

HUMAN RESOURCE MANAGEMENT MANUAL

INTRODUCTION

This Human Resource Management Manual is an updated version of the Personnel Management Manual published in 2002 and 2006. It incorporates the recommendations of the Report of the Pay Research Bureau (PRB) 2008 and the PRB (Errors, Omissions and Clarifications) Report 2008.

2. The Human Resource Management Manual is compiled by the Ministry of Civil Service and Administrative Reforms which is responsible for the management of human resource in the public service. The manual provides guidelines and sets out procedures that ensure an appropriate level of standardisation in the application of rules, regulations and conditions of service in force.

3. The aim of the Human Resource Management Manual is to assist officers in their operational responsibilities and the efficient discharge of human resource functions. It is meant to be a handbook for any public officer who seeks to be enlightened on his/her conditions of service.

4. Subsequent changes in the provisions laid down will be issued regularly by way of circulars to ensure that the most recent human resource policies are available for reference.

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HUMAN RESOURCE MANAGEMENT MANUAL

Interpretation

In this manual,

1. "appointment", as in the Regulations, means -
 - (a) the conferment of an office of emolument in the public service, whether or not subject to subsequent confirmation, upon a person not in the public service;
 - (b) the grant of permanent and pensionable terms of service in a public office to a person recruited and serving on contract terms of service or in an unestablished capacity in a pensionable or non-pensionable public office;
 - (c) the engagement in a public office of a person on contract terms of service for a further period of service on the conclusion of his previous period of engagement on contract terms in the same or other public office;
 - (d) the permanent transfer to an office in the public service of a member of the civil service of another country who is serving on temporary transfer in an office in the public service;
 - (e) the transfer of an officer serving in one public office to another office in the public service carrying the same salary or salary scale;
 - (f) the appointment of a public officer to act in any public office other than the office to which he is substantively appointed.
2. "approved service", as in the Pensions Act, means service with any international organisation or corporate body approved by the President. A list of Approved Services as at January 2011 is at Appendix 1A
3. "classified document" means a document graded as secret, confidential, restricted or personal.
4. "disciplined force", as in the Constitution, means -
 - (a) a naval, military or air force;
 - (b) the Police Force;
 - (c) a fire service established by any law in force in Mauritius; or
 - (d) the Mauritius Prisons Service.

5. "Disciplined Forces Service Commission" means the Commission established under section 90 of the Constitution.
6. "General Services" means any cadre/grade referred to in Appendix 1B.
7. "Judicial and Legal Service Commission" means the Commission established under section 85 of the Constitution.
8. "night work" means work which is performed for a period of not less than seven consecutive hours and which includes the interval from midnight to 5 a.m.
9. "officer" means a public officer.
10. "officer operating on a roster basis" means an officer who does not work on a 24-hour basis but is expected to work, not in relays, but according to a plan showing the commencing times and finishing times of turns of duty which may include night duty or not.
 - 10.1 "officer operating on roster (day)" means an officer whose turn of duty starts either at or after 4 a.m. or goes up to 8 p.m.
 - 10.2 "officer operating on roster (day and night)" means an officer whose turn of duty may start either before 4 a.m. or extend beyond 8 p.m.
11. "officer working at staggered hours" means an officer who works normal hours but who is called upon to work, on a regular basis, at irregular hours including Saturdays and Sundays against time-off during his normal working hours.
12. "Senior Chief Executive, Ministry of Civil Service and Administrative Reforms" means the Supervising Officer of the Ministry responsible for matters relating to the civil service in general.
13. "promotion", as in the Regulations, means the conferment upon a person in the public service of a public office to which is attached a higher salary or salary scale than that attached to the public office to which he was last substantively appointed or promoted.
 - 13.1 "class-to-class promotion" means promotion to a rank which entails greater responsibilities of a different nature to those previously undertaken and performed.
 - 13.2 "grade-to-grade promotion" means promotion to a higher grade in the same hierarchy which entails greater responsibilities of the same nature to those previously undertaken and performed.
14. "public office" means, subject to section 112 of the Constitution, an office of emolument in the public service.

15. "public officer", as in the Constitution, means the holder of any public office and includes a person appointed to act in any public office.
16. "public service", as in the Constitution, means the service of the State in a civil capacity in respect of the Government of the Republic of Mauritius.
17. "Public Service Commission" means the Commission established under section 88 of the Constitution.
18. "Regulations" means the Judicial and Legal Service Commission Regulations, the Public Service Commission Regulations, or the Disciplined Forces Service Commission Regulations, as the case may be.
19. "Responsible Officer", as in the Regulations, means -
 - (a) in relation to a public officer serving in a department specified in the first column of Part I of the First Schedule to the Public Service Commission Regulations, the person holding the office specified opposite that department in the second column;
 - (b) in relation to a public officer serving in a class or rank specified in the first column of Part II of the First Schedule to the Public Service Commission Regulations, the person holding the office specified opposite that class or rank in the second column;
 - (c) in relation to a public officer appointed to serve in Rodrigues and to whom paragraph (a) or (b) does not apply, the Island Chief Executive, Rodrigues;
 - (d) in relation to a public officer serving in a Ministry and to whom paragraph (a) or (b) or (c) does not apply, the official head of the Ministry in or under which he is serving;
 - (e) in relation to any other public officer, the Secretary to Cabinet and Head of the Civil Service.
20. "salary" means the salary prescribed in the Civil Establishment Order.
21. "Service Commission" means the Judicial and Legal Service Commission, the Public Service Commission or the Disciplined Forces Service Commission, as the case may be.
22. "shift worker" means a worker other than a Watchman who operates in relays on a 24-hour basis including invariably night duty and works on Sundays and Public Holidays, in accordance with a flexible working arrangement where he normally works 40 hours weekly or an average of 40 hours weekly in a cycle.
23. "Supervising Officer" means the officer supervising a department of Government referred to in section 68 of the Constitution.

24. "Workmen's Group" means -

- (a) in relation to General Grades, all categories of unskilled and semi-skilled workers and their supervisors;
- (b) in relation to Tradesman Grades, all grades performing skilled jobs and their supervisory levels and includes apprentices.

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CHAPTER ONE

Section 1: Appointment and Promotion Powers of Service Commissions

- 1.1.1 Under the Constitution, unless otherwise provided, the power to -
- (a) appoint a person in any office in the public service;
 - (b) confirm his appointment;
 - (c) exercise disciplinary control over a person holding or acting in such office; and
 - (d) remove a person from office,

is vested in the appropriate Service Commission.

