

5. COMMISSION FOR HEALTH, COMMUNITY DEVELOPMENT, FIRE SERVICES, METEOROLOGICAL SERVICES, JUDICIAL SERVICES AND CIVIL STATUS

- 5.0.1 The Commission encapsulates the responsibility for the management of the Health Service, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status.
- 5.0.2 Its objects are, *inter alia*, to: enhance the quality of the Health Care Services; empower and support village committees; protect life, property and environment against fire; provide support in rescue operations; furnish daily weather forecasts, aeronautical observations and climatological reports; maintain an impartial and efficient justice system; and keep an updated Civil Status Database.

5.1 Medical and Health (Administration)

- 5.1.1 The responsibility for the provision of health care services to the population of Rodrigues befalls the Medical and Health Division. Currently, these services are provided at the Queen Elizabeth Hospital, Mont Lubin and La Ferme Area Health Centres as well as 15 Community Health Centres.
- 5.1.2 The Health Director is the technical adviser in matters of health services and he is supported by a team of medical professionals comprising both officers recruited on the Rodrigues establishment and officers from the Ministry of Health and Wellness (MOHW) serving on a tour of service in Rodrigues. The medical professionals are assisted by paramedical and other support staff. The representations received from both the staff side and Management regarding the Medical and Health Division are discussed in detail in the ensuing paragraphs.

MEDICAL GROUP

- 5.1.3 The Medical Group at the RRA is made up of the grades of Health Director; Specialist/Senior Specialist; Community Physician; Medical and Health Officer/Senior Medical and Health Officer and Dental Surgeon/Senior Dental Surgeon. We have not restyled the grade of Health Director into that of Rodrigues Health Director as we consider the existing appellation to be appropriate. In view of the adequacy of the present organisation set up, we could not agree to the request for the creation of the level of Deputy Health Director. As regards the creation of the grade of Emergency Physician, Management was advised to submit additional information thereon for further examination by the Bureau. For want of the said information, we are, therefore, not making any recommendation to that effect. However, once the need for this grade is well established, the case may be resubmitted to the Bureau for examination. In so far as the proposals of the staff side for the provision of a conducive working environment and training of health sector employees is concerned, Management is urged to look into these issues and take appropriate actions.

5.1.4 While we are maintaining the existing provision regarding the medical group in this Report, we are introducing the payment of an allowance to the seniormost Dental Surgeon/Senior Dental Surgeon for performing additional and higher duties and also extending certain provision that is presently applicable to members of the Medical and Dental Profession at the MOHW to those on the establishment of the RRA.

Health Director

5.1.5 In view of enhanced responsibilities entrusted to the Health Director, the latter is presently being paid an allowance of Rs 15000, which is taken into account in the computation of his disturbance allowance. This provision should continue to prevail and should be personal to the present incumbent.

Recommendation 1

5.1.6 We recommend that:

- (i) the allowance paid to the Health Director for shouldering additional responsibilities should be revised to Rs 15625 and should be taken into account when computing the disturbance allowance; and**
- (ii) the abovementioned allowance should be personal to the present jobholder.**

Allowance to Doctors in Rodrigues

5.1.7 An allowance of Rs 180 per case is presently being paid to doctors posted to Rodrigues who are called upon to certify the cause of death "à domicile". This allowance is being revised.

Recommendation 2

5.1.8 We recommend that the allowance payable to doctors in Rodrigues for certifying the cause of death "à domicile" should be revised to Rs 350 per case.

Allowance to Dental Surgeon/Senior Dental Surgeons in Rodrigues

5.1.9 In view of the absence of Specialists (Dental Services), Dental Surgeon/Senior Dental Surgeons in Rodrigues are called upon to attend to cases after normal working hours for which they are compensated at the normal hourly rate at the salary point reached. This arrangement should continue to be in force.

Recommendation 3

5.1.10 We recommend that in the absence of a Specialist (Dental Services), Dental Surgeon/Senior Dental Surgeons in Rodrigues who are called upon to attend to cases after normal hours should be compensated at the normal hourly rate based on the salary point reached in their salary scale, for every additional hour put in, inclusive of travelling time.

Allowance to seniormost Dental Surgeon/Senior Dental Surgeon in Rodrigues

5.1.11 A case was initially made for the creation of a level of Dental Superintendent to organise and manage the dental services and to ensure a quick and efficient service to the public. Thereafter, this proposal was withdrawn and instead it was proposed that an allowance be paid to the seniormost Dental Surgeon/Senior Dental Surgeon for shouldering additional responsibilities such as managing and organising the dental services; managing roster for Dental Surgeon/Senior Dental Surgeons, coordinating and preparing appointment of patients, and managing pre and post specialists' visit date of patients. On the basis of the merit of the case, we are recommending accordingly.

Recommendation 4

5.1.12 We recommend that the seniormost Dental Surgeon/Senior Dental Surgeon who is required to manage and organise the dental services; prepare roster for Dental Surgeon/Senior Dental Surgeons; coordinate and prepare appointment of patients and manage the pre and post specialists' visit date of patients should be paid a monthly allowance of Rs 1900.

Post Mortem/Autopsy Examination

5.1.13 At present, doctors in Rodrigues performing post-mortem autopsy examination are paid an allowance of Rs 300 per case. Given that this arrangement would prevail, we are maintaining the existing allowance and revising the quantum thereof.

Recommendation 5

5.1.14 We recommend that the allowance paid to doctors in Rodrigues for carrying out post mortem/autopsy examination be revised to Rs 350 per case.

Inducement Allowance

5.1.15 Specialist/Senior Specialists in scarce field, posted on a tour of service in Rodrigues are entitled to an inducement allowance of 50% of monthly salary in lieu of the disturbance allowance. The payment of this allowance is effected on a *pro rata* basis when the tour of service is for a shorter duration and accommodation in fully furnished rent-free quarters/houses is provided. Furthermore, it is not payable when, for one reason or another, the officers are provided with board and lodging in hotels for the short duration of their tour. As Specialist/Senior Specialists would continue to be posted to Rodrigues to ensure continuity of health services delivery, we are maintaining the existing provisions.

Recommendation 6

5.1.16 We recommend that:

- (i) Specialist/Senior Specialists in scarce fields posted on a tour of service in Rodrigues should be paid an inducement allowance of 50% of monthly salary, subject to the approval of the MPSAIR;**

- (ii) the payment of the above allowance should be on a *pro rata* basis to those who are posted for a short duration and who are accommodated in fully furnished rent-free quarters; and
- (iii) the inducement allowance should not be payable to those who, for one reason or another, would continue to be provided with board and lodging in hotels.

Specific Conditions of Service

5.1.17 Following requests from the staff side and on the basis of the merit of the case, we are extending certain conditions of service that exist for the Medical and Dental Practitioners at the MOHW to those on the establishment of the RRA.

Recommendation 7

5.1.18 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 on the establishment of the RRA.

