tradesman's Assistant. Further, they have requested for additional training for the obtention of the NTC (Level 3) and submitted that all employees in the Workmen's group must be allowed to benefit from flexitime and recommendations must be made to clearly specify that employees performing task work are eligible for overtime irrespective of having covered 40 hours or otherwise.

41.240 During meetings, the staff side was informed that general issues pertaining to conditions of service have been dealt with either at the beginning of this Chapter or under the relevant condition of service; the request for upgrading of salary has been looked into holistically by the Bureau; and requests to be addressed by the Management, have to be taken up with their respective Ministries/Departments. The Bureau is making appropriate recommendations to allow the Tradesman's Assistant and other employees in the Workmen's Group – Tradesman Cadre, meeting the required eligibility criteria to acquire the relevant qualifications for trades and those who have been performing the duties related to respective trade but do not satisfy the eligibility criteria.

Recommendation 53

41.241 We recommend that the Ministry/Department/Organisation availing the services of Tradesman's Assistant and/or any other employee in the Workmen's Group to perform work related to any specific trade should arrange with the Mauritius Institute of Training and Development (MITD) for the conduct of an appropriate training leading to the obtention of relevant Trade Certificate (National Trade Certificate Level 3 or National Certificate Level 3) for the employees concerned.

41.242 We further recommend that the Ministry/Department/Organisation should arrange with the Mauritius Quality Assurance and MITD to conduct a "Recognition of Prior Learning" exercise for those employees who do not possess the relevant Trade Certificate and the qualifications required to enrol for the relevant trade course but have been performing work related to specific

trade for at least of 10 years with a view to enable these employees to acquire the relevant Trade Certificate and postulate for the relevant position, whenever vacancies occur.

Allowance payable to Tradesman's Assistant

41.243 At present, Tradesman's Assistants who have successfully completed the NTC 3/NC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade are being paid a non-pensionable allowance equivalent to two increments at the point they have reached in the salary scale of the grade to be read from the Master Salary Scale, pending their appointment to the grade of Tradesman. The Bureau is enhancing the existing provision.

Recommendation 54

41.244 We recommend that incumbents in the grade of Tradesman's Assistant who have obtained their Certificate after having successfully completed the National Trade Certificate Level 3 or National Certificate Level 3 be paid a monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.

41.245 Additionally, we recommend that incumbents in the grade of Tradesman's Assistant having performed the duties related to the trade for at least four years after obtention of the National Trade Certificate Level 3 or National Certificate Level 3 be granted an additional monthly non-pensionable allowance equivalent to one increment at the salary point they have reached in the salary scale of the grade, pending their appointment to the grade of Tradesman.

Rationalisation of Tradesman Cadre

41.246 The Bureau has received requests from certain organisations to review the Tradesman Cadre and recruitment in the grade of Tradesman be made by selection from among employees on the permanent and pensionable establishment holding the appropriate Trade Certificate i.e. NC Level 3 or NTC Level 3. With a view to rationalise the mode of recruitment to the grade of Tradesman across the Public Service, the Bureau has conducted a study and on this basis, we are making appropriate recommendations.

Recommendation 55

41.247 We recommend that:

- (a) Ministries/Departments/Organisations should, depending on their operational requirements, consider the advisability of making the grade of Tradesman's Assistant evanescent on their establishment and increase the establishment size of Tradesman in the relevant field by the corresponding number; and**

- (b) upon complete phasing out of the grade of Tradesman's Assistant on the establishment, the scheme of service of the grade of Tradesman in the different fields should be reviewed such that appointment thereto is made by selection from among employees on the permanent and pensionable establishment possessing the National Trade Certificate Level 3 or National Certificate Level 3 in the relevant field.

