

4. COMMISSION FOR WOMEN'S AFFAIRS, FAMILY WELFARE, CHILD DEVELOPMENT, INDUSTRIAL DEVELOPMENT, INFORMATION AND COMMUNICATION TECHNOLOGY, VOCATIONAL TRAINING, CO-OPERATIVES, TRADE, COMMERCE AND LICENSING AND PRISONS AND REFORMS INSTITUTIONS

- 4.0.1 This Commission has under its *aegis* the responsibility of eight main areas, that is, Women's Affairs, Family Welfare and Child Development; Industrial Development and Handicraft; Information and Communication Technology; Development of Human Resources; Promotion and Development of Co-operatives; Trade, Commerce and Licensing; Reforms and Prisons Institutions; and Probation and Social Rehabilitation.
- 4.0.2 Its mission is to promote women's empowerment and family welfare; trigger and propel first-rate entrepreneurship in steering business activities; support economic take-off by exploring new ideas, creativity and develop prototypes in an environment conducive to research and innovation; enhance co-operative development through sustainability; empower the Information and Communication Technology sector that promote progress; realise the rights and wellbeing of every child by preventing abuse, juvenile delinquency, harm or neglect; promote gender responsive infrastructure and safe community and make efforts for raising awareness of gender equality and women's empowerment; and re-engineer and modernise the prison system and rehabilitation centres through rehabilitation and reintegration and incentivising prisoners/inmates to participate in same.

4.1 Women's Affairs, Family Welfare and Child Development

- 4.1.1 The Women's Affairs, Family Welfare and Child Development Division comprises the Women's Affairs Unit, the Family Welfare Unit and the Child Development Unit. It promotes gender mainstreaming and empowerment by adopting appropriate policies and programmes.
- 4.1.2 Its Women's Affairs Unit envisions to empower women for their advancement, consequently contributing to the enhancement of the social, economic and cultural environment of the Rodriguan Society.
- 4.1.3 Likewise, its Family Welfare Unit promotes family welfare through a better understanding of the role, rights and duties of each component of the family. Its mission is to provide adequate support and assistance to the family for promoting values, traditions and unity in the family.
- 4.1.4 The Child Development Unit enforces the Child Protection Act and implements policies and programmes for the development of children. The officers of the Unit work in close collaboration with the Police department, members of the Child Watch, other Commissions and all relevant stakeholders to provide a 24-hour service for children at risk or in distress. A hotline is also available round the clock for counselling and assistance.

- 4.1.5 Currently, there is one Family Welfare and Protection Officer posted in each Unit.
- 4.1.6 The Bureau received no representations from the Union for the Women's Affairs, Family Welfare and Child Development Unit. However, Management has requested for the creation of a grade of Senior Family Welfare and Protection Officer and to extend the payment of all allowances being paid to counterparts in Mauritius to the Family Welfare and Protection Officers in the RRA.
- 4.1.7 During consultative meeting, Management was apprised of the policy of the Bureau that the creation of additional levels is based on operational and functional needs of the organisation. Hence, the RRA was advised to consider increasing the establishment size of the grade of Family Welfare and Protection Officer in the division prior to creating additional levels.

"On-Call" and "In-Attendance" Allowances

- 4.1.8 Currently, officers in the grade of Family Welfare and Protection Officer are paid "On-Call" and "In-Attendance" Allowances for the provision of an emergency service after office hours and to attend to people in distress at nights, during weekends and on Public Holidays. The Bureau is revising the quantum of the allowance.

Recommendation 1

- 4.1.9 **We recommend that the "On-Call" Allowance and "In-Attendance" Allowance being paid to officers in the grade of Family Welfare and Protection Officer at the RRA who are "On-Call" and required to attend to emergencies during "On-Call" be revised as follows: -**

Grade	Period	"On-Call" Allowance	"In-Attendance" Allowance
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

Risk Allowance

- 4.1.10 At present, Family Welfare and Protection Officers are being paid a monthly risk allowance equivalent to one and a half increments at the initial of the salary scale due to their nature of work. This arrangement should continue.