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
Continuing Professional Development	R 30 Para 36.98	Members of the Medical profession
Rent Free Telephone and Free Calls	R 34 Para 36.108	Members of the Medical and Dental profession
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

NURSING GROUP

5.1.19 The Nursing Group at the RRA comprises the Nursing Officer Cadre; Midwifery Cadre; Physiotherapy Assistant Cadre as well as the grades of Public Health Nursing Officer; Specialised Nurse, Blood Bank Officer and Health Care Assistant/Senior Health Care Assistant (General).

5.1.20 The proposals received for this particular group consists of, among others, the creation of the grades of Head, Nursing; Head, Midwife; Senior Public Health Nursing Officer and Blood Bank Assistant/Senior Blood Bank Assistant. Requests have also been made for the merging of the grades of Midwife and Senior Midwife and for the

provision of appropriate training courses to the officers together with enhanced conditions of service.

- 5.1.21 We have thoroughly examined each of the above submissions and have taken full account of the views expressed by the different parties during the consultative meetings. For lack of functional justifications, we are not in a position to create the grade of Head, Nursing; Head, Midwifery and Senior Public Health Nursing Officer. We are also unable to attend to the proposal for the merging of the grades of Midwife and Senior Midwife because of the supervisory role played by the latter.
- 5.1.22 Overall, we consider the structure of the Nursing Group at the RRA to be adequate to allow for an optimum service delivery. We are, hence, not bringing any major change thereto except for the creation of a grade of Blood Bank Assistant/Senior Blood Bank Assistant on the basis of organisational requirement and introduction of new allowances while revising the existing ones. Further, in line with recommendation made for the Nursing Personnel at the MOHW, we are also, waiving the provision for the refund of retention allowance.

Blood Bank Assistant/Senior Blood Bank Assistant (New Grade)

- 5.1.23 Presently, the Blood Bank Unit is manned by only one Blood Bank Officer. In view of the expansion of activities, a request has been made for the officer to be provided with the necessary assistance to properly manage the Unit. To this effect, we carried out a site visit to better understand the need for this level and based on our findings, we subscribe to the proposal made.

Recommendation 8

- 5.1.24 **We recommend the creation of a grade of Blood Bank Assistant/Senior Blood Bank Assistant. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with passes in Biology and any other science subject or passes obtained on one Certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language, Biology and any other science subject with at least Grade C in any two subjects or (ii) in six subjects including English Language, Biology and any other science subject with at least Grade C in any one subject or an equivalent qualification.**
- 5.1.25 Incumbent in the grade would, *inter alia*, be responsible for receiving and registering blood donors; performing haemoglobin screening and taking blood pressure of donors and assessing their suitability for blood donation; labelling and issuing blood bags and pilot tubes to the donors; bleeding of blood donors; sterilising all equipment used in blood collection and providing assistance in performing the apheresis procedures.

Allowance to Blood Bank Officer

- 5.1.26 A request was made for the allowance payable to the Blood Donor Coordinator at the MOHW to be extended to the Blood Bank Officer on the premise that the latter is

responsible for 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 similar to that of the Blood Donor Coordinator. On the basis of the strength of the arguments put forward, we are making appropriate recommendation.

Recommendation 9

5.1.27 We recommend that the Blood Bank Officer who organises and delivers educational meetings and talks, lectures and sensitisation campaigns on blood donation/collection related issues after normal office hours, during Weekends and Public Holidays should be paid a monthly allowance of Rs 2500.

Assignment of duties as Specialised Nurse

5.1.28 In our 2013 Report, we created the grade of Specialised Nurse and recommended that it be filled on an assignment basis against the payment of an allowance. Accordingly, a Nursing Officer who has been assigned the duties of the higher position is being paid an allowance for performing the duties of a Specialised Nurse. This arrangement is to be continued.

Recommendation 10

5.1.29 We recommend that the Nursing Officer who has been assigned the duties of Specialised Nurse should continue to be paid an allowance equivalent to three increments at the salary point reached in the Master Salary Scale.

Bank Schemes

5.1.30 The Bank Schemes for Health Care Assistant/Senior Health Care Assistants (General), Nursing and Midwifery Cadres was introduced in our 2013 Report to palliate the shortage of staff and ensure continued service delivery at the different health institutions. The different category of officers who are called upon to work under these bank schemes are at present entitled to an all-inclusive allowance. Given that the present system is operating effectively and with a view to ensuring that the units continue to be adequately staffed, we believe that the Bank Schemes should continue to exist. The quantum of the all-inclusive allowance presently paid is being revised accordingly.

Recommendation 11

5.1.31 We recommend that the payment of the all-inclusive allowance (excluding travelling) to the different category of officers operating under the Bank Scheme be revised as follows:

- (i) Rs 770 per session of four hours for day duty and Rs 880 per session of four hours for night duty to serving Nursing Officers, Charge Nurses, Ward Managers, Nursing Supervisors and Nursing Administrators employed on sessional basis under the Bank Nurse Scheme;**

- (ii) **Rs 530 per session of four hours for day duty and Rs 610 per session of four hours for night duty to Health Care Assistant/Senior Health Care Assistants (General) employed on sessional basis in Government Health Institutions; and**
- (iii) **Rs 770 per day session of four hours and Rs 880 per night session of four hours to Midwives, Senior Midwives and Principal Midwives employed on sessional basis under the Bank Midwife Scheme.**

5.1.32 We further recommend that the allowances under the Bank Schemes, should be paid on a *pro rata* basis for any additional hour put in.

Allowance to Nursing Officers attending Prison on a daily basis

5.1.33 Nursing Officers, who are called upon to dispense medication to detainees at the Rodrigues Prison during their days off, are currently entitled to an all-inclusive allowance of Rs 735 per session of four hours. We are maintaining this provision.

Recommendation 12

5.1.34 We recommend that:

- (i) **Nursing Officers who are required to attend the Rodrigues Prison during their days off to dispense medication to detainees should be paid an all-inclusive allowance (excluding travelling) of Rs 770 per session of four hours; and**
- (ii) **the above allowance should be paid on a *pro rata* basis for any additional hour put in.**

Retention Allowance

5.1.35 In our previous Report, provision was made for payment of the Retention Allowance to some categories of officers of the Nursing Group to be discontinued as from January 2017. However, the requirement for the officers to refund the retention allowance in the event they leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission was maintained.

5.1.36 In line with explanations provided and recommendation made for the Ministry of Health and Wellness, the provision regarding refund of retention allowance is being waived.

Recommendation 13

5.1.37 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.

5.1.38 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

- 5.1.39 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.
- 5.1.40 This 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 of the Nursing Officer Cadre; Trainee Midwife, Midwife and Senior Midwife and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General). These provisions should continue to prevail.

Recommendation 14

- 5.1.41 We recommend that officers in the Nursing Group who effectively work on night shift 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.**
- 5.1.42 We further recommend that the Night Duty Allowance should be 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 and officers in the grades of Health Care Assistant/Senior Health Care Assistant (General), Senior Midwife, Midwife and Trainee Midwife.**

Night Attendance Bonus

- 5.1.43 Along with the Night Duty Allowance, Trainee Nurses, Nursing Officers, Charge Nurses, Nursing Supervisors, Midwives, Senior Midwives and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) are entitled to a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month. This arrangement should continue to prevail.