Procedure for Appointment and Promotion

- 1.1.2 The procedure governing the appointment and promotion of officers to any office in the public service is as specified in the Regulations.

Age Limit for Appointment

- 1.1.3 (1) Subject to sub-paragraph (2), no person shall be allowed to join the public service if he is over 40 years, except with the authority of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (2) The age limit for entry in the service in the Workmen's Group is 48 years.

Scheme of Service

- 1.1.4 (1) Unless provided by any enactment, or otherwise decided, there shall be in respect of each office in the public service an official scheme of service.
- (2) A scheme of service shall specify the salary, mode of appointment, qualifications, duties and responsibilities of an office in a Ministry/Department.
- (3) A scheme of service must be prepared with utmost care and objectivity in relation to the organisational needs of Ministries/Departments.
- (4) Responsible Officers shall take direct responsibility in the preparation of schemes of service to ensure that the duties and qualifications are specified in clear and concise terms. Guidelines for the preparation of schemes of service are set out at Appendix 1C.
- (5) The procedures for the prescription of schemes of service are as specified in Appendix 1D.

- (6) The proforma specified at Appendix 1E should be used while framing new schemes of service and revising existing ones.

Filling of Vacancies

- 1.1.5 (1) Vacancies must be filled only if -
- (a) there is a need to do so;
 - (b) the objectives they purport to meet are still valid;
 - (c) in case of promotional posts, the structure is still the appropriate one; and
 - (d) establishment and financial clearances are obtained.
- (2) Subject to sub-paragraph (1), vacancies in the public service shall be filled in accordance with the Regulations.
- (3) A vacancy shall be notified to the appropriate Service Commission by the Responsible Officer as soon as possible after its occurrence.

Effective Date of Appointment or Promotion

- 1.1.6 The effective date of appointment or promotion of an officer shall be as from the date of assumption of duty. However, for grade to grade promotion, the effective date of appointment or promotion of an officer should be either:-
- (i) the date of assumption of duty;
 - (ii) the date the actingship/assignment of duties starts; or
 - (iii) the date of vacancy

whichever is the latest, provided in case of (iii) there has been no gap between the actingship/assignment of duties and the date of offer of appointment.

Release of officer on Promotion

- 1.1.7 Where, as a result of a promotion, an officer has to assume duty in another Ministry/Department, the Supervising Officer shall release the officer within a week of the offer of promotion, unless the approval of the appropriate Service Commission has been obtained to do otherwise.

Medical Examination on First Appointment

- 1.1.8 (1) A Responsible Officer shall, within one month of the first appointment of any person in the public service, (irrespective of the capacity in which the appointment is made), arrange with the Ministry of Health and Quality of Life for

that person to undergo a medical examination to determine his fitness to perform the duties of his post.

- (2) In the case of an officer belonging to the General Services, the Supervising Officer shall arrange for the medical examination of that officer and report the outcome to the Responsible Officer.
- (3) Where an officer is found medically unfit or temporarily unfit, the Responsible Officer shall report the case immediately to the appropriate Service Commission.
- (4) Travelling expenses by bus incurred in connection with the medical examination shall be refunded in toto.

Training during Probation

- 1.1.9 An officer on probation shall not, as a normal rule, be sent on a training course unless the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms is obtained.

Enforcement of Bonds

- 1.1.10 (1) A trainee shall, on enlistment, invariably be required to enter into a bond.
- (2) The bond shall represent an amount equivalent to the full cost of the training expenses incurred on the trainee.
 - (3) A trainee entering into a bond shall, upon completion of the course, be required to serve for a minimum period of -
 - (a) three years if the training is of 12 months duration or less;
 - (b) five years if the training is of more than 12 months duration but up to 36 months; and
 - (c) seven years if the training exceeds 36 months,

However, the enforcement of the bond shall start as from the date of his enlistment in the relevant grade.

- (4) (a) The conditions shall be specified in the bond. (A proforma bond which can be used as a guide is at Appendix 1F).
- (b) Where a trainee or an officer, as the case may be, is required by a Ministry/Department to serve in that Ministry/Department at least during the bonded period, the bond shall be so worded as to impose an obligation upon him.

- (5) The bond shall be drawn up in two copies in the Ministry/Department in which the trainee is enlisted. The original shall be registered with the Registrar-General's Department and the second copy handed over to the trainee.
- (6) A trainee or an officer, who fails to attend up to completion/complete a course or training for which he has been nominated, should refund the full cost of the expenses incurred by the government within a period of three months from the date of abandonment of the course or training.
- (7) In case of abandonment of training or vacation of office before the completion of the bonded period, bonds subscribed in such cases, should be enforced in accordance with the following:
 - (a) trainees or officers who leave the service to take up employment in the private sector before completing the bonded period should be made to honour fully the obligations of their bonds within a period of 15 days from the date of abandonment of their training or vacation of office; and
 - (b) trainees or officers, who obtain employment in either another Ministry/Department or any organisation in the Public Sector, should continue and complete their bonded period in their new employment, subject to the provisions of sub-paragraph (4) (b) above.
- (8)
 - (a) Ministries/Departments should seek the views of the Ministry of Finance and Economic Development on the terms and conditions governing the bond and should, subject to provisions of sub-paragraph (8) (b), ensure that the bonded officers produce a bank guarantee for the bonded amount within 15 days from the date the bond is signed.
 - (b) However, bonded officers who draw a monthly basic salary of less than Rs 12,900 shall continue to sign a bond together with two sureties who should produce evidence that they have the capacity to honour the bond in case of default.
- (9) In the event of breach of agreement, other than cases falling under sub-paragraph (7) (a), the bond shall be enforced and bonded officers and sureties shall be allowed to refund the amount in instalments within a maximum period of two years in case of inability to pay in a lump sum. However, they should produce a bank guarantee/guarantee statement for an amount equivalent to the bonded amount due. In case of default, the guarantee will be realisable;
- (10) Only exceptional cases e.g. where the organisation is satisfied that there may be good reasons for waiving of bonds in whole or in part shall be referred to Ministry of Finance and Economic Development; and
- (11) Enforcement of bonds shall continue to be dealt with on a case to case basis and each case shall be considered on its own merit and refund of bonds shall either be waived or enforced in toto or on a pro-rata basis.