Recommendation 2

4.1.11 We recommend that Family Welfare and Protection Officers working in the Women's Affairs, Family Welfare and Child Development Unit, who by nature of their work are exposed to very risky situations and environment, be paid a monthly Risk Allowance equivalent to one and a half increments at the initial of the salary scale.

4.1.12 We also recommend that Family Welfare and Protection Officers working in the Women's Affairs, Family Welfare and Child Development 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 4.1.11 above, should continue to draw same on a personal basis.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	WOMEN'S AFFAIRS, FAMILY WELFARE AND CHILD DEVELOPMENT
02 000 107	Rs 110125 Departmental Head
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 Family Counselling Officer Head, Gender, Family Welfare and Child Development
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 Family Welfare and Protection Officer
23 033 068	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 Matron
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 Shelter Care Attendant (on shift)

Salary Code	Salary Scale and Grade
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



4.2 Industrial Development and Handicraft Department

- 4.2.1 The Industrial Development and Handicraft Department is mandated, among others, to trigger and propel first-rate entrepreneurship in steering business activities and to support economic take off by exploring new ideas, creativity and developing prototypes in an environment conducive to research and innovation. The main objectives of the Department are to: promote the development of Small and Medium Enterprises (SMEs) and make Rodrigues more self-sufficient; raise the standards of living of the inhabitants; and meet the Regional Government's objective which is to boost up the economic development of Rodrigues.
- 4.2.2 Its core activities consist in: supporting SMEs in implementing competitive operating practices and sustainable strategies for SME development; providing highest quality training and workforce development and setting a strategy for export development and promotion. These are carried out by officers in the grades of Senior Industrial Analyst *formerly Senior Analyst (Industry)*, Industrial Analyst *formerly Analyst (Industry)* as well as officers of the Ex-SMEDA and general services cadre.
- 4.2.3 In the context of this Report, the Union did not make any representation regarding the Department. Management, however, requested for the creation of a grade of Head, Industrial Development to reinforce the structure at strategic level to enable the Department to cope with industrial developments taking place in the island.
- 4.2.4 After examining the above request, the Bureau holds that prior to creating the higher level, the grade of Senior Industrial Analyst *formerly Senior Analyst (Industry)*, which was created on an *ad hoc* basis, should be filled coupled with a consolidation of the base grade, that is, Industrial Analyst *formerly Analyst (Industry)*. We, therefore, view that the proposed new level is not warranted at this stage. We are, hence, maintaining the present structure and restyling the grades in the cadre in line with what obtains for the corresponding levels in the Civil Service.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 073 092	<p>INDUSTRIAL DEVELOPMENT AND HANDICRAFT DEPARTMENT</p> <p>Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800</p> <p>Senior Industrial Analyst <i>formerly Senior Analyst (Industry)</i></p>

Salary Code	Salary Scale and Grade
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>Industrial Analyst <i>formerly Analyst (Industry)</i></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>Marketing Assistant (Handicraft) (Rodrigues) (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>
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/Office Attendant (Ex-SMEDA) (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 (Ex-SMEDA) (Personal)</p>



4.3 Information and Communication Technology Department

- 4.3.1 The Information and Communication Technology (ICT) Department is responsible for the formulation of ICT related policies, procurement and maintenance of all ICT equipment, development of new systems and software, management of ICT projects and websites and endorsement of an ICT culture in the RRA.
- 4.3.2 An ICT Manager is at the apex of the Department and he is supported in his task by officers in various professional and technical grades. Given that no representation has been made by either the staff side or Management in the course of this review exercise and as the structure of the department was already reinforced in our last Report with the creation of various grades, we hold that the existing structure is adequate to enable the department to function properly. We are, accordingly, not bringing any change thereto. However, we maintain our stand that Management should consider the advisability of reviewing its establishment size so as to ensure that the Department is adequately staffed.

Assistant Systems Analyst/Senior Assistant Systems Analyst

- 4.3.3 Assistant Systems Analyst/Senior Assistant Systems Analyst possessing a Degree in Computer Science or an equivalent qualification are, at present, allowed to move incrementally in the Master Salary Scale up to a maximum of two increments subject to certain conditions. This provision should prevail.