Recommendation 15

- 5.1.44 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month.**

Grade	Night Attendance Bonus (Rs)
Trainee Nurse	305
Trainee Midwife	305
Nursing Officer:	
Up to 10 years' service	615
Over 10 years' service	765

Grade	Night Attendance Bonus (Rs)
Charge Nurse:	
Up to 5 years' service	765
Over 5 years' service	920
Nursing Supervisor	1155
Midwife:	
Up to 10 years' service	430
Over 10 years' service	615
Senior Midwife:	
Up to 5 years' service	615
Over 5 years' service	765
Health Care Assistant/Senior Health Care Assistant (General)	
Up to 10 years' service	345
Over 10 years' service	500

Refund of Vacation and Casual Leave

Recommendation 16

5.1.45 The recommendation made at paragraphs 36.290 (i) to 36.290 (iv) of Volume 2 Part I of this Report should also apply to officers of the Nursing Officer Cadre at the RRA.

Allowances to Charge Nurses and Nursing Officers for performing duties of ECG Technician

5.1.46 In the absence of ECG Technicians, emergency cases outside normal working hours are attended by Nursing Officers and Charge Nurses against payment of an allowance. As this arrangement is proving to be effective, we are maintaining it.

Recommendation 17

5.1.47 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 at the Accident and Emergency Department and who are required to perform the duties of ECG Technician at night, on Saturdays, Sundays and Public Holidays.

5.1.48 We also recommend the continued payment of an allowance of Rs 145 per night/Sunday/Public Holiday to Charge Nurses, Nursing Officers and officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) posted

to Area Health Centres/Community Health Centres, who are required to perform the duties of ECG Technician during the day, on Sundays and Public Holidays.

Allowance to Nursing Officers in the Operation Theatre

5.1.49 Nursing Officers who are posted to the operation theatres and are required to stay until the completion of the surgeries beyond their normal working hours are paid the Bank Nurse Allowance. **This arrangement should continue to prevail.**

Risk Allowance

Recommendation 18

5.1.50 **We recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to officers of the Nursing Officer and Midwifery Cadres posted to the pre-natal, labour and post-natal wards.**

5.1.51 **We also recommend the payment of a Risk Allowance equivalent to one and a half increments at the initial of the salary scale to officers in the grade of Health Care Assistant/Senior Health Care Assistant (General) posted to the pre-natal and post-natal wards.**

On-Call Allowance to Nursing Officer and Charge Nurses at the Renal Dialysis Unit

5.1.52 It has been submitted that the Renal Dialysis Unit is operational from 0730 hours to 1800 hours on Mondays, Wednesdays, Fridays and Saturdays and from 0730 to 2100 hours on Tuesdays and Thursdays. To cater for the patients who may attend the Unit after normal working hours to receive the required care, an On-Call System has been established and consequently the Charge Nurse and Nursing Officers are required to be on-call. To this effect, a case has been made for the officers to be remunerated, to which we subscribe.

Recommendation 19

5.1.53 **We recommend the payment of an On-Call Allowance of Rs 250 to one Nursing Officer or one Charge Nurse posted to the Renal Dialysis Unit who is required to be on-call on Monday, Wednesday, Friday and Saturday from 1800 hours to 0730 hours the following day; Rs 250 from 2100 hours to 0730 hours the following day on Tuesday and Thursday and Rs 720 from 0730 hours to 0730 hours the following day on Sundays and Public Holidays.**

5.1.54 **We also recommend that, when attending duty while being on-call, the Nursing Officer or Charge Nurse should be paid an In-Attendance of Rs 290 per hour, inclusive of travelling time.**

5.1.55 **We further recommend that the allowance should be paid on a *pro rata* basis whenever the officer is required to work more or less than the specified number of hours.**

Other Recommendations

5.1.56 Certain recommendations made under the Ministry of Health and Wellness, as reproduced in the ensuing table, should equally be applicable to officers on the establishment of the RRA.

Recommendation 20

5.1.57 We recommend that the following provision made under the Ministry of Health and Wellness in Volume 2 Part I of this Report, as reproduced in the table hereunder, should be applicable to officers on the establishment of the RRA.

Conditions/Allowances	Paragraph	Recommendation
Diploma in General Nursing	36.184	53
Public Health Nursing Officer	36.209 (ii) and 36.210	58
Notional Time	36.235	65
Compensation for work on Public Holiday falling on Night Shift	36.291	86
X Ray of Dead Bodies	36.396	109
Specific conditions of Service for Health Sector	36.598	151

Alignment of Scheme of Service – Nursing Group

5.1.58 We have, in the course of this review exercise, brought changes to the qualifications requirement of certain grades at the MOHW namely Trainee Nurse, Nursing Supervisor and Midwife. **For the sake of harmonisation, it is necessary that the schemes of service of the corresponding grades at the RRA be amended along similar lines as their counterparts in the Civil Service. The RRA should, thus, refer to Paragraphs 36.175, 36.182 and 36.224 of Volume II Part 1 of this Report for this purpose.**

PHARMACY GROUP

5.1.59 The Pharmacy Group is made up of the professional grade of Pharmacist/Senior Pharmacist and the grades in the Pharmacy Technician Cadre. A request was made for the creation of a grade of Head, Pharmacy Technician to be in charge of the Pharmacy Technician Cadre and co-ordinate and ensure the smooth distribution of medicines and other pharmaceuticals as well as the dispensing of drugs. However, in view of the current responsibilities of the Pharmacist/Senior Pharmacist and the volume of activities, the proposal could not be considered. Management was accordingly advised to increase the establishment size of the grade of Principal Pharmacy Technician so as to ensure better co-ordination and distribution of medicines.

- 5.1.60 We have been unable to attend to the proposal for the payment of an “on-call” allowance to the Pharmacist/Senior Pharmacist given that there is only one person in post. Representations were also made to the effect that the Principal Pharmacy Technician is called upon to shoulder additional duties. To enable us to formulate appropriate recommendations to that effect, we had sought additional information from Management. However, for want of the required information, we are not in a position to make a recommendation in this respect.
- 5.1.61 The current provision regarding loan facilities to the Pharmacy Technician Cadre is being maintained. Furthermore, we are acceding to the proposal for officers of the Pharmacy Technician Cadre who are required to work beyond their normal working hours to be compensated at appropriate rates.

Allowance to Pharmacy Technician and Senior Pharmacy Technician

- 5.1.62 The Bureau has been apprised that Pharmacy Technicians and Senior Pharmacy Technicians are often required to work outside their normal working hours to ensure continuity of service delivery. We are, therefore, making provision for these officers to be compensated at appropriate rate for the extra hours put in.