Section 2: Increment

Increment - General

- 1.2.1 (1) (a) An officer who is appointed on probation in a post carrying salary on an incremental scale shall not be eligible to receive any increment of salary until he is confirmed in his appointment.
- (b) Where an officer is appointed on probation in a post carrying salary on an incremental scale, his first incremental date shall be the date of his confirmation.
- (c) After confirmation, the incremental date of the officer shall be 1 January.
- (2) (a) Where an officer is appointed to a trainee grade, his allowance shall be increased after 12 months' service.
- (b) Where an officer serving under bond is appointed in a substantive capacity in a scarcity or critical area after completing his traineeship, he shall, on satisfactory completion of his bonded period, be granted up to two additional increments, subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (3) In all other cases, the incremental date of an officer appointed to a post carrying salary on an incremental scale, shall be 1 January.
- (4) (1) (a) Subject to sub-paragraph (2), an officer who reckons 24 years' service in a single grade shall be eligible, subject to satisfactory performance, to move one additional point to be read from the master salary scale once every two years, subject to a maximum of two increments.
- (b) Subject to sub-paragraph (2), an officer who reckons 21 years' service in a single grade requiring a degree or professional qualification obtained after at least three years' full time study, shall be eligible, subject to satisfactory performance, to move one additional point to be read from the master salary scale once every two years, subject to a maximum of two increments.
- (2) The first increment payable under sub-paragraph (1) will be due only after the officer has stagnated on the top of his salary scale for two years after 1 July 2008.
- 1.2.2 The incremental date of a casual employee is 1 January, irrespective of his date of employment.

Increment not a Right

- 1.2.3 (1) An officer is not entitled to draw any increment as of right but only with the specific approval of the Responsible Officer or the Supervising Officer, as appropriate.
- (2) (a) An increment may be granted by the Responsible Officer or the Supervising Officer, as the case may be, where the work and conduct of the officer during the previous twelve months have been at least satisfactory.
- (b) Where an increment is granted under sub-paragraph (a), the Responsible Officer or the Supervising Officer, shall also take into consideration efficiency, diligence, commitment including availability and regularity at work.
- (c) An increment may be withheld in case of regular default under any of the items/circumstances referred to at sub-paragraph (b) above.
- 1.2.4 (1) An officer who is reinstated shall not be allowed to draw any increment for the period of interdiction except with the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (2) When making a case for the grant of increment(s) to such an officer, a Supervising Officer shall explain the circumstances leading to the officer's interdiction and submit relevant documents including a copy of the Court proceedings and judgment, where applicable.

Increment on Resumption of Duty from Leave Without Pay

- 1.2.5 An officer who has been granted leave without pay -
- (a) for study purposes, shall re-enter his salary scale at the point he would have reached had he not been on leave provided he was already confirmed before he proceeded on such leave.
- (b) for purposes other than study, shall on his resumption of duty, complete any remaining part in a 12-months period before he may qualify for an increment and his incremental date shall, thereafter, revert to what it was before he went on leave.

Incremental Credit for Experience

- 1.2.6 One incremental credit for each complete year of relevant experience acquired before entry into the service, up to a maximum of three increments, shall be awarded as follows -

- (a) for post-registration experience of professionals such as Medical and Health Officers/Senior Medical and Health Officers, Dental Surgeons/Senior Dental Surgeons, etc.;
 - (b) for experience after having obtained the right to practice from the appropriate registered professional body or Council as in the case of Architects, Engineers and others;
 - (c) for post-qualification experience acquired, in a similar capacity, by other categories of graduates who do not normally require registration or authorisation before practice; and
 - (d) for post-qualification experience in a recognised hospital to fully qualified nurses.
- 1.2.7 (a) For the grant of incremental credit under paragraph 1.2.6, which is subject to the approval of the Standing Committee on the grant of incremental credit, an officer shall produce evidence of experience, which shall have been acquired, locally or outside Mauritius, under supervision, in a legally recognised institution or firm or under licensed private practice.
- (b) The grant of incremental credit shall be subject to an eligible officer appointed on or after 01 July 2008 not drawing a higher salary than what he should have drawn had he joined the service on or before 30 June 2008.

Incremental Credit for Additional Qualifications

- 1.2.8 (1) Incremental credit for additional qualifications shall be awarded as follows –
- (a) for proficiency in shorthand to Word Processing Operators as specified hereunder –
 - (i) 80 words per minute - one increment;
 - (ii) 100 words per minute - one increment, or two increments if one not already granted under (i);
 - (iii) 120 words per minute - one additional increment subject to a maximum of three increments in all;
 - (b) for additional qualifications which are fully, or part of which are directly, relevant to the duties of the grade and higher than the qualifications specified in the scheme of service for the grade, in accordance with guidelines at Appendix 1K, subject to the approval of the Standing Committee on the grant of incremental credit ;

- (c) for an academic qualification which is higher than the qualifications prescribed in the scheme of service in respect of entry grades requiring at least the Cambridge Higher School Certificate or passes in at least two subjects at the General Certificate of Education "Advanced" Level, in accordance with the conditions laid down at (i) to (v) of Appendix 1K, subject to the approval of the Standing Committee on the grant of incremental credit.
- (2) A Medical and Health Officer/ Senior Medical and Health Officer shall be eligible for the award of two incremental credits on the obtention of a specialist qualification in accordance with the conditions laid down (i) to (iv) of Appendix 1K, subject to the approval of the Standing Committee on the grant of incremental credit.
- (3) An officer who has obtained an additional qualification after having reached the last point in his salary scale shall be paid, in lieu of incremental credit, a non-pensionable lump sum equivalent to twelve times the value of the last increment in his salary scale, subject to the conditions laid down at (i) to (iv) of Appendix 1K.

Incremental Credit for Temporary Service

- 1.2.9 (1) Where an officer reckons temporary service (including extra assistance), whether on first appointment or not in the same capacity as that in which the substantive appointment lies, he shall be granted one incremental credit for each completed year of temporary service, provided that -
- (a) such service is continuous;
 - (b) his work, conduct and attendance record have been satisfactory; and
 - (c) his adjusted salary is not higher than what he would have drawn had he been appointed in a substantive capacity on joining the grade concerned.
- (2) Subject to sub-paragraph (1), where an officer has to his credit any temporary service of less than 12 months, such service shall count for the purpose of determining his next incremental date.
- (3) (a) Incremental credit for temporary service is payable as from the date the officer is appointed substantively in the post or the date of his confirmation, as applicable.
- (b) Where an officer who is already confirmed in a previous appointment, is appointed in another post in a temporary capacity and reckons temporary service for a period of less than 12 months, he shall, on his appointment in a substantive capacity, be granted one incremental credit as from the date he completes one year's service or on 1 January, whichever is the earlier.