Recommendation 1

- 4.3.4 **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;**
 - (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.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT
04 077 096	Rs 44800 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 ICT Manager
04 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Assistant ICT Manager
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 Programme Officer (ICT) Systems Analyst
04 047 085	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 - 57600 Assistant Systems Analyst/Senior Assistant Systems Analyst
04 048 080	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 IT Technician (Roster)
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 Computer Support Officer (Roster) (Personal)
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 ICT Laboratory Auxiliary <i>formerly Computer Laboratory Auxiliary</i>



4.4 Human Resource Development Centre

- 4.4.1 The Human Resource Development Centre (HRDC) acts as a catalyst and facilitator for the promotion of capacity building in Rodrigues. Its objectives include, among others, promotion of Human Resource Development; stimulating a culture of training and life-long learning; reducing the mismatch between training needs and training offers; and providing information, advice and guidance which enable students and trainees to make appropriate and effective decisions about learning, training and work.
- 4.4.2 In addition, the HRDC organises part time courses at Diploma, Graduate and Post-Graduate levels in Rodrigues in collaboration with recognised institutions in Mauritius, including the Mauritius Institute of Education, the University of Mauritius and the University of Technology, Mauritius. It also mounts and provides specialised training programmes in collaboration with training institutions in Mauritius as well as the Ministry of Public Service, Administrative and Institutional Reforms.
- 4.4.3 The HRDC is manned by the Head, Human Resource Development Centre, who is assisted in his daily duties by two Co-ordinators, HRDC, a Library Officer, an Office Management Assistant and a Management Support Officer.
- 4.4.4 In the context of this Report, both Management and Union have proposed to restyle certain key grades on the ground that the officers would be called upon to shoulder additional responsibilities relating to the boosting of the Technical and Vocational Education and Training (TVET) Sector. In the same vein, request was also made to review the mode of appointment of the grade of Head, HRDC to provide a promotional path to the Co-ordinators, HRDC and to create a grade of Senior Library Officer, as a promotional route for the Library Officer as well as to restyle the grade of Binding Supervisor to Production Supervisor.
- 4.4.5 Whilst studying the requests, the Bureau noted that the additional duties that officers would be called upon to perform in connection with boosting of the TVET sector would not impact on the level of responsibilities and hence, do not warrant a restyling of the grades concerned. The moreso, restyling should convey an immediate understanding and identification of the work to be performed by the position. Moreover, reviewing the mode of appointment of a grade may best be addressed by Management after consulting parties concerned. We further consider that in case of a rise in workload due to the additional duties, the establishment size of the grade of Co-ordinator, HRDC may be increased for a smoother running of activities. As regards creation of a level of Senior Library Officer, we consider that same is not warranted at this stage. Such a move may only be contemplated after a meaningful increase in the establishment size of the grade of Library Officer and depending on the functional needs for the new level.

Posting of Library Officer

- 4.4.6 In the context of this Report, both Management and Union requested for the creation of a grade of Senior Library Officer at the Library Services Division. Being given that

the grade of Library Officer exists on the establishment of the HRDC and creation of a supervisory level is not required at this stage, we consider that the establishment size of the grade of Library Officer may be increased to allow the posting of an officer at the Library Services Division with a review of the scheme of service of the grade. We are, therefore, recommending accordingly.

Recommendation 1

4.4.7 We recommend that Management of the RRA should stand guided by recommendation made in Chapter Recruitment, Promotion and Retention of Volume 1 of this Report regarding the carrying out of a Human Resource Planning exercise, prior to increasing the establishment size of the grade of Library Officer at the HRDC, with a view to enabling the posting of an officer at the Library Services Division or other Divisions where required.

4.4.8 We further recommend that the scheme of service of the grade of Library Officer at the HRDC be amended to incorporate any additional duty which incumbent would be called upon to perform when posted at the Library Services Division or other Divisions.