Recommendation 21

- 5.1.63 We recommend that officers in the grades of Pharmacy Technician and Senior Pharmacy Technician who are required to work beyond their normal working hours 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.**

Loan facilities to the Pharmacy Technician Cadre

- 5.1.64 Recommendation was made in the EOAC Report for Management to consider the advisability of granting loan facilities for the purchase of auto cycle/motorcycle to officers of the Pharmacy Technician Cadre posted at Queen Elizabeth Hospital in view of the transport difficulties being encountered by incumbents when their shift ends at 2200 hours. **This provision should continue to prevail as the officers are still called upon to operate in the same situation.**

MEDICAL SUPPORT GROUP

- 5.1.65 The Medical Support Group, previously known as the Medical Auxiliary Group, comprises the Medical Imaging Assistant Cadre; Dental Assistant Cadre and the grades of Community Health Care Officer; Community Health Rehabilitation Officer and Linen Health Officer. No major proposal regarding this Group has been submitted except for the request of the staff side for officers of the Medical Imaging Assistant Cadre to be compensated for working outside their normal working hours. We sought the views of Management on this issue and were informed that the officers are paid overtime whenever they are required to work beyond their normal hours of work. We were also requested on an *ad hoc* basis to provide the salary grading for the grade of Senior Linen Health Officer which has been created in the Budget 2018/2019.

However, in view of the present staff size, we consider that the creation of the senior position is not justified at this stage.

MEDICAL TECHNICIAN, TECHNOLOGIST AND PARAMEDIC GROUP

5.1.66 The Medical Technician, Technologist and Paramedic Group at the Commission for Health and Others consists mostly of officers in the Medical Laboratory Technologist Cadre, Medical Imaging Technologist Cadre, Physiotherapist Cadre and the ECG Technicians. Proposals received for this group pertain mainly to the creation of various grades including Speech Therapist and Audiologist/Senior Speech Therapist and Audiologist and Occupational Therapist/Senior Occupational Therapist. After examination of the proposals, we are maintaining the present structure while revising the existing allowances.

Medical Laboratory Services

5.1.67 Medical Laboratory Technologist/Senior Medical Laboratory Technologists are currently paid allowances for providing coverage during nights, weekends and public holidays according to operational requirements of the Medical Laboratory. Pending the implementation of a shift system, we are retaining the present arrangement.

Recommendation 22

5.1.68 We recommend that Medical Laboratory Technologist/Senior Medical Laboratory Technologists in Rodrigues Hospital who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies during nights, weekends and public holidays be compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every hour put in.

Service during Nights, Weekends and Public Holidays

formerly On-Call/In-Attendance Allowance (Radiography)

5.1.69 Presently, the Radiography Unit in Rodrigues provides an emergency Radiography (diagnostic) service during nights, weekends and public holidays. Officers in the grades of Medical Imaging Technologist and Senior Medical Imaging Technologist are currently paid an allowance for providing coverage during nights, weekends and public holidays. We are upholding the present arrangement.

Recommendation 23

5.1.70 We recommend that Medical Imaging Technologists and Senior Medical Imaging Technologists who are effectively required to work beyond their normal working hours in order to provide a 24-hour service and attend to emergencies 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.

Screening Allowance

5.1.71 According to the present provision, the Medical Imaging Staff in Rodrigues are paid an allowance of Rs 115 per case for performing screening examinations in the absence of a Radiologist. We are enhancing this allowance.

Recommendation 24

5.1.72 We recommend that the allowance paid to officers of the Medical Imaging Technologist Cadre for performing screening examinations in the absence of a Radiologist be revised to Rs 120 per case.

Physiotherapist/Senior Physiotherapist

5.1.73 The grade of Physiotherapist/Senior Physiotherapist was created on an *ad hoc* basis to serve the Commission for Health and Others. In the context of this Report, representation has been received from the Commission for Youth and Sports, Arts and Culture, Library Services, Museum, Archives, Historical Sites and Buildings for the creation of the grade of Physiotherapist/Senior Physiotherapist, for incumbents to be posted in its Sports Medical Unit so as to ensure the daily follow-up of athletes especially for their rehabilitation and re-education. After careful analysis of the case and with a view to ensuring efficiency in service delivery, **we hold the view that the Commission for Health and Others should consider the advisability of increasing the establishment size of the grade of Physiotherapist/Senior Physiotherapist to enable officers to be posted on secondment to other Commissions including the Commission for Youth and Others.**

Night Duty Allowance

Recommendation 25

5.1.74 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 Work

5.1.75 As officers in the grades of Medical Laboratory Technologist/Senior Medical Laboratory Technologist, Medical Imaging Technologist and Senior Medical Imaging Technologist are required to provide a round-the-clock service, they are classified as shift worker. **This element has been taken into consideration in determining the recommended salary of these grades.**

HEALTH RECORDS GROUP

5.1.76 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. Besides, they provide a round-the-clock service. The Health Records Group at the Commission for Health and Others consists of a four-level structure which include officers in the

grades of Health Records Clerk, Higher Health Records Clerk, Senior Health Records Clerk and Health Records Officer. Considering its appropriateness, we are upholding the present structure.

Night Duty Allowance

5.1.77 In order to provide for a round-the-clock service, officers in the grades of Health Records Clerk and Higher Health Records Clerk are required to work on a shift basis. This element has been taken into consideration in determining the recommended salaries of the grades. However, to compensate for the unsocial hours between 2300 hours and 0500 hours, we are providing for a Night Duty Allowance.

Recommendation 26

5.1.78 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.

Health Inspectorate Unit

On-Call Allowance/Issue of Cremation Permit

5.1.79 In line with what obtains in the Health Inspectorate Unit at the Ministry of Health and Wellness, we are reproducing the following recommendations.

Recommendation 27

5.1.80 We recommend that officers in the grade of Inspector (Health and Food Safety) providing a service for the issue of cremation permit on Saturdays, Sundays and Public Holidays from Noon to 1700 hours be paid the respective allowances as hereunder:

Grade	On-Call Allowance on Saturdays, Sundays and Public Holidays from Noon to 1700 hours	Attendance Allowance for the issue of cremation permit inclusive of travelling
Inspector (Health and Food Safety)	Rs 250	Rs 475

5.1.81 We also recommend that Inspectors (Health and Food Safety) who are on duty on Sundays and Public Holidays as from 0900 hours to Noon as per an established working programme should be granted time-off during the week.

In-Attendance Allowance for officers posted at the Airport and Port

Recommendation 28

5.1.82 We recommend that Inspectors (Health and Food Safety), Senior Inspectors (Health and Food Safety) and Principal Inspectors (Health and Food Safety) be paid an In-Attendance Allowance of Rs 160; Rs 225; and Rs 275 per hour

respectively for work performed outside normal working hours on a regular basis at the Airport and Port.