1.2.10 Recommendations for the award of incremental credits shall be submitted to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for approval on the appropriate form as specified in Appendices 1L, 1M and 1N.

Salary on Promotion

1.2.11 (1) Subject to paragraph 1.2.12, all promotion, in general, shall be marked by an increase in salary representing at least three increments.

(2) An officer shall, on promotion, normally draw the initial or flat salary of the higher post or be granted three increments worth at the incremental point reached in the lower post (to be read from the master salary scale), whichever is the higher, provided the total emoluments of the officer are not less than the initial salary and not more than the maximum salary of the higher post.

1.2.12 (1) Where an officer has benefited from three increments as a result of a grade-to-grade promotion and is subsequently appointed in a class-to-class grade within a period of two years and supersedes salarywise another officer from the source grade who has been appointed to the new class before him, the officer shall be granted an increase in salary representing one increment.

(2) Where an officer is appointed in a grade where selection is made both from among serving officers and candidates outside the service in a same exercise, the serving officer shall be granted an increase in salary representing one increment.

(3) Where an officer is appointed to a grade requiring qualifications of a completely different line than those of his former grade, he shall draw the initial salary or retain the salary of his previous grade, whichever is the higher.

Salary on Temporary Appointment

1.2.13 (1) An officer shall, on temporary appointment, normally draw the initial or flat salary attached to the post.

(2) Where an officer holding a substantive appointment, is subsequently appointed in a temporary capacity in another post, he shall be allowed to retain the salary of his substantive post, in case he is drawing salary higher than the initial salary of the temporary post.

(3) In case the officer is already confirmed in his substantive post, he shall be allowed to progress normally in the salary scale for that post during the period of his temporary appointment provided the total emoluments of the officer do not exceed the maximum salary of the temporary post.

Section 3: Confidential Report

- 1.3.1 (1) A Responsible Officer shall, unless the appropriate Service Commission directs otherwise, ensure completion of Confidential Reports on each and every officer working in his Ministry/Department and drawing salary in a scale the minimum of which is not less than Rs 7,000 monthly.
- (2) Confidential Reports, duly completed, shall be submitted by the end of January of each year to the Responsible Officer concerned.
- 1.3.2 Where an officer who is on leave has not filled in section 1 of the Confidential Report form before his departure, his Supervising Officer shall do so from available records.
- 1.3.3 Where an officer is transferred to another Ministry/ Department, the Supervising Officer of the receiving Ministry/Department is responsible for the completion/ submission of the Confidential Report.

Section 4: Transfer and Retirement

Permanent Transfer to "approved service"

- 1.4.1 (1) An officer may be granted permanent transfer to an "approved service", as defined in the Pensions Act, with the approval of the appropriate Service Commission.
- (2) An officer shall apply in writing for permanent transfer to an "approved service" and shall forward to his Responsible Officer for submission to the appropriate Service Commission the offer of permanent employment from the organisation concerned.
- (3) An officer who has been permanently transferred to an "approved service" shall have all the leave and passage benefits which he has earned in respect of service with the Government, taken over by the "approved service".

Retirement

- 1.4.2 (1) Under the Pensions Act, an officer -
- (a) shall retire on reaching the age of 65;
 - (b) may, as of right, retire on reaching the age of 60;
 - (c) may, as a special case and with the approval of the appropriate Service Commission, retire on reaching the age of 55;
 - (d) may, with the approval of the appropriate Service Commission, retire on or after reaching the age of 45, provided he has completed 10 years' pensionable service;

- (e) may, in the case of a female officer, with the approval of the appropriate Service Commission, retire on the ground of marriage after five years' service irrespective of age;
 - (f) may, in the case of any member of a disciplined force or any officer of the Rehabilitation Youth Centre, with the approval of the Disciplined Forces Service Commission or the Public Service Commission, retire on or after completing, in the aggregate, 28³/₄ years' of pensionable service in the disciplined force or in the Rehabilitation Youth Centre, as the case may be.
- (2) Where an officer wishes to retire under sub-paragraph (1) (b), he shall give notification thereof to his Responsible Officer, at least three months before the proposed date of departure on leave prior to retirement, and at the same time submit his birth certificate.
 - (3) Where an officer wishes to retire under sub-paragraph (1) (c), he shall submit a request to his Responsible Officer stating the reasons therefor, and, at the same time, forward his birth certificate in original. The Responsible Officer shall transmit the request to the appropriate Service Commission for consideration stating whether or not the officer is under report.
 - (4) Where an officer wishes to retire under sub-paragraph (1) (d), he shall submit a request to his Responsible Officer stating the reasons therefor, and, at the same time, forward his birth certificate in original and other relevant documentary evidence. The Responsible Officer shall transmit the request to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, together with his comments and recommendations. On receipt of the observations of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, the Responsible Officer shall forward the request to the appropriate Service Commission together with the comments of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms stating whether or not the officer is under report.
 - (5) Where a female officer wishes to retire on marriage grounds, she shall submit a request to her Responsible Officer and at the same time forward her birth certificate in original and a recent (not more than 3 months) extract of her marriage certificate in original. The Responsible Officer shall transmit the request to the appropriate Service Commission for consideration stating whether or not the officer is under report.

1.4.3 An officer may, upon approval of the appropriate Service Commission, be retired as follows -

- (a) in special cases, on or after attaining the age of 55;
- (b) at the request of the Responsible Officer and with his consent, on or after attaining the age of 55;

- (c) in the case of overmanning, on or after attaining the age of 45;
 - (d) on the ground of marriage (for female officers only);
 - (e) on medical grounds;
 - (f) in the interest of the service;
 - (g) may, in the case of any member of the disciplined force or any officer of the Rehabilitation Youth Centre, with the approval of the Public Service Commission or the Disciplined Forces Service Commission or, retire on or after completing, in the aggregate, 28^{3/4} years' of pensionable service in the disciplined force or in the Rehabilitation Youth Centre, as the case may be;
 - (h) on abolition of office;
 - (i) for the purpose of facilitating improvement in the organisation of the department to which he belongs, by which greater efficiency or economy may be achieved.
- 1.4.4 (1) A Supervising Officer shall arrange for the submission to the Accountant-General of the Pensions Computation Schedule of an officer two months before his retirement.
- (2) The effective date of retirement of an officer shall be reported to the appropriate Service Commission, the Accountant-General and the Director of Audit.
- 1.4.5 (1) A Responsible Officer shall arrange for an officer to proceed on leave prior to retirement on the due date.
- (2) An officer who elects to work during his vacation leave prior to retirement shall not be entitled to any payment in lieu of the vacation leave not taken.