Time-Off Facilities

4.4.9 At present, Co-ordinators, HRDC are eligible for the grant of time-off for extra hours put in and are paid at the normal hourly rate in case time-off cannot be granted. Since this arrangement is appropriate, we are retaining this provision.

Recommendation 2

4.4.10 We recommend that officers in the grade of Co-ordinator, HRDC, who are required to put in additional hours of work on a regularly basis to cope with the demands of their job, should be granted equivalent time-off for the extra hours put in. In the event, it has not been possible for Management to grant, upon application, 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.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 072 096	<p align="center">HUMAN RESOURCE DEVELOPMENT CENTRE</p> <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>Head, Human Resource Development Centre</p>

Salary Code	Salary Scale and Grade
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>Co-ordinator, Human Resource Development Centre</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>
16 043 072	<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>Binding Supervisor</p>
16 026 063	<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>Machine Minder (Bindery) (Rodrigues)</p>



4.5 Promotion and Development of Co-operatives

- 4.5.1 The Promotion and Development of Co-operatives Unit aims at enhancing co-operative development through sustainability, in Rodrigues. It is responsible, among others, for the registration, supervision, inspection, and monitoring of Co-operative Societies; providing training to co-operative entrepreneurs; assisting Co-operative Societies in professionalising their activities to attain financial and functional autonomy; and the settlement of disputes through Arbitration and Liquidation. The statutory role of the Unit is to ensure that the Co-operatives/Federations comply with the provisions of the Co-operatives Act 2016.
- 4.5.2 An Officer-in-Charge, Co-operatives is responsible for the day-to-day running of the Unit. He is assisted in the discharge of his duties by officers of the Co-operative Officer Cadre and is supported by staff belonging to the general services and those of the Workmen's group.
- 4.5.3 In the context of this review exercise, representations have been made, among others, for the restyling of the grades of Assistant Officer-in-Charge, Co-operatives and Officer-in-Charge, Co-operatives to Principal Co-operative Officer and Head, Co-operatives respectively.
- 4.5.4 The Bureau has analysed the requests and taking into consideration the cadre structure, specificity of the Island, scope of activities and level of responsibilities, we consider that the organisation structure is fit for purpose.

Co-operative Officer

- 4.5.5 Co-operative Officers possessing the Diploma in Co-operatives or the Diploma in Development Studies or who have successfully completed all papers of the Fundamentals (Skills) formerly Part II of the ACCA Examination or an equivalent qualification should be allowed to proceed beyond the Qualification Bar. **We are maintaining this provision.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	CO-OPERATIVES
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 Officer-in-Charge, Co-operatives

Salary Code	Salary Scale and Grade
18 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Officer-in-Charge, Co-operatives
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



4.6 Trade, Commerce and Licensing Department

- 4.6.1 The Trade, Commerce and Licensing Department is responsible to provide and facilitate trade and commercial activities in Rodrigues; and ensure that members of the public are being provided with the necessary information to participate fully in trade and commercial activities and that necessary guidelines and procedures are followed for delivery of licenses through the approval of Licensing Committee.
- 4.6.2 Some core functions of the Department equally include, among others, issuing lease of agreement; organising expo-sales to promote local products; informing the public about the relevant documents required for a trade licence; issuing trade licence; and collecting fees in connection with renewal of licences.
- 4.6.3 At present, the Department is being serviced by officers in the grades of Analyst (Trade), Legal Metrology Officer, Technical Officer (Legal Metrology), Office Management Assistant and Management Support Officer.
- 4.6.4 In the context of this Report, Union requested for the creation of a grade of Head, Trade, Commerce and Licensing to supervise and coordinate the work of the Department. Management on its side also proposed for the creation of the latter grade, coupled with an increase in the establishment size of the grade of Analyst (Trade), whereby incumbent would assume on a need basis, responsibility for the Price Fixing Unit in the Commission for Social Security.
- 4.6.5 After examining the abovementioned requests, the Bureau considers that: increasing the establishment size of a grade is the prerogative of Management; and grades are created based on their functional needs.
- 4.6.6 We consider that the present organisation structure is serving its purpose and, therefore, same is being maintained.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	TRADE, COMMERCE AND LICENSING DEPARTMENT
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
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)

Salary Code	Salary Scale and Grade
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 (Legal Metrology)



4.7 Prisons and Reforms Institutions

4.7.1 The Prisons and Reforms Institutions strive for the reduction of crime, suicide and protection of the public. The aim of these Institutions is to serve the society by keeping detainees in safe, humane custody, preparing them for a useful and normal life and ensuring a safer Republic through best correctional practice and rehabilitation.