Hospital Administration Cadre

- 5.1.83 The administration of the hospital falls under the responsibility of a Hospital Administrator who is assisted by a Hospital Administrative Assistant and supported by staff belonging to other occupational groups. It has been represented that with the upgrading of La Ferme and Mont Lubin Area Health Centres to the status of hospital, there is need for the creation of the grades of: Health Services Administrator who would be responsible to the Health Director for effective delivery of support services; and Health Executive Assistant (on roster) who would be responsible, among others, for planning the needs of the main hospital as well as the annexes in respect of buildings, plant and equipment.
- 5.1.84 The Bureau has examined the proposal and views that creation of additional levels would not be appropriate owing to the span of activities in this field. Hence, to enable the organisation to achieve its objectives, **Management should consider reinforcing the structure of the Hospital Administration Cadre through the creation of additional posts.**

Head Catering Unit

- 5.1.85 The structure of the Catering Unit comprises a Head Catering Unit who is assisted by the Catering Supervisor and supported by officers belonging to the Workmen's Group. Requests have been made for the creation of a grade of Catering Officer and restyling of the existing grade of Head Catering Unit to Assistant Catering Officer. During consultation, parties were informed of the technical implications. After consideration, we believe that the existing structure should continue to prevail.

Orthopaedic Appliance Maker (Seamstress) (New Grade)

- 5.1.86 Presently, a team from the Ministry of Health and Wellness proceeds to Rodrigues on a periodical basis to undertake activities related to manufacturing and repairing of orthopaedic appliances.
- 5.1.87 For this review exercise, Management has requested for the creation of the grade of Orthopaedic Appliance Maker (Leather) on its establishment on the basis of increasing demand for orthopaedic appliances and other items manufactured by the Department; and the moreso, repairs of certain orthopaedic appliances and related items have to be kept in abeyance pending the arrival of the Mauritian team.
- 5.1.88 The Bureau has analysed the request and, on the basis of the proposed duties that would be devolving upon incumbent, considers that creation of the grade of Orthopaedic Appliance Maker (Seamstress) is more appropriate. We are recommending accordingly.

Recommendation 29

5.1.89 We recommend the creation of a grade of Orthopaedic Appliance Maker (Seamstress). Appointment thereto should be made by selection from among serving employees on the permanent and pensionable establishment of the RRA who have passed the appropriate trade test.

5.1.90 Incumbents would be called upon, *inter alia*, to: cut, sew and mend all hospital items; cut and sew orthopaedic appliances consisting of sacral belts, pelvic belts, straps for any orthosis or prosthesis for inpatients and outpatients; and sew leather straps for leather section.

NON-COMMUNICABLE DISEASES AND HEALTH PROMOTION

5.1.91 In view of the absence of a specific grade to head the Non-Communicable Diseases (NCD) and Health Promotion Unit at the RRA, Management had requested that it be provided with a level of Health Promotion Coordinator to plan, organise, implement, coordinate and monitor all activities related to NCD and Health Promotion. Given the existence of the grade of Communication Officer on the establishment of the RRA, which is responsible for encouraging community participation in health activities and carrying out health promotion activities, the Bureau was not agreeable to the creation of the grade and so informed Management during consultations. The latter, however, averred that the grade of Communication Officer no longer meets its demands and accordingly requested that it be abolished. It also made a case for officers involved in health promotion to be paid an allowance.

5.1.92 Although Management undertook to submit the new proposals in writing to the Bureau for consideration, we have not received the requested information. In the given circumstances, the Bureau is unable to process the request and, hence, no recommendation regarding the NCD and Health Promotion Unit is being made.

Biomedical Engineering Unit

5.1.93 The Biomedical Engineering Unit is responsible, among others to: manage electric and electronic infrastructure of the hospital and other health institutions; tender advice on matters relating to electrical and electronic engineering; troubleshoot computer systems related to biomedical equipment including computer hardware, system software; advise on the formulation of specifications and developing policy for equipment replacement, installing and commissioning of equipment; and carry out regular checks to ensure compliance with safety norms.

5.1.94 At present, one Biomedical Engineering Technician is servicing the Unit. The Bureau has been apprised that with a rise in activities at the Commission, the workload of incumbent has increased considerably. Moreover, with more and more sophisticated medical equipment, the job of the Biomedical Engineering Technician has become more demanding. We have equally been informed that for complex issues, the Adviser on Biomedical Engineering, posted at A. G. Jeetoo Hospital, is called upon to address same.

- 5.1.95 Against the above background, both the Management and Union have requested for the creation of the grade of Biomedical Engineer, as there is need for a qualified professional in the domain, who would be responsible for the good functioning of all biomedical equipment at the Commission and for advising Management on relevant issues. Moreover, the Union proposed for: a reinforcement at the technical level namely with the creation of the grades of Senior Biomedical Engineering Technician and Principal Biomedical Engineering Technician to address the considerable increase in workload; the grant of duty remission facilities to the Biomedical Engineering Technician, as incumbent travels to the three Health Centres several times daily; and the payment of an *ad hoc* allowance for performing higher duties.
- 5.1.96 After duly analysing the representations made, we consider that there is enough ground to provide for a professional level as the existing arrangement of dispatching an officer from Mauritius may not always be convenient, particularly when medical equipment need to be repaired urgently. Alongside, upon our visit in Rodrigues, Management informed during consultative meeting that there are enough Rodriguan candidates who are qualified Biomedical Engineers. As regards the creation of additional technical levels, we do not find any urgency to create same at this stage only to address an issue of increasing workload, the more so we are providing for a professional level. However, we believe that the problem of a rise in workload may best be addressed through an increase in the establishment size of the grade of Biomedical Engineering Technician. With respect to the payment of an allowance to the Biomedical Engineering Technician in post, after perusal of the Job Description Questionnaire duly-filled in by incumbent, we view that there is a case for the payment of an allowance, pending the review of the grade's scheme of service and subsequent filling of the new grade of Biomedical Engineer on the ground that incumbent performs higher duties than those devolving upon officers of the corresponding grade in the Civil Service. Regarding the grant of duty remission facilities, the general recommendations made on travelling benefits would apply.

Biomedical Engineer/Senior Biomedical Engineer (Health) (New Grade)

Recommendation 30

- 5.1.97 **We recommend the creation of a grade of Biomedical Engineer/Senior Biomedical Engineer (Health). Appointment thereto should be made by selection from among candidates who are registered as Professional Engineer in the field of Biomedical Engineering or Electrical and Electronic Engineering with the Council of Registered Professional Engineers of Mauritius; possess a working knowledge of the electric and electronic infrastructure as applied to hospitals and other health institutions; and are well versed in the operation and troubleshooting of computer systems as applied to biomedical equipment including computer hardware system, software application and computer networking.**
- 5.1.98 Incumbent would be required, *inter alia*, to: be responsible for organising and managing the Biomedical Engineering Unit, installing, commissioning, maintaining and repairing all biomedical equipment; advise on matters relating to electrical and

electronic engineering; work out schedules and organising regular preventive maintenance for all biomedical equipment; carry out regular checks to ensure compliance with safety norms; tender advice on the purchase of equipment; and advise on the formulation of specifications and on policy for equipment replacement.