MINISTRY OF NATIONAL INFRASTRUCTURE AND COMMUNITY DEVELOPMENT (ENERGY SERVICES DIVISION)

Plant Mechanics Cadre

- 41.248 The representatives of the Plant Mechanics Cadre have requested, for a change in appellation of the grade of Chief Plant Mechanic to Supervisor; the provision of overseas training on air conditioning; grant of time off facilities for incumbents to attend courses; regular medical check-up due to exposure to dangerous chemicals on site of work; grant of monthly telephone allowance; grant of 100% duty remission to purchase a motorcycle once in their career and car loan to Plant Mechanics on reaching the top salary. In addition, they requested for the filling of existing posts and creation of additional posts; posting of a Chief Plant Mechanic in each section; grant of three increments to the Tradesman stagnating in a single grade for 15 years; a reduction in the number of working hours for the manual grades; and the provision of an additional increment to the Plant Mechanics over and above the Electricians.
- 41.249 During consultation, the staff side was apprised that grade appellation should reflect the nature of duties; appropriate recommendations have already been made in the previous PRB Reports to address issues such as training, health surveillance, communication facilities, and same should be dealt at the level of their Management; and issues pertaining to general conditions of service would be looked into holistically with appropriate recommendation under the relevant Chapters. **The qualms of the staff side were, however, communicated to the Management and the latter undertook to address issues falling under its purview.**

Electrician Cadre

- 41.250 Requests from the representatives of the Electrician Cadre at the Energy Services Division pertain to, amongst others: the grant of monthly mobile card facilities whenever employees/officers are On-Call; grant of duty remission for the purchase of a car at least once in a career; loan facilities for the purchase of a motorcycle to be extended to the whole Electrician Cadre; maintaining the current ratio of Electricians and Plant Mechanic in post; provide for top to top conversion of the salary for incumbents in the Tradesman Cadre after the publication of the Report; and filling of existing vacancies. Additionally, they requested for the reintroduction of the payment of overtime while being On-Call; allowing employees of the Electrician Cadre to be On-Call due to the different nature of work of Electricians and Plant Mechanics; payment of Risk Allowance and Height Allowance to incumbents in the Electrician Cadre; elongation of salary scale; the provision of a yearly Training Program; and the introduction of a multi-skilled scheme of service as both the Electricians and Plant Mechanics are called upon to work together.

- 41.251 During consultation, the staff side was informed that the grant of duty remission and loan facilities will be subject to the policy of the Bureau and salary of grades in the cadre would be looked into holistically. As regards requests pertaining to On-Call, establishment size and conditions of service, the views of the respective Ministry were sought.
- 41.252 Management apprised the Bureau that it is imperative to have employees in both the Electrician and Plant Mechanics Cadres for On-Call duties. As regards the ratio of Electricians to Plant Mechanics, the Ministry pointed out that the establishment size of each grade depends on the number of outstations. The Bureau was also informed that requests/issues pertaining to conditions of service and working arrangement would be looked into by the Ministry.
- 41.253 Following request from the Union members for the payment of a Risk Allowance and Height Allowance, officers of the Bureau effected a site visit at the ESD namely at the Emmanuel Anquetil Building and New Government Centre to take cognisance "*de visu*" of the duties being performed and the work environment. During the site visit, the staff side stated that they have to work at high altitude at the New Government Centre for the reparation of air conditioners and changing of bulbs. The Officer-in-Charge informed that incumbents are provided with appropriate protective equipment and harness to ensure their safety. However, it should be noted that employees at the Mauritius Meteorological Services and Department of Civil Aviation work at a higher altitude.
- 41.254 Based on our observations, we consider it more appropriate for the Occupational Safety and Health Unit of the Ministry of Public Service, Administrative and Institutional Reforms (MPSAIR) to conduct a site visit and evaluate the element of risk at the ESD. To this end, the case was referred to the Director, Safety and Health Unit to carry out this exercise, assess the degree of risk and submit a report thereon. Therefore, the Bureau considers that the matter may be dealt with after obtaining the recommendation of the Occupational Safety and Health Unit of the MPSAIR together with the views of the Ministry concerned.