Rodrigues Prison Service

4.7.2 The Rodrigues Prison Service (RPS) aims to ensure improvement in prison standards for better custody and security of detainees; rehabilitate detainees through educational and vocational training; and to develop an expanded and sustainable network of Non-Governmental Organisations.

4.7.3 There is only one prison in Rodrigues, located at Pointe La Gueule. It has some 39 detainees and a staff strength of 51 Prisons Officers. A Superintendent of Prisons is at the apex of the Institution. He is assisted by officers in the grades ranging from Prisons Officer/Senior Prisons Officer to Assistant Superintendent of Prisons.

4.7.4 Most of the submissions made by both Unions and Management were common and related to the creation of grades, restyling of departmental grades and extending the recommendations of the Mauritius Prison Service (MPS) to the RPS. Union, additionally, requested for duty free facilities and health surveillance to all Prisons Officers.

4.7.5 During meetings both Management and the staff side were informed that proposals pertaining to the general conditions of service would be looked into holistically by the Bureau. As regards request to extend the provisions that apply to the Mauritius Prison Service to the RPS, stakeholders were apprised that same would be extended subject to submission of strong justifications and after in-depth analysis by the Bureau. After careful analysis of the submissions, we are maintaining the present structure while bringing in some new provisions.

Lead Prisons Officer

Recommendation 1

4.7.6 **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".**

Trade Allowance

4.7.7 A Trade Allowance is presently paid to Prisons Officer/Senior Prisons Officers posted in the Trades Section, in line with what obtains in the Mauritius Prison Service. We are upholding this provision.

Recommendation 2

4.7.8 **We recommend the payment of a monthly Trade Allowance of Rs 400 to Prisons Officer/Senior Prisons Officers posted in the Trades Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.**

Pregnant Prison Officers

Recommendation 3

4.7.9 **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.**

Risk Allowance

Recommendation 4

4.7.10 **We recommend that a monthly Risk Allowance should be paid to staff of the Rodrigues Prison Service performing operations duties, up to the grade of Superintendent of Prisons, equivalent to 1½ increments at the initial of their respective salary scale, subject to a maximum of Rs 950.**

4.7.11 **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.**

Bank of Prisons Officers Scheme

Recommendation 5

4.7.12 **We recommend that officers of the Bank of Prisons Officers Scheme who are called upon to attend duty in emergency cases, be paid an allowance of Rs 675 for the first three hours of work and thereafter on a *pro rata* basis for any additional hour of work put in.**

Attending duty during Emergencies

Recommendation 6

4.7.13 **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, by way of 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.

Special Allowance to Prisons Security Squad

Recommendation 7

4.7.14 We recommend that officers of the Prisons Security Squad should be paid a monthly Special Allowance of Rs 1470.

Night Duty Allowance

Recommendation 8

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

Night Attendance Bonus

Recommendation 9

4.7.16 We recommend that the payment of the monthly Night Attendance Bonus to Prisons Staff up to Principal Prisons Officer, who attend duty on all scheduled nights during the month should be as hereunder:

Grades	Amount (Rs)
Principal Prisons Officer reckoning	
Up to 10 years' service	775
Over 10 years' service	925
Prisons Officer Grade I (Personal) and Prisons Officer/ Senior Prisons Officer reckoning:	
(i) an aggregate of up to 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer;	630
(ii) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer.	775

Rent Allowance**Recommendation 10**

4.7.17 We recommend that eligible officers of the Prisons Service who perform operations duties and do not occupy Government quarters should continue to be paid a monthly Rent Allowance as follows:

Grade	Amount (Rs)
Superintendent of Prisons	1365
Assistant Superintendent of Prisons	1180
Principal Prisons Officer	1010
Prisons Officer Grade I (Personal)	815
Woman Prisons Officer/Senior Woman Prisons Officer	815
Prisons Officer/Senior Prisons Officer	815

Injury Leave**Recommendation 11**

4.7.18 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 considered for Injury Leave as per provisions laid down in the 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 finishes.