Biomedical Engineering Technician

Recommendation 31

5.1.99 We recommend that Management should:

- (i) review the scheme of service of the grade of Biomedical Engineering Technician in line with what obtains for the same grade in the Civil Service;**
- (ii) after the review of the scheme of service of the grade of Biomedical Engineering Technician, consider the payment of an allowance to the Biomedical Engineering Technician in post for performing higher additional duties, pending the filling of the new grade of Biomedical Engineer/Senior Biomedical Engineer (Health); and**
- (iii) consider carrying out a Human Resource Planning Exercise as provided in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report prior to increasing the establishment size of the grade of Biomedical Engineering Technician to address the problem of increasing workload.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	MEDICAL AND HEALTH (Administration)
02 000 107	Rs 110125 Departmental Head
09 000 106	Rs 107000 Health Director
09 089 105	Rs 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875 Specialist/Senior Specialist
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 Community Physician

Salary Code	Salary Scale and Grade
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>Dental Surgeon/Senior Dental Surgeon</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>Pharmacist/Senior Pharmacist</p>
09 069 085	<p>Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 57600</p> <p>Principal Pharmacy Technician</p>
09 064 082	<p>Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Pharmacy Stores Manager</p>
09 055 080	<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 Pharmacy Technician</p>
09 039 077	<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 - 41250 QB 42200 x 1300 - 44800</p> <p>Pharmacy Technician</p>
09 029 031	<p>Rs 16525 x 260 - 17045</p> <p>Trainee Pharmacy Technician</p>
09 073 092	<p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Nursing Administrator (Female) Nursing Administrator (Male)</p>

Salary Code	Salary Scale and Grade
09 067 088	<p>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</p> <p>Nursing Supervisor (Female) Nursing Supervisor (Male)</p>
09 062 082	<p>Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</p> <p>Ward Manager (Female) Ward Manager (Male)</p>
09 055 080	<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>Charge Nurse (Female) Charge Nurse (Male)</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>
09 040 077	<p>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</p> <p>Nursing Officer</p>
09 029 031	<p>Rs 16525 x 260 - 17045</p> <p>Trainee Nurse</p>
09 055 080	<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>Specialised Nurse</p>
09 058 080	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250</p> <p>Principal Midwife</p>
09 050 077	<p>Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800</p> <p>Senior Midwife (Shift)</p>

Salary Code	Salary Scale and Grade
09 048 073	<p>Rs 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 40300</p> <p>Senior Midwife (Personal)</p>
09 036 073	<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 - 38400 QB 39350 x 950 - 40300</p> <p>Midwife</p>
09 029 031	<p>Rs 16525 x 260 - 17045</p> <p>Trainee Midwife</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/Senior Health Care Assistant (General)</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>Blood Bank Officer</p>
09 030 071	<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 x 950 - 38400</p> <p>Blood Bank Assistant/Senior Blood Bank Assistant (New Grade)</p>
09 043 072	<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>Senior Physiotherapy Assistant</p>
09 029 067	<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>Physiotherapy Assistant</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>

Salary Code	Salary Scale and Grade
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</p>
09 041 070	<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>Senior Community Health Care Officer</p>
09 030 067	<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>Community Health Care 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>
09 046 069	<p>Rs 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</p> <p>Senior Dental Assistant</p>
09 029 067	<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>Dental Assistant</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>Linen Health Officer</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>Physiotherapist/Senior Physiotherapist</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>

Salary Code	Salary Scale and Grade
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>
09 031 034	<p>Rs 17045 x 260 - 17825</p> <p>Trainee 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>
09 045 079	<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>
09 031 034	<p>Rs 17045 x 260 - 17825</p> <p>Trainee Medical Imaging Technologist</p>
09 032 069	<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>ECG Technician (Female) ECG Technician (Male)</p>
09 051 077	<p>Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</p> <p>Health Records Officer</p>
09 049 075	<p>Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200</p> <p>Senior Health Records Clerk</p>

Salary Code	Salary Scale and Grade
09 047 072	<p>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</p> <p>Higher Health Records Clerk</p>
09 033 070	<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</p> <p>Health Records Clerk</p>
18 065 085	<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>Principal Inspector (Health and Food Safety)</p>
18 058 081	<p>Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900</p> <p>Senior Inspector (Health and Food Safety)</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>Inspector (Health and Food Safety)</p>
18 030 033	<p>Rs 16785 x 260 - 17565</p> <p>Trainee Inspector (Health and Food Safety) (Personal)</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</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>
11 036 074	<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 - 41250</p> <p>Head Catering Unit</p>

Salary Code	Salary Scale and Grade
11 041 070	<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 (Health Services) (Non Shift)</p>
11 033 067	<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 - 34825</p> <p>Catering Supervisor</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</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>Nutritionist/Senior Nutritionist</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) (New Grade)</p>
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>
20 041 070	<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>Statistical Officer</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</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)</p>

Salary Code	Salary Scale and Grade
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 (New Grade)</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>Health Laboratory Auxiliary</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>Ambulance Driver (on shift)</p>
24 034 060	<p>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</p> <p>Senior Cook (New Grade)</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>Incinerator Operator Mortuary Attendant (on roster)</p>
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>Health Sterile Services Assistant (New Grade) Senior Attendant (Hospital Services) (on shift)</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 (on roster)</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 (on shift) Attendant (Hospital Services) (on shift)</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 (on roster)</p>

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 Foreman
25 027 060	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 Orthopaedic Appliance Maker (Seamstress) (New Grade)
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 Diesel Fitter Mechanic Electrician Mason Painter Plumber and Pipe Fitter Tinsmith
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
FAMILY PLANNING, MATERNAL AND CHILD HEALTH SERVICES	
09 074 098	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 Medical and Health Officer/Senior Medical and Health Officer
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
10 038 076	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 - 42200 x 1300 - 43500 Communication Officer



5.2 Promotion of Community Development

- 5.2.1 The Community Development Division envisions to encourage social participation, understanding and development of the community.
- 5.2.2 Its main objectives are, *inter alia*, to provide and organise activities related to cultural, social, economic, educational and recreational in connection with the community; provide adequate infrastructure, equipment and facilities in connection with the development of the community; help in the fight for poverty alleviation; and provide material and financial resources required for the effective development of the community.
- 5.2.3 At present, the Division is manned by officers in the grades of Head, Community Development; Community Development Officer, Social Welfare Officer and Psychologist.
- 5.2.4 In the context of the present review exercise, since no submissions/representations have been made, no change is being envisaged in the current structure which is deemed to be appropriate.