Chief Electrician (Shift) (New Grade)**Chief Plant Mechanic (Shift) (New Grade)****Electrician (Shift) (New Grade)****Plant Mechanic (Shift) (New Grade)**

- 41.255 The Ministry of National Infrastructure and Community Development (Energy Services Division) has informed that, at present, incumbents in the grades of Chief Electrician, Chief Plant Mechanic, Electrician and Plant Mechanic on the establishment of the ESD are required to provide their services to other Ministries/Departments and some operate round the clock. As such the National Audit Office has, on several occasions, drew the Ministry's attention on the fact that the cost of overtime being paid to the staff are on the high side.

- 41.256 Management further averred that in some organisations, especially at the Hospitals and Health Centres, incumbents are requested to provide a 24/7 coverage. These incumbents are paid "On-Call" Allowance and "In-Attendance" Allowance for being "On-Call" at nights, during Weekends and Public Holidays to attend to emergencies.
- 41.257 With a view to provide a 24/7 coverage and ensure judicious use of resources, the Ministry requested for the creation of the grades of Chief Electrician (Shift), Chief Plant Mechanic (Shift), Electrician (Shift) and Plant Mechanic (Shift). To optimise use of human resources and ensure continuous delivery of service, the Bureau is recommending accordingly.

Recommendation 56

41.258 We recommend:

- (i) (a) **the creation of a grade of Electrician (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education; the National Trade Certificate (Level 3) in Electrical Installation Works (Modules 1, 2 and 3) issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or the National Certificate (Level 3) in Electrical Installation Works awarded by the Mauritius Institute of Training and Development (MITD) or an equivalent qualification acceptable to the Public Service Commission and have a knowledge of First Aid.**
- (b) Incumbents would be required, among others, to: carry out complete power and lighting installation of all types in buildings according to regulations, including outdoor power and lighting installations, installation of fire alarm system, call system, lighting prevention system, trunking system and other systems; perform maintenance work on all types of electrical power and lighting installations including yard lighting, fire alarm system, call system, lightning prevention system, trunking system and other systems and on electrical equipment; locate and remove faults and carry out repairs on electrical installations and electrical equipment; interpret wiring diagrams/ instructions and carry out work according to such diagrams/ instructions; and to give a practical demonstration of and to administer First Aid treatment in case of electric shock, whenever required.
- (ii) (a) **the creation of a grade of Plant Mechanic (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment who possess the Certificate of Primary Education; the National Trade Certificate (Level 3) in Refrigeration and Air Conditioning issued jointly by the Mauritius Examinations Syndicate and the Mauritius Institute of Training and Development (MITD) or the National Certificate (Level 3) in Refrigeration and Air Conditioning awarded by the Mauritius Institute of Training and**

Development (MITD) or an equivalent qualification acceptable to the Public Service Commission and have a knowledge of First Aid.

- (b) Incumbents would be required, among others, to: use properly and keep in good condition tools and instruments in general use in the trade; diagnose, locate, remove and repair faults (including simple electrical faults) on mechanical and air conditioning plants and equipment in Government Building; carry out cleaning and maintenance tasks; carry out test on plants and equipment; operate plant and equipment as and when required; read, interpret and carry out work on simple diagrams; and prepare estimates in regard to types and quantities of material for specific works.
- (iii) (a) **the creation of a grade of Chief Electrician (Shift) on the establishment of the Energy Services Division. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Electrician (Shift) who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of eight years' service in a substantive capacity in the grades of Electrician and Electrician (Shift); and possess the Certificate of Primary Education and are able to control and supervise staff.**
- (b) Incumbent would be required, among others, to: organise and supervise the work of staff working under his responsibility; perform the duties of an Electrician, as and when required, especially in complex cases; exercise control over subordinate staff, promote discipline and report grievances to superior officers; prepare estimates and cost sheets; and keep inventory of loose tools issued to staff.
- (iv) (a) **the creation of a grade of Chief Plant Mechanic (Shift) on the establishment of the Energy Services Division. Appointment thereto should be by promotion, on the basis of experience and merit, of incumbents in the grade of Plant Mechanic (Shift) who reckon at least eight years' service in a substantive capacity in the grade or an aggregate of eight years' service in a substantive capacity in the grades of Plant Mechanic and Plant Mechanic (Shift); and possess the Certificate of Primary Education and are able to control and supervise staff.**
- (b) Incumbent would be required, among others, to: organise and supervise the work of Plant Mechanics as and when required, especially in complex cases; exercise control over subordinate staff, promote discipline and report grievances to superior officers; prepare estimates and cost sheets; and keep inventory of loose tools issued to staff.