Certificate of Service

- 1.4.6 A certificate of service in the form specified in Appendix 10 may, on application, be delivered to an officer when he leaves the service.

Resignation from the Service

- 1.4.7 (1) Where an officer intends to resign from the public service, he shall give reasonable written notice to his Responsible Officer.
- (2) Any such resignation shall be notified by the Responsible Officer to the appropriate Service Commission, the Accountant-General and the Director of Audit.
- 1.4.8 A Responsible Officer shall ensure that, on resignation, an officer who has had access to "classified documents" signs a "Declaration" as specified in paragraph 2.8.2 (2).
- 1.4.9 An officer who resigns from the public service -

- (a) shall, subject to paragraph 1.4.10, not be eligible for any retiring benefits;
- (b) shall be eligible for passage benefits standing to his credit or cash in lieu;
- (c) shall be eligible for casual leave as at paragraphs 4.2.4 (3) and 4.2.4 (4);
- (d) shall be eligible for sick leave as at paragraphs 4.5.2 (3) and 4.5.2 (4);
- (e) shall be paid, subject to eligibility, unutilised sick leave on a pro-rata basis in respect of the period actually worked in the year;
- (f) shall be paid 100% of the value of accumulated sick leave, if any.

1.4.10 An officer who leaves the public service after having completed at least one year pensionable service –

- (a) to take up employment in the local private sector; or
- (b) to become self-employed;

may opt for the portable benefits accruing to him to be transferred to a superannuation fund or to a personal pension scheme as laid down in the Finance and Audit Act, provided that, having regard to his length of service, he is not entitled to any pension, gratuity or other allowance under the Pensions Act.

1.4.11 A Supervising Officer shall arrange for the submission to the Accountant-General of the application of the officer for the Portable Pension Benefits together with all the relevant documents.

APPENDIX 1A

List of Bodies Declared “Approved Service” for Pension Purposes

	<u>General Notice</u>	<u>Date</u>
1. Action Familiale	1094/71	28.10.71
2. The Agricultural Marketing Board	“	“
3. The Bank of Mauritius	“	“
4. The Sugar Insurance Fund Board	“	“
5. The Development Bank of Mauritius (Now DBM Ltd.)	“	“
6. The Development Works Corporation [DWC (Repeal) Act became effective on 31 January 2007]	“	“
7. The District Councils	“	“
8. The Mauritius Broadcasting Corporation	“	“
9. The Mauritius Family Planning Association	“	“
10. The Mauritius Sugar Industry Research Institute	“	“
11. The Municipalities	“	“
12. The Sugar Industry Labour Welfare Fund	“	“
13. The Town and Country Planning Board	“	“
14. The United Nations or any of its Specialised Agencies	“	“
15. The University of Mauritius	“	“
16. The Commonwealth Secretariat	“	“
17. The Mauritius Society for the Prevention of Cruelty to Animals	“	“
18. The Organisation for African Unity	“	“

	<u>General Notice</u>	<u>Date</u>
19. Organisation Commune Africaine Malgache et Mauricienne	1094/71	28.10.71
20. The Sugar Industry Development Fund	"	"
21. The Sugar Millers Development Fund	"	"
22. The Sugar Planters Development Fund	"	"
23. The Tea Development Authority	"	"
24. The Tobacco Board	"	"
25. Central Housing Authority (Closed Down on 30 June 1993)	30/72	6.1.72
26. Mahatma Gandhi Institute	572/72	14.6.72
27. Central Water Authority	"	"
28. Widows' and Children's Pension Scheme Board	846/73	31.8.73
29. Mauritius Institute of Education	659/74	18.7.74
30. Meat Authority	890/76	28.8.76
31. Sugar Planters' Mechanical Pool Corporation	"	"
32. State Insurance Corporation of Mauritius (Now SICOM Ltd)	"	"
33. Tea Board	"	"
34. Mauritius Marine Authority	"	"
35. Private Secondary Schools Authority	406/77	6.4.77
36. Mauritius Housing Corporation (Now MHC Ltd)	828/77	6/7/77
37. Mauritius College of the Air	1203/77	28.10.77
38. Irrigation Authority	487/79	8.3.79

	<u>General Notice</u>	<u>Date</u>
39. Mauritius Sugar Terminal Corporation	230/80	26.2.80
40. Institut Africain et Mauricien de Bilinguisme	718/80	24.6.80
41. National Transport Corporation	409/81	1.4.81
42. Outer Islands Development Corporation	1746/83	22.12.83
43. State Trading Corporation	“	“
44. Mauritius Sugar Authority	1222/84	21.9.84
45. Mauritius Examinations Syndicate	172/86	14.2.86
46. Mauritius Export Development and Investment Authority (The assets, rights, interests and liabilities were transferred Enterprise Mauritius & Business Parks of Mauritius Ltd on 03 2005)	424/86	21.4.86
47. Trust Fund for the Treatment and Rehabilitation of Drug Addicts (Now Natresa – see serial no. 122)	389/87	7.4.87
48. Mauritius Tea Factories Co. Ltd	705/87	12.6.87
49. Stock Exchange Commission	746/88	24.6.88
50. State Informatics Limited	588/89	2.6.89
51. Industrial and Vocational Training Board	1017/89	21.8.89
52. National Women’s Council	1174/89	5.10.89
53. Export Processing Zone Labour Welfare Fund	1396/89	22.11.89
54. State Property Development Co. Ltd	632/90	24.5.90
55. Mauritius Society of Authors	880/90	18.7.90
56. National Computer Board	995/90	14.8.90
57. National Children’s Council	1097/90	5.9.90
58. Food and Agricultural Research Council	1513/90	11.12.90