Community Development Officer

Social Welfare Officer

- 5.2.5 A Qualification Bar (QB) was inserted in the salary scales of the grades of Community Development Officer and Social Welfare Officer to allow incumbents possessing a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the QB therein. **This provision should continue.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	COMMUNITY DEVELOPMENT
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 Head, Community Development
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
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 QB 43500 x 1300 - 44800 Community Development Officer Social Welfare Officer



5.3 Rodrigues Fire and Rescue Service

- 5.3.1 The Rodrigues Fire and Rescue Service (RFRS) operates under the *aegis* of the Commission for Health, Community Development, Fire Services, Meteorological Services, Judicial Services and Civil Status. It aims to protect life, property and environment against fire and provides support in rescue operations during natural calamities and major accidents.
- 5.3.2 In view of the global climatic change and various international conventions, the scope of the RFRS has also broadened consequentially. To that effect, the construction of a new Fire and Rescue Service (FRS) station is under way at Mont Plaisir to support the existing one which is found at Port Mathurin. An Officer-in-Charge is at the head of the RFRS. He is supported by officers of the Firefighter Cadre at different levels.
- 5.3.3 Representation received was mainly geared towards an enhanced salary for the Officer-in-Charge, Fire and Rescue Service. In the context of this Report, we are maintaining the present structure, which we consider appropriate. We are also changing the appellation of certain grades to align with what obtains in the Mauritius Fire and Rescue Service (MFRS). Furthermore, a job evaluation exercise was carried out, based on the newly prescribed duties devolving upon the Officer-in-Charge, Fire and Rescue Service. **All these elements have, therefore, been taken into consideration in arriving at the recommended salary.**

Restyling of Grades

- 5.3.4 In line with what obtains at the MFRS, we are changing the appellations of a few grades in the Firefighter Cadre.

Recommendation 1

- 5.3.5 **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

Recommendation 2

5.3.6 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.”

Risk Allowance

5.3.7 Presently, a monthly Risk Allowance is paid to officers of the Firefighter Cadre up to the level of Station Fire Officer *formerly Station Officer* as apart from attending to fire, they have to intervene in cases caused by natural disasters, accidents, chemical incidents and oil spills amongst others. Representation has been received to extend the provision of the Risk Allowance up to the level of Officer-in-Charge, Fire and Rescue Service. Being given that risk allowance is generally granted to officers performing operational duties, we could not accede to the request. However, we are extending the provision up to the Divisional Fire Officer *formerly Divisional Officer*.

Recommendation 3

5.3.8 We recommend that officers of the Firefighter Cadre, up to the Divisional Fire Officer *formerly Divisional Officer* performing operational duties, should be paid a monthly Risk Allowance equivalent to 1 ½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 950.

5.3.9 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.

Bank of Fire Officers Scheme

Recommendation 4

5.3.10 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

Attending duty during emergencies

formerly Time-Off

Recommendation 5

5.3.11 We recommend that officers of the Firefighter Cadre who do not form part of the Bank of Fire Officers Scheme and are required to attend their site of work to cater for normal interventions 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.

Night Duty Allowance

Recommendation 6

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

Maintenance and Repair Allowance

Recommendation 7

5.3.13 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 for driving Heavy Specialised Vehicles

Recommendation 8

5.3.14 We recommend that officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, should be paid a monthly allowance equivalent to one increment at the initial point of their respective salary scale.

5.3.15 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 9

5.3.16 We recommend that Rent Allowance payable to eligible officers should continue to be paid 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
Senior Station Fire Officer <i>formerly Senior Station Officer</i>	915
Divisional Fire Officer <i>formerly Divisional Officer</i>	1010
Officer-in-Charge, Fire and Rescue Service	1180

Medical Examination

Recommendation 10

5.3.17 We recommend that Management should make the necessary arrangements for all officers of the Firefighter Cadre to undergo a complete medical check-up every year to ensure their fitness for the job.

Early Retirement Scheme

5.3.18 At present, officers of the Firefighter cadre who have been appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are 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. However, officers in post as at 30 June 2008 benefit from the early retirement scheme applicable as at that date. **These provisions are being maintained.**

Special Provision for officers of the Disciplined Forces working on shift

5.3.19 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.

5.3.20 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.

- 5.3.21 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. 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, therefore, considers that as the officers are foregoing their leaves to ensure the operational efficiency of the Rodrigues Fire and Rescue Service, there should be a mechanism to compensate them for the untaken casual leave. We are, thus, making a recommendation to that effect.

Recommendation 11

- 5.3.22 **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.**

- 5.3.23 **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 12

- 5.3.24 **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 Rodrigues 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.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
RODRIGUES FIRE AND RESCUE SERVICE	
07 070 089	Rs 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Officer-in-Charge, Fire and Rescue Service
07 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Divisional Fire Officer <i>formerly Divisional Officer</i>
07 058 078	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Senior Station Fire Officer <i>formerly Senior Station Officer</i>
07 051 075	Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Station Fire Officer <i>formerly Station Officer</i>
07 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Sub Fire Officer <i>formerly Sub Officer</i>
07 037 069	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 Firefighter



5.4 Meteorological Services

- 5.4.1 The Meteorological Services (MS) of the RRA has as mission to provide daily weather forecasts, aeronautical observations and climatological reports to the various stakeholders.
- 5.4.2 Its main activities are to make hourly meteorological observations and transmit same to the Mauritius Meteorological Services (MMS). It is also required to communicate timely information and warnings about occurrences of extreme weather events such as cold spells, heat waves and torrential rain. It also provides advice to ensure the protection and safety of aircrafts and ships. In addition, climatological data and exchange weather information and data are disseminated both at regional and international levels.
- 5.4.3 The MS in Rodrigues is manned by incumbents in the grades belonging to the Meteorological Observer and Meteorological Technician Cadres under the overall responsibility of a Principal Meteorological Technician. The latter is an acting officer-in-charge on a tour of service from Mauritius.
- 5.4.4 Staff associations have made similar requests as for the last Report. Submissions were made to the effect that the grade of Meteorological Observer be restyled Meteorological Technician. The MS in Rodrigues is essentially an observation station, mainly concerned with the collection of data, which in turn is interpreted by Meteorological Technicians in Mauritius. As the Meteorological Observer is not required to perform the whole complement of duties devolving on Meteorological Technician, we could not attend to the request.
- 5.4.5 No change is, therefore, being proposed for the present organisation structure which is deemed to be appropriate.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	METEOROLOGICAL SERVICES
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
19 038 076	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

Salary Code	Salary Scale and Grade
19 064 081	Rs 32350 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Meteorological Observer
19 060 079	Rs 29050 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Senior Meteorological Observer
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
19 027 029	Rs 16005 x 260 - 16525 Trainee Meteorological Observer