41.259 We further recommend that:

- (i) incumbents in the grades of Electrician, Plant Mechanic, Chief Electrician and Chief Plant Mechanic be given the option to join the shift pattern of work and be granted three increments at salary point reached in the salary scale of their respective grade on joining the shift pattern subject to the top salary of the respective new grade; and
- (ii) upon effective implementation of shift system by the ESD, a Night Duty Allowance equivalent to 25% of the normal rate per hour for hours between 2300hrs and 0500hrs including up to a maximum of two hours lying-in period should be paid to officers who effectively perform night shift.

“On-Call” Allowance and “In-Attendance” Allowance for Electrician and Plant Mechanic Cadres at the Energy Services Division

41.260 At present, employees in the Electrician and Plant Mechanic Cadres who are required to be “On-Call” during the nights, Weekends and Public Holidays, to cater for emergencies at Government buildings, hospitals and prisons, are paid an “On-Call” Allowance and an “In-Attendance” Allowance inclusive of travelling time.

41.261 With the filling of posts in the grades of the Electrician and Plant Mechanic Cadres on shift, the need for the payment of “On-Call” Allowance and “In-Attendance” Allowance will no longer be required. However, pending the recruitment of employees in the grades of Electrician and Plant Mechanic Cadres on shift, the Bureau is providing for a transitory period for the payment of “On-Call” Allowance and “In-Attendance” Allowance to ensure that delivery of service is not disrupted.

Recommendation 57

41.262 We recommend that employees of the Electrician and Plant Mechanic Cadres of the Energy Services Division who are required to be “On-Call” during nights, Weekends and Public Holidays and attend to emergencies while “On-Call” be paid an “On-Call” Allowance and an “In-Attendance” Allowance inclusive of travelling time as hereunder:

Cadre	Period	“On-Call” Allowance (Rs)	“In-Attendance” Allowance during “On-Call” Rs/hour
Electrician and Plant Mechanic Cadres	(i) Weekdays between 1630 hours and 0730 hours the following day	170	105
	(ii) Saturday, Sunday and Public Holiday From 0730 hours to 0730 hours the following day	265	105

41.263 The Bureau further recommends that the payment of "On-Call" Allowance and "In-Attendance" Allowance to the incumbents in the Electrician and Plant Mechanic Cadres should lapse upon the implementation of a proper shift system.

Human Resource Planning

41.264 Representations have been received from representatives of the Electrician Cadre regarding the number of Electricians and Chief Electricians in post and the non-filling of vacant posts on the establishment, resulting in an increase in their workload. The Bureau considers that non-timely filling of vacancies may impact on the morale of the employees, thus hampering proper service delivery. We are, therefore, making appropriate recommendation to address this issue.

Recommendation 58

41.265 We recommend that Management of the ESD should carry out a Human Resource Planning exercise to identify the need for additional human resources and initiate appropriate actions to promptly fill in vacant posts in line with provision made in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report.

MINISTRY OF HEALTH AND WELLNESS

Foreman

Tradesman

Tradesman's Assistant

41.266 The proposals from the staff side pertain mainly to the filling of vacancies; provision of training; payment of risk allowance; and regular medical check-up as staff are exposed to infectious diseases. They also requested for the creation of a grade of Chief Tradesman in each trade; creation of additional posts of Foreman and the alignment of salary of Tradesman to that of Laboratory Auxiliary, Computer Auxiliary and Tradesman's Assistant to that of Workshop Assistant. Furthermore, the representatives submitted that the Bureau should provide a leeway to allow Tradesman's Assistant to be promoted to Tradesman in their respective trade.