	<u>General Notice</u>	<u>Date</u>
59. National Handicraft Centre	76/91	21.1.91
60. SITRAC Ltd	338/91	13.3.91
61. Pre-School Trust Fund	635/91	30.4.91
62. Trust Fund for Disabled Persons	1048/91	18.7.91
63. Tertiary Education Commission	1049/91	18.7.91
64. National Housing Development Co. Ltd	1047/91	2.8.91
65. Islamic Cultural Centre	1453/91	8.11.91
66. Mauritius Institute of Health	1515/91	22.11.91
67. African Cultural Centre (Now Nelson Mandela Centre for African Culture)	567/92	8.5.92
68. Farmers' Service Corporation	658/92	2.6.92
69. Management Trust Fund (Technical School Management Trust Fund)	1593/92	15.12.92
70. Mauritius Research Council	1/93	30.12.92
71. Mauritius Offshore Business Activities Authority	142 & 226/93	11.2.93
72. National Adoption Council	460/93	30.4.93
73. Export Processing Zones Development Authority (The assets, rights, interests and liabilities were transferred to Enterprise Mauritius & Business Parks of Mauritius Ltd on 03 June 2005)	460/93	30.4.93
74. Mauritius Standards Bureau	1059/93	12.10.93
75. Small and Medium Industries Development Organisation	1059/93	12.10.93
76. Conservatoire de Musique Francois Mitterrand	1/94	31.12.94
77. Trust Fund for Specialised Medical Care	297/94	22.3.94

	<u>General Notice</u>	<u>Date</u>
78. Muslim Family Council	1022/94	8.9.94
79. Central Tender Board	492/95	2.5.95
80. Airport Management Services Limited	1389/95	10.11.95
81. Airport Development Corporation Limited	1389/95	10.11.95
82. Secondary Schools Trust Fund	1614/95	18.12.95
83. Mauritius Freeport Authority	687/96	10.6.96
84. Mauritius Tourism Promotion Authority	780/96	5.7.96
85. Mauritius Film Development Corporation	3182/96	12.12.96
86. Agricultural Products Export Promotion Authority	612 & 883/98	21.4.98 & 26.5.98
87. Mauritius Institute of Public Administration and Management	612 & 883/98	21.4.98 & 26.5.98
88. Airports of Mauritius Co. Ltd	1483/98	21.08.98
89. National Handicraft Promotion Agency	1553/98	24.09.98
90. Road Development Authority	1676/98	20.10.98
91. National Library	848/99	27.05.99
92. Statutory Bodies Family Protection Fund	2038/99	01.07.99
93. Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBG)	305/2000	24.02.2000
94. Mauritius Telecommunications Authority	1884/2000	29.11.2000
95. Waste Water Management Authority	2028/2001	8.11.2001
96. Financial Services Commission	1793/2002	19.07.2002
97. The Mauritian Cultural Centre Trust	1793/2002 & 508/2003	19.7.2002 & 4.04.2003

	<u>General Notice</u>	<u>Date</u>
98. The Mauritius Tamil Cultural Centre Trust	1746/2002 & 508/2003	15.10.2002 & 4.04.2003
99. The Mauritius Telegu Cultural Centre Trust	1746/2002 &508/2003	15.10.2002 &4.04.2003
100. The Mauritius Marathi Cultural Centre Trust	1746/2002 & 508/2003	15.10.2002 & 4.04.2003
101. The Mauritius Museums Council	506/2003	18.03.2003
102. The Mauritius Oceanography Institute	107/2003	28.11.2002
103. Employees' Welfare Fund	1992/2002	14.11.2002
104. Small Planters Welfare Fund Board	1992/2002	14.11.2002
105. National Art Gallery	1992/2002	14.11.2002
106. Aapravasi Ghat Trust Fund	1992/2002	14.11.2002
107. Rajiv Gandhi Science Centre Trust Fund	806/2003	24.04.2003
108. Board of Investment	856/2003	19.05.2003
108. Mauritius Qualifications Authority (MQA)	1129/2003	11.06.2003
110. Beach Authority	1393/2003	16.07.2003
111. University of Technology, Mauritius	1393/2003	16.07.2003
112. Airport of Rodrigues Ltd	1394/2003	15.08.2003
113. Financial Intelligence Unit (FIU)	1394/2003	15.08.2003
114. Trade Union Trust Fund	834/2004	10.05.2004
115. Mauritius Post Ltd (Only for serving officers of the ex-Postal Services)	424/2004	08.03.2004
116. National Productivity and Competitiveness Council (NPCC)	93/2005	12.01.2005

	<u>General Notice</u>	<u>Date</u>
117. National Economic and Social Council	430/2005	16.02.2005
118. Information and Communication Technologies Authority (ICTA)	1918/2005	12.09.2005
119. Financial Reporting Council (FRC)	1226/2005	23.05.2005
120. Human Resource Development Council (HRDC)	762/2006	25.04.2006
121. Independent Commission Against Corruption (ICAC)	1258/2006	15.09.2006
122. The National Agency for the Treatment and Rehabilitation of substance Abuses (NATReSA)	1440/2006	11.10.2006
123. National Women Entrepreneur Council (NWECC)	1736/2006	“
124. Mauritius Revenue Authority (MRA) (In respect of officers in the General Services grades, Purchasing and Supply Cadre, Finance Cadre, Internal Control Cadre and Personnel Cadre, in post at MRA as at 1 st July 2006 and those who would be selected for employment by the Authority)	828/2006	“
125. The Mauritius Ports Authority (MPA)	577/ 2007	“
126. Tourism Authority	853/2007	29.05.07
127. Tourism Employees Welfare Fund	1503/2007	26.09.07
128. The English Speaking Union	1639/2007	11.10.07
129. The Hindi Speaking Union	1639/2007	11.10.07
130. Aapravasi Ghat Trust Fund (<i>Already declared approved service – see no.106</i>)	1639/2007	11.10.07
131. The Urdu Speaking Union	1639/2007	11.10.07
132. Le Morne Heritage Trust Fund	1639/2007	11.10.07
133. Fishermen Welfare Fund	1763/2007	06.11.07

	<u>General Notice</u>	<u>Date</u>
134. Law Reform Commission	1731/2007	08.11.07
135. Vallee D'Osterlog Endemic Garden Foundation	1878/2008	23.09.08
136. Small Enterprises & Handicraft Development Authority (SEHDA)	1448/2009	18.06.09
137. The Bus Industry Employees Welfare Fund (BIEWF)	2644/2009	20.10.09
138. The Mauritius Institute of Training and Development (MITD)	2236/2009	25.08.09
139. The Fishermen Investment Trust (FIT)	2236/2009	25.08.09
140. The Fashion and Design Institute	529/2010	05.03.10
141. The National Solidarity Fund	880/2010	14.04.10
142. The National Heritage Fund	956/2010	27.04.10
143. The Early Childhood Care and Education Authority (ECCEA)	1234/2010	09.06.10