5.5 Judicial Services

- 5.5.1 The Judicial Services is entrusted with the administration of justice in the island of Rodrigues and has as main objective to provide support to the Judiciary and the Court for an effective and efficient service delivery. The Court of Rodrigues as the only Court of the island, exercises jurisdictions at the levels of the District Court, Intermediate Court and Supreme Court and deals with Chamber cases, Matrimonial cases and Civil cases. It is presided by a District Magistrate or a Senior District Magistrate, posted on a tour of service from Mauritius.
- 5.5.2 The day-to-day administration of the Judicial Services is effected by a Chief Court Officer/Court Manager, who is on a tour of service from Mauritius. The latter is assisted in the performance of his duties, by officers of the Court Officer's Cadre, one Court Usher and officers in the General Services grades.
- 5.5.3 In the context of this review exercise, the Union requested, among others, to: create a grade of Principal Court Officer as a promotional avenue for Senior Court Officers; create a grade of Senior Court Usher, to supervise and coordinate the work of the Court Usher; and extend the payment of the different allowances payable to officers of the Judiciary in Mauritius to officers in the RRA. The Bureau did not receive any submission from Management.
- 5.5.4 After examining the proposals, we are making a few general observations namely: the grade of Principal Court Officer already exists on the establishment of the RRA and its mode of recruitment and duties are aligned with what obtains for its counterpart in the Civil Service; a grade is created based on its functional need; grades which are urgently required may be created on an *ad hoc* basis after following established procedures; and Management may make necessary arrangements to provide transport facilities to enable the Court Usher to effect official travelling.
- 5.5.5 The Bureau has considered a few proposals to be meritorious. In this respect, we are abolishing the grade of Trainee Court Officer; reviewing the scheme of service of the grade of Court Officer; providing for officers of the Court Officer's Cadre to be sponsored by Management to follow a diploma course in Legal Studies and Court Administration in line with what obtains for their counterparts in Mauritius; providing for the payment of a black jacket allowance to officers of the Court Officer's Cadre and the Court Usher; and payment of a witness attendance allowance.

Court Officer

- 5.5.6 At present, the grade of Trainee Court Officer is filled 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 General Certificate of Education 'Advanced Level'. Trainee Court Officers are 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 their training and on being favourably reported upon, they are appointed in the grade of Court Officer, as and when vacancies occur.

5.5.7 For this Report, Management apprised the Bureau that there is need to maintain the practical on-the-job training at entry level of the Court Officer Cadre and requested for alignment of conditions obtained in the Civil Service.

5.5.8 We have examined the submissions and are agreeable for parity of treatment with what obtains for their counterparts in the Civil Service. We are, therefore, recommending accordingly and providing for newly recruited Court Officers to undergo on-the-job training.

Recommendation 1

5.5.9 We recommend that:

- (i) the grade of Trainee Court Officer be abolished;**
- (ii) in future, 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 candidates should be computer literate; and**
- (iii) the scheme of service of the grade of Court Officer be amended to include a proviso requiring future incumbents 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

5.5.10 According to the existing scheme of service, the Senior Court Officer is required to possess, among others, a Diploma in Legal Studies and Court Administration for appointment to the grade of Principal Court Officer. Given that in the Civil Service, officers of the Court Officer Cadre are sponsored to follow the Diploma course in Legal Studies and Court Administration, we view that this arrangement may also be made applicable in the RRA. We are, therefore, recommending to that end.

Recommendation 2

5.5.11 We recommend that Management of the Rodrigues Regional Assembly should initiate action for officers of the Court Officer Cadre to be sponsored, on a seniority basis, to follow a Diploma course in Legal Studies and Court Administration or an equivalent Diploma course in the relevant field, with a recognised institution.

Black Jacket Allowance

5.5.12 The Union requested that officers of the Court Officer's Cadre and the Court Usher be paid a black jacket allowance in line with what obtains for their counterparts in the Civil Service. We subscribe to the proposal given that the officers of the Court Officer's Cadre and the Court Usher are required, by the rules of the Court, to appear in black jacket with tie. In this respect, we are making an appropriate recommendation.

Recommendation 3

5.5.13 We recommend that officers of the Court Officer Cadre and the Court Usher 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.

Witness Attendance Allowance

5.5.14 The Union has equally proposed for the payment of the witness attendance allowance, as obtainable in the Civil Service, to be made applicable in Rodrigues. We consider that there is merit in the request made, and are, therefore, recommending accordingly.

Recommendation 4

5.5.15 We recommend that:

- (i) **public officers who attend Court as witnesses on behalf of the RRA be paid an attendance allowance of Rs110; and**
- (ii) **professionals such as Architect, Attorney-at-Law, Engineer, among others who attend Court as expert witnesses be paid an attendance allowance of Rs 220.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	JUDICIAL SERVICES
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

Salary Code	Salary Scale and Grade
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 Court Usher



5.6 Civil Status Division

- 5.6.1 The main functions of the Civil Status Division (CSD) are, among others, to: provide timely services to the public with regard to delivery of all birth, marriage and death certificates; and issue National Identity Cards with a view to maintaining an updated Civil Status database.
- 5.6.2 The activities of the CSD are carried out by two Civil Status offices in Rodrigues. The Officer-in-Charge, Civil Status heads the Division and reports to the Departmental Head for general administration issues and to the Registrar of Civil Status in Mauritius on technical matters. He is supported in his functions by officers in the grades of Senior Civil Status Officer; Civil Status Officer and officers in the general services grades.
- 5.6.3 The Bureau received no representation for this Division in the context of this review exercise. As a result, the present organisation structure is considered appropriate and is, therefore, maintained. We are, however, bringing some improvement to existing allowances.

Allowance to open Civil Status Offices after office hours during weekdays

- 5.6.4 At present, officers of the Civil Status Officer Cadre provide an emergency service from 1200 to 17 00 hours on Saturdays, Sundays and Public Holidays against payment of an On-Call allowance; a travelling allowance or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open the office inclusive of the collection of keys from and to the police station; and another allowance for each registration of death including the issue of burial/cremation permit.
- 5.6.5 We are, in this Report, making appropriate recommendations such that the existing arrangements be aligned with what obtains in the Civil Service.

Recommendation 1

- 5.6.6 We recommend that officers of the Civil Status Officer Cadre providing emergency services after their normal working hours during Weekdays and after 1200 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 the approved rates for official travelling or 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

5.6.7 Payment of allowances to officers of the Civil Status Officer Cadre for the celebration of civil marriages outside the Civil Status Offices should continue as hereunder: -

Allowances	(Rs)
A. Where both of the intending spouses are citizens of Mauritius:-	
(i) Celebration of civil marriages at private residence	700
(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

Registration of death for burial during Cyclonic Conditions Class III and Class IV and during other officially declared natural calamities

5.6.8 At present, an officer of the Civil Status Officer Cadre is called upon to be on-call to register deaths and issue of 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.

5.6.9 Management of Civil Status Division is also required to make necessary arrangements with the Police Department for the conveyance of officers who are on-call to register deaths and to issue burial permit during cyclonic conditions Class III and IV.

5.6.10 We are making appropriate recommendations such that the provision is aligned with what obtains in the Civil Service.

Recommendation 2

5.6.11 We recommend that an officer of the Civil Status Officer Cadre should continue to be on-call in Rodrigues 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 permit.**

5.6.12 We also recommend that Management of the Civil Status Division should make proper arrangements with the Police Department for the conveyance of officers who are on-call to register deaths and to issue burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities from their place of residence to office and back.

Loan facilities to Officers of the Civil Status Officer Cadre

5.6.13 Officers of the Civil Status Officer Cadre are granted loan facilities for the purchase of a car and are 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 1200 hours. This provision should continue.

Recommendation 3

5.6.14 **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 as per 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 1200 hours.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CIVIL STATUS DIVISION
18 062 082	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Officer-in-Charge, Civil Status
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