Medical Examination**Recommendation 12**

4.7.19 We recommend that:

- (i) Management should make the necessary arrangements for all officers of the Prisons Officer Cadre to undergo a complete medical examination once every two years to ensure their fitness for the job; and**
- (ii) an officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.**

4.7.20 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

Recommendation 13

- 4.7.21 We recommend that officers of the Prisons Officer Cadre appointed with effect from 1 July 2008 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.**
- 4.7.22 We also recommend that 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.**

Dog Training Allowance

Recommendation 14

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

Special Provision for officers of the Disciplined Forces working on shift

- 4.7.24** 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.
- 4.7.25** 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.
- 4.7.26** 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, therefore, considers that as the officers are foregoing their leaves to ensure the operational efficiency of the Rodrigues Prison Service, there should be a mechanism to compensate them for the untaken casual leave. We are, thus, making a recommendation to that effect.

Recommendation 15

- 4.7.27 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.

- 4.7.28 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 16

- 4.7.29 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 Rodrigues 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.

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	PRISONS AND REFORMS INSTITUTIONS
17 069 087	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 61000 Superintendent of Prisons
17 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Assistant Superintendent of Prisons Prisons Welfare Officer
17 054 075	Rs 25000 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 Principal Prisons Officer Principal Woman Prisons Officer

Salary Code	Salary Scale and Grade
17 049 072	Rs 22625 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350 Prisons Officer Grade I (Personal)
17 037 072	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 Prisons Officer/Senior Prisons Officer Woman Prisons Officer/Senior Woman Prisons Officer
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 Prisons Attendant (on roster)



4.8 Probation and Social Rehabilitation Division

- 4.8.1 The objectives of the Probation and Social Rehabilitation Division are to: carry out an independent social enquiry service for the Courts, the DPP and other institutions; supervise and advise offenders to help them re-integrate the wide society as law abiding citizens; work in collaboration with custodial institutions to facilitate the re-integration of inmates (after-care service); to provide residential treatment to juvenile delinquents; and deliver talks and lectures in educational institutions and Community/Youth Centres/Juvenile Family Unit.
- 4.8.2 At present, the probation service is manned by a Head, Probation Service who is assisted by officers in the grades of Senior Probation Officer and Probation Officer.
- 4.8.3 In the context of this review exercise, the main representations of both the Union and Management pertained to the creation of additional levels and an upgrading in salaries of certain grades. The Union has additionally requested for the payment of a Black Jacket Allowance and Risk Allowance to Probation Officers, among others. Stakeholders were apprised on the general policy for the creation of levels and upgrading of salaries.
- 4.8.4 The present organisation structure is fit for purpose and its existing allowance is being revised.

Probation Officer

- 4.8.5 A Qualification Bar (QB) has been inserted in the salary scale of the grade of Probation Officer. **Incumbent should possess a Diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the Qualification Bar in the salary scale recommended for the grade.**

Black Jacket Allowance to Probation Officer

- 4.8.6 Presently, officers of the Probation Officer Cadre, who are required by the nature of their duties to appear in Court in a black jacket and tie, are paid an annual Black Jacket Allowance of Rs 2890. We are, in this Report, revising the quantum of the allowance.

Recommendation 1

- 4.8.7 **We recommend that the Black Jacket Allowance payable to officers of the Probation Officer Cadre, who are required by nature of their duties to appear in Court in a black jacket and tie, be revised to Rs 3035 annually.**

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	PROBATION AND SOCIAL REHABILITATION DIVISION
23 061 082	Rs 29875 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550 Head, Probation Service
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
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
17 027 029	Rs 16005 x 260 - 16525 Trainee Officer, Rehabilitation Youth Centre