41.267 During the consultative meeting, the staff side was informed that appropriate provision exists for the conduct of Risk Assessment and Health Surveillance; filling of vacant positions rests with Management and review of salary would be looked into holistically. As regards creation of additional post, same does not fall under the purview of the Bureau.

Orthopaedic Appliance Maker Cadre

41.268 The Bureau was apprised by staff side that the Orthopaedic Appliance Maker at the Orthopaedic Appliance Workshop performs similar duties as the Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood) and Orthopaedic Appliance Maker (Metal) but each of these grades has a different salary scale.

- 41.269 The representatives requested for a change in appellation of the grade to Orthopaedic Workshop Technician; payment of risk allowance and the posting of a Foreman in the Orthopaedic Appliance Maker Section as is the case at the Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood) and Orthopaedic Appliance Maker (Metal). Requests were also made for the provision of a more conducive working environment due to health and safety hazards and poor ventilation at the workshop; and for provision of training on health and safety.
- 41.270 During consultation, the representatives of the staff side were informed that the specificity of functions of the two cadres differs and changing the title to 'Technician' would have certain implications.
- 41.271 The Ministry of Health and Wellness has, during the consultative meeting apprised the Bureau that incumbents in the grades of Orthopaedic Appliance Maker (Leather), Orthopaedic Appliance Maker (Wood), Orthopaedic Appliance Maker (Metal) and Orthopaedic Appliance Maker are provided with regular check-ups at the Hospital and follow up is done by the Occupational Safety and Health Unit. Further, no health issue has been reported as at date in respect of any employee and the workshops are equipped with electrical fans and electrical extractors. The Ministry has further informed that the construction of a new building for the Orthopaedic Workshop is envisaged; and training would be provided to employees of the Tradesman Cadre with the assistance of the MPSAIR.

**Orthopaedic Appliance Maker (Seamstress)
formerly Orthopaedic Appliance Maker**

- 41.272 During consultation, the staff side informed that Orthopaedic Appliance Makers posted at the workshop perform duties of sewing of sacral belts while those posted to Hospital sew linen only. They draw a common salary scale while the duties differ. They, therefore, requested to change the appellation of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress) and to review its salary.
- 41.273 Management, during meeting, affirmed that incumbents in the grade of Orthopaedic Appliance Maker are not posted to Hospitals and sewing of linen is performed by Linen Health Officers. Additionally, the Ministry supported the request of staff side to change the appellation of the grade of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress).
- 41.274 The Job Description Questionnaires of both grades were examined to confirm the duties being actually performed. On this basis, the Bureau is restyling the grade of Orthopaedic Appliance Maker to Orthopaedic Appliance Maker (Seamstress).

Recommendation 59

- 41.275 We recommend that the grade of Orthopaedic Appliance Maker be restyled Orthopaedic Appliance Maker (Seamstress).**

Risk Allowance

41.276 In its last Report, the Bureau recommended that Management should make necessary arrangements for the conduct of Risk Assessment exercise to determine the degree of risk faced by the employees in the Orthopaedic Appliance Maker (OAM) Cadre. In the context of this review exercise, the staff side submitted that the said recommendation is not being implemented. In light of the foregoing, the Bureau is reiterating its recommendation.

Recommendation 60

41.277 We recommend that Management should initiate necessary action to conduct a Risk Assessment Exercise at the Orthopaedic Appliance Workshop by the Departmental Safety and Health Committee as laid down in Chapter Risk, Insurance and Compensation of Volume 1 of this Report with a view to determine the degree of risk faced by employees of the Orthopaedic Appliance Maker Cadre.

Foreman

41.278 The Ministry has informed that the scheme of service of the grade of Foreman provides for the posting of a Foreman in the five different units namely: Orthopaedic Workshop (Metal), Orthopaedic Workshop (Leather), Orthopaedic Workshop (Wood), Carpentry and General to ensure the good running of the different workshops. The Ministry has apprised the Bureau that the operational needs require the creation of the grade of Foreman (Seamstress), to be responsible for the Orthopaedic Appliance Workshop (Seamstress). The Bureau has studied the issue and considers that it would be more appropriate to review the scheme of service of the grade of Foreman to enable appointment of employees from the grade of Orthopaedic Appliance Maker (Seamstress) formerly *Orthopaedic Appliance Maker* to oversee the work at the Orthopaedic Appliance Workshop (Seamstress). Appropriate recommendation is, therefore, being made.