Interpretation

List of General Services

Cadre/Grade	Responsible Officer
Administrative Cadre	Secretary to Cabinet and Head of the Civil Service
Human Resource Management Cadre	Senior Chief Executive, Ministry of Civil Service and Administrative Reforms
Executive Cadre	
Senior Officer	"
Office Management Executive	"
Office Superintendent	"
Office Supervisor	"
Special Clerical Officer	"
Officer	"
Clerical Officer/Higher Clerical Officer	"
Confidential Secretary	"
Senior Word Processing Operator	"
Word Processing Operator	"
Office Care Attendant Cadre	"
Analyst Cadre	Financial Secretary
Financial Operations Cadre	"
Procurement and Supply Cadre	"
Internal Control Cadre	"
Library Cadre	Senior Chief Executive, Ministry of Education and Human Resources
Receptionist/Telephone Operator	Permanent Secretary, Ministry of Information Technology and Telecommunications
Machine Minder (Bindery)	Government Printer

Paragraph 1.1.4 (4)

Guidelines for Preparation of Schemes of Service

1. TITLE OF THE POST

- (a) The title of the post should be as laid down in the Civil Establishment Order. It should indicate as clearly as possible the function and level of responsibility of the job.
- (b) If a post is to be filled by female candidates or male candidates only, this should be clearly specified in the scheme of service, unless indicated by the title of the post.

2. SALARY

Should be as set out in the Civil Establishment Order.

3. QUALIFICATIONS

- (a) Qualifications, experience and personal skills and abilities required of a job holder should be determined only after careful analysis of the job profile.
- (b) Skills and aptitudes required of a job holder, particularly for high level posts, should be carefully specified.
- (c) Qualifications should be correctly and clearly stated. A clear demarcation should be made between those qualifications which are (i) essential and (ii) those which are desirable. Qualifications listed should be as exhaustive as possible.
- (d) The following formula should be used in schemes of service:

(i) For posts requiring a bare Cambridge School Certificate

Candidates should possess a Cambridge School Certificate or have obtained passes on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.

APPENDIX 1C (contd)

(ii) For posts requiring a Cambridge School Certificate with credit in at least five subjects

Candidates should possess a Cambridge School Certificate with credit in at least five subjects including obtained on one certificate or Passes not below Grade C in at least five subjects including obtained on one certificate at the General Certificate of Education “Ordinary Level” or an equivalent qualification acceptable to the Public Service Commission.

The same wording as at (d)(iii)A below should be used for posts requiring a Cambridge School Certificate with credit in at least five subjects or less in scarcity areas and in respect of which the approval of the Ministry of Civil Service and Administrative Reforms has been obtained for the number of credits required to be at not more than two sittings.

(iii) For posts requiring a Cambridge School Certificate with credit in at least five subjects at not more than two sittings together with a Cambridge Higher School Certificate.

Candidates should possess

- A A Cambridge School Certificate with credit in at least five subjects including obtained at not more than two sittings or Passes not below Grade C in at least five subjects including obtained at not more than two sittings at the General Certificate of Education ‘Ordinary Level’ provided that at one of the sittings, passes have been obtained either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject.
- B A Cambridge Higher School Certificate or Passes in at least two subjects obtained on one certificate at the General Certificate of Education “Advanced Level”

OR

Equivalent qualifications to A and B above acceptable to the Public Service Commission.

Qualification at A above should have been obtained prior to qualification at B above.

(iv) For posts requiring a Cambridge School Certificate with a credit in English Language

The following “Note” should be included immediately after the Cambridge School Certificate requirements.

“Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at ‘Principal Level’ and one subject at ‘Subsidiary Level’ as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

(v) For posts requiring a Cambridge Higher School Certificate with specific subjects

A Cambridge Higher School Certificate with a pass at “Principal Level” in or Passes in at least two subjects including obtained on one certificate at the General Certificate of Education “Advanced Level”.

A Cambridge Higher School Certificate with a pass at “Principal Level” in and obtained on one certificate or Passes in and obtained on one certificate at the General Certificate of Education “Advanced Level”.

(vi) For posts requiring a Cambridge Higher School Certificate and a degree

In schemes of service where a Cambridge Higher School Certificate and a degree are laid down as a requirement, a "Note" should be included to provide for the Cambridge Higher School Certificate to have been obtained prior to the degree and for consideration to be given also to candidates who, as at 30 June 2003, possessed a post Cambridge School Certificate degree provided they additionally hold a Master’s Degree or a postgraduate diploma in the relevant field, as follows –

Note

Qualification at ... (Cambridge Higher School Certificate) above should have been obtained prior to qualification at ... (degree) above. However, candidates who, as at 30 June 2003, did not possess the qualification at ... (Cambridge Higher School Certificate) above, will also be considered provided they hold –

APPENDIX 1C (contd)

- a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- b) a Master’s Degree or a postgraduate diploma from a recognised institution (in the field/one of the fields) at (degree) above or an equivalent qualification acceptable to the Public Service Commission.

Qualification at (a) under ‘Note’ should have been obtained prior to qualification at ... (degree) above and at (b) under ‘Note’.”

(vii) For posts requiring a Cambridge Higher School Certificate, a degree and a Master’s degree

In Schemes of Service where a post ‘A’ level degree together with a Master’s Degree are laid down as a requirement, the following ‘Note’ should be added:

Note

Qualification at (Cambridge Higher School Certificate) above should have been obtained prior to qualification at (degree) above and qualification at (degree) above should have been obtained prior to qualification at (Master’s Degree) above. However, candidates who, as at 30 June 2008, did not possess the qualification at (Cambridge Higher School Certificate) above but who possess the qualifications at (degree) and (Master’s Degree) above will also be considered provided they hold -

- (a) a Cambridge School Certificate or passes obtained on one certificate at the General Certificate of Education “Ordinary Level” either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission; and
- (b) a PhD or a second Master’s Degree or a post graduate diploma from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.

APPENDIX 1C (contd)

Qualification at (a) under 'Note' should have been obtained prior to qualifications at (degree) and (Master's Degree) above and at (b) under 'Note'.