Recommendation 61

41.279 We recommend that the scheme of service of the grade of Foreman be amended to also allow appointment to the grade to be, by selection from employees in the grade of Orthopaedic Appliance Maker (Seamstress) formerly *Orthopaedic Appliance Maker* reckoning at least eight years' service in a substantive capacity in the grade and possessing the Certificate of Primary Education to oversee works at the Orthopaedic Appliance Workshop (Seamstress).

41.280 Incumbent appointed as Foreman for the Orthopaedic Appliance Workshop (Seamstress) would be required, among others, to: organise the work in the Workshop; supervise the junior staff in making correct use of all instruments, equipment and plants and ensure that all operations relating to work in the workshop are performed correctly and expeditiously; order, receive and issue materials and keep records thereof; keep inventories of the tools, equipment and plants and issue tools thereof;

keep attendance book and record attendance; identify all materials used; and prepare materials for the manufacture of Orthopaedic appliances in the seamstress section.

ATTORNEY-GENERAL'S OFFICE, MINISTRY OF AGRO-INDUSTRY AND FOOD SECURITY

Workshop Supervisor

- 41.281 In the context of this review exercise, the representatives of employees in the grade of Workshop Supervisor made requests to: restyle the grade of Workshop Supervisor to Workshop Superintendent; review the salary; and grant duty remission facilities to the incumbents.
- 41.282 During consultation, the staff side was apprised that request for restyling could not be entertained in view of the difference in the nature of duties incumbent upon a Workshop Supervisor and Workshop Superintendent. They were also informed that revision of salary would be looked into holistically and grant of duty remission facilities would be considered in line with the Bureau's policy for eligibility of duty remission facilities.

Foreman

- 41.283 The attention of the Bureau was drawn by the staff side that in some Ministries Foreman are appointed from Chief Tradesman and both grades carry the same salary scale. Request was made to address the anomaly and the grade of Foreman be listed for duty remission.
- 41.284 During consultative meeting, the staff side were apprised that grant of duty remission facilities would be in line with the Bureau's policy. As regards the salary of the grade of Chief Tradesman and Foreman, same will be looked into holistically.

General Development Handy Worker (Personal)

- 41.285 The staff side have submitted that the appellation of the grade of General Development Handy Worker is a misnomer and that despite being qualified Tradesman, the incumbents cannot postulate for appointment to other higher grades. Their proposal was to allow incumbent in the grade of General Development Handy Worker to apply for higher posts as their counterparts in the Civil Service.
- 41.286 The staff side was apprised that to avoid redundancy, it was through Government decision that their services have been retained and their redeployment in the Civil Service was made possible. Consequently, they have been appointed in a grade which is personal to them and being in service, they are not debarred from applying for any other post for which they are qualified.

General Assistant

- 41.287 The proposals received from incumbents in the grade of General Assistant were, among others: review the salary scale of the grade; change the appellation of the grade to Technician (Carpenter), Technician (Panel Beater), Technician (Electrical) and Technician (Operator) as incumbents perform duties related to specific trades

allocated to them; and the introduction of Flexible Hours of Attendance for the employees in the Workmen's Group.

- 41.288 During consultation, the staff side was informed that review of salary would be looked into holistically while introduction of Flexible Hours of Attendance and other issues not falling under the purview of the Bureau should be dealt with administratively.

MINISTRY OF LAND TRANSPORT AND LIGHT RAIL, AND FOREIGN AFFAIRS, REGIONAL INTEGRATION AND INTERNATIONAL TRADE (TRAFFIC MANAGEMENT AND ROAD SAFETY UNIT)

- 41.289 Proposals from the representatives of the Workmen's Group – Tradesman Cadre at the Traffic Management and Road Safety Unit were, among others: the filling of the post of Chief Painter; creation of the grades of Chief Mason and Foreman; promotion of all Tradesman's Assistant to Tradesman; introduction of an allowance for specialised road marking task; and the provision of protective equipment in a timely manner. The staff side also requested for their hours of work to be reviewed to 14 00 hours.
- 41.290 During meeting with the staff side, they were apprised that filling of vacancies and provision of protective equipment rest upon Management. As regards the promotion of all Tradesman's Assistant to Tradesman, the representatives were informed that this is not within the purview of the Bureau and that the onus rests with Management. Further, since Tradesman is already a skilled job, the introduction of an allowance for performing specialised tasks cannot be envisaged.
- 41.291 The views of the Ministry were sought on the requests from the staff side. The Bureau was apprised that the post of Chief Painter could not be filled for want of funds and that the other issues falling under the ambit of Management would be dealt with administratively. As regards the review of the hours of work, Management informed that it has never received any such request from the staff, for consideration. Further, the feasibility of task work must be studied and recommended by the Director (Civil Engineering) to be approved by the Supervising Officer of the Ministry.

MAURITIUS POLICE FORCE

Assistant Master Leather Worker (New Grade)

Master Leather Worker (New Grade)

- 41.292 In the context of this review exercise, the staff side requested for the creation of the grade of Master Leather Worker and Assistant Master Leather Worker, as is the case in the Tailor Workshop of the Mauritius Police Force.
- 41.293 The views of the Management of the Mauritius Police Force were sought on the operational needs of these levels. In its submission, Management proposed that the grade of Chief Tradesman be restyled to Master Leather Worker and requested for the creation of the grade of Assistant Master Leather Worker, with a view to improving the services provided and provision of a career path for the employees. The Bureau

was further apprised that there are two Police Leather Workshops and Management considers that it is difficult for the Chief Tradesman to supervise both.

41.294 The Bureau considers that the request for the restyling of the grade of Chief Tradesman to Master Leather Worker cannot be entertained as this may cause prejudice to the incumbents in the Tradesman Cadre posted at the Mauritius Police Service. However, on the basis of operational needs, the Bureau is creating the grades of Assistant Master Leather Worker and Master Leather Worker while making the grade of Chief Tradesman evanescent.

Recommendation 62

41.295 We recommend the creation of a grade of Assistant Master Leather Worker on the establishment of the Mauritius Police Force. Appointment thereto should be made by promotion, on the basis of experience and merit, from Leather Workers who reckon at least five years' service in a substantive capacity in the grade; have a good knowledge of the trade; and possess good communication, organising and supervisory skills.

41.296 Incumbents would be required, among others, to be responsible to the Master Leather Worker for: allocation of work and distribution of material to staff under his supervision and keeping proper records thereof; monitoring the progress of work of Leather Workers and ensuring that they are of good quality and as per instructions; ensuring that all tools and equipment are judiciously used and kept; simple maintenance/clearance are carried out; providing guidance and training to subordinates under his supervision; and ensuring Leather Workers comply to all safety and health measures in the performance of their duties.

41.297 We also recommend the creation of a grade of Master Leather Worker on the establishment of the Mauritius Police Force. Appointment thereto should be made by selection from among employees in the grades of Chief Tradesman (Personal) and Assistant Master Leather Worker who has the technical know how to run a leather workshop, possess supervisory skills, and are conversant with administrative, finance and procurement and supply procedures.

41.298 Incumbents would be, *inter alia*, responsible to the Officer-in-Charge of the Leather Workshop for: general supervision and administration of the Leather Workshop; allocation of work and distribution of material to staff under his supervision; proper execution and control of work; monitoring of work progress and keeping record of all work effected under his supervision; delivery of finished works to the stores; receipt of materials from stores; providing training to staff under his supervision; and being in charge for the safe keeping, issues, maintenance and proper use of all tools and equipment in the Leather Workshops.

41.299 We further recommend that the grade of Chief Tradesman be made evanescent. A personal salary has been provided for incumbents in post.

MAURITIUS PRISON SERVICES

- 41.300 The representatives of Tradesman at the Mauritius Prison Services have requested, among others, for: the grant of three increments after completing 15 years of service and review of the salary scale; provision of continuous training; payment of Performance Bonus to be extended to all employees working in the Mauritius Prison Services; and the grant of loan facilities to purchase motorcycles as Prisons are located in remote areas. Requests were also made for an increase in the hours of work during Weekdays, and Saturdays be declared as a day off; change in appellation of the grades in the Tradesman class; provision of good quality protective equipment; and increase in establishment size of Tradesman.
- 41.301 During meeting with the staff side, the representatives were informed of requests that ought to be dealt at the level of the Department. They were also apprised that salary will be looked into holistically by the Bureau; the Performance Bonus granted to officers of the Discipline Forces was specific to that organisation; and that Tradesman are usually known for their trade as a result of which change in appellation cannot be entertained.
- 41.302 The views of the Management were sought on the submissions of the staff side. The Bureau was informed that to enable the staff to upgrade their knowledge, continuous training is being provided by the Civil Service College Mauritius. Management also averred that the trade sections operate on Saturdays hence it would be inappropriate to reschedule the pattern of the working hours; and appropriate action was being initiated to increase the establishment size of grades in the Workmen's Group – Tradesman Cadre to cope with the increase of workload.

VICE PRIME MINISTER'S OFFICE, MINISTRY OF EDUCATION, TERTIARY EDUCATION, SCIENCE AND TECHNOLOGY**Foreman****Tradesman****Tradesman's Assistant**

- 41.303 The representatives of the staff side of the Vice Prime Minister's Officer, Ministry of Education, Tertiary Education, Science and Technology submitted that employees in the Workmen's Group - Tradesman Cadre should be provided with continuous training to upgrade their skills with new trend in pattern of work and regular medical check-up in view of the nature of task performed by incumbents. They also emphasised on the need for the creation of a grade of Chief Tradesman in each trade and increase in the establishment size of Foreman. As regards salary, the staff side requested for an alignment of salary of Tradesman with that of Laboratory Auxiliary and that of Tradesman's Assistant with that of Computer Laboratory Auxiliary. Additionally, they requested for the payment of risk allowance due to constant exposure to risks in the performance of their duties.

- 41.304 During consultative meeting, the representatives of the staff side were informed that appropriate recommendation exist for the conduct of Risk Assessment Exercise and the setting up of Department Health and Safety Committee to carry its functions as per the Occupational Safety and Health Act. They were also informed that salary will be looked into holistically by the Bureau and increase in establishment size rests with their Management.
- 41.305 The Ministry of Education, Tertiary Education, Science and Technology, in turn, submitted that the Ministry is not in favour of creating a grade of Chief Tradesman in each trade as supervision is currently being done by incumbents in the grade of Assistant Inspector of Works and Foreman. As regards training on Health and Safety, the Ministry will liaise with the Civil Service College, Mauritius for the mounting and conduct of appropriate inhouse training.

DEPARTMENT OF CIVIL AVIATION

Rigger

- 41.306 Incumbents in the grade of Rigger posted at the Department of Civil Aviation have, among others, requested for the provision of insurance cover and medical scheme in case of any mishap; and introduction of Risk Allowance. They also submitted that the incumbents in the grade of Rigger should not be classified as manual workers as the nature of work performed is different.
- 41.307 As regards the reclassification of the grade on the basis that the nature of work was different, the staff side was informed that the height at which an employee works is not a basis for job classification.

Supervisor (Rigging)

Foreman

- 41.308 Request was received for the extension of the payment of Hardship Allowance and Height Allowance to the employees in the grades of Supervisor (Rigging) and Foreman as incumbents are required to supervise and carry out rigging works in Mauritius as well as the Outer Islands.
- 41.309 The Department of Civil Aviation supported that the payment of Hardship Allowance and Height Allowance be extended as incumbents in these grades effectively travel to Outer Islands and work at same height along with Riggers. The Bureau is, therefore, making appropriate recommendations at paragraphs 16.1.45 and 16.1.53 of this Report.