- (e) Once academic qualifications have been prescribed for an entry post in a Cadre, they should not, as a general rule, be repeated for higher posts in that Cadre.
- (f) Where different qualifications are proposed, these should be equivalent to one another and should, as far as possible, be of the same level and in the same subjects that are required for the post. Care and objectivity should be exercised in weighing and balancing different sets of qualifications. In case of doubt, advice should be sought from the Tertiary Education Commission, before any proposed scheme of service is submitted to the Ministry of Civil Service and Administrative Reforms for consideration.
- (g) Qualifications should, as far as possible, be capable of valid proof.
- (h) The upgrading/lowering of qualifications of a post has an incidence on the salary grading of the post. Therefore, any change in qualifications should be fully justified.
- (i) Schemes of service should not contain any conditions which might encroach upon the constitutional prerogatives of the Service Commissions.
- (j) In schemes of service where training is mentioned, it is necessary to indicate clearly the type of training.
- (k) Computer literacy should be laid down, wherever applicable.
- (l) Age limit should be specified, if necessary.
- (m) If holding a "substantive appointment" is to be a condition for eligibility to a post, this should be mentioned in the scheme of service.
- (n) For employees in the Workmen's Group, it is advisable to state clearly whether appointment should be limited to serving officers on the establishment of the Ministry/Department concerned or it should be open to serving officers in the Service.

4. DUTIES

- (a) The duties should be defined in relation to organisational goals and objectives. They should be derived from an analysis of what work needs to be done and tasks that have to be carried out by the job holder, if the purpose of the organisation or of an organisational unit is to be achieved.

APPENDIX 1C (contd)

- (b) They should reflect, as succinctly as possible, the specific demands of the job taking into consideration the level of responsibility, the qualifications, experience and personal attributes needed to carry it out.
- (c) Duties should be as comprehensive as possible covering all aspects of the job to be done.
- (d) Basic ICT functions and the element of mentoring should be mentioned wherever appropriate.
- (e) Duties should be updated regularly to fit present day requirements.

5. GENERAL OBSERVATIONS

- (a) The role and responsibilities should be specified for posts as from mid management level.
- (b) In devising new schemes of service, provisos may be inserted to safeguard the interests of serving officers. Such provisos should, however, be limited in time and should in no way cause prejudice to the scheme of service proper.
- (c) Where serving officers are already eligible for consideration under the core qualifications laid down in a scheme of service, it is not in order to include provisos to give them priority of consideration.
- (d) Jobs, whether new or existing, should be designed/ redesigned in such a way so as to fit the existing structure of the Ministry/Department concerned.
- (e) In cases of restructure or the creation of new organisations, submission of schemes of service to the Ministry of Civil Service and Administrative Reforms should invariably be accompanied by an organisation chart together with proposed schemes of service for all posts in the new structure.
- (f) There should be only one scheme of service for one grade in a Ministry/Department, although there may be a number of posts in the same grade under different Divisions of the same Ministry/Department. If it is considered desirable that vacancies in the Division be filled by officers from that Division only, then the necessary provision regarding qualifications and duties appropriate to the Division should be made in the scheme of service.

APPENDIX 1C (contd)

- (g) A scheme of service should not be amended/reviewed in isolation. When reviewing a scheme of service for a post in a cadre, it is necessary to consider whether the schemes of service for other posts in the same cadre should not be reviewed simultaneously.

- (h) Any request for a review of a scheme of service should be supported by the reasons thereof.

Paragraph 1.1.4 (5)

Procedures for Prescription of Schemes of Service

- (1) A Responsible Officer, after consultation with his Minister shall submit to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, any proposed scheme of service for examination.
- (2) Where the proposed scheme of service is found to be acceptable at official level, the Responsible Officer shall consult the appropriate staff association and shall submit the views of the latter together with his comments thereon, to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (3) The Senior Chief Executive, Ministry of Civil Service and Administrative Reforms shall consult the Staff Side.
- (4) The proposed scheme of service shall then be forwarded to the appropriate Service Commission for consideration and agreement.
- (5) Where the agreement of the appropriate Service Commission has been obtained, the scheme of service shall be prescribed in its official form.

Paragraph 1.1.4 (b)

Proforma for framing of Scheme of Service

SCHEME OF SERVICE FOR THE POST OF

MINISTRY/DEPARTMENT:.....

Existing Scheme of Service *	Proposed Scheme of Service	REMARKS
<u>Ministry/Department:</u> <u>Post:</u> <u>Salary:</u> <u>Effective Date:</u> <u>Qualifications:</u> <u>Duties:</u>	<u>Ministry/ Department:</u> <u>Post:</u> <u>Salary:</u> <u>Effective Date:</u> <u>Qualifications:</u> <u>Role and Responsibilities:</u> <u>Duties:</u>	(i) Give full justifications in respect of all amendments proposed (ii) State relevant Policy decision/Government decision/ recommendations of PRB Reports and 'Errors, Omissions and Clarifications' Reports (iii) In respect of new posts, state when posts have been created

Note: * This part will not be applicable for new posts

Paragraph 1.1.10 (4) (a)

AGREEMENT

(Training of officers whose monthly allowance/basic salary is Rs 12,900 and above: Sponsorship/Scholarship)

Between the Government of Mauritius, represented by (insert Ministry/Department)

And

Mr/Mrs/Miss*, National Identity Card No (hereinafter referred to as "the officer")

WHEREBY it is agreed as follows:-

- 1. The officer is enlisted/employed as in (insert Ministry/Department)
2. The Government of Mauritius has agreed to the officer following a course of study (hereinafter called "the Course") leading to the (insert course name) for a period of at (insert institution)
3. The total allowances, tuition fees, salaries** and contingencies for the Course being undertaken by the Government are estimated at Rs (..... rupees) (hereinafter referred to as "the Bonded amount").

APPENDIX 1F (contd.)

4. In consideration of the above, the officer undertakes:-
- (a) to follow the Course regularly;
 - (b) to apply himself/herself, to the best of his/her ability, to the Course to the satisfaction of the supervisors, tutors and instructors associated herewith;
 - (c) to sit for all examinations prescribed for the Course;
 - (d) to continue to serve, upon completion of the Course, the *(insert Government of Mauritius or Ministry/Department*)* for a period of consecutive years starting on.....;
 - (e) to submit, within 15 days as from the date of this agreement, a bank guarantee/guarantee statement* payable on demand for a sum equivalent to the Bonded Amount, valid up to two months beyond the Bonded Period.
5. The Government of Mauritius shall enforce the bank guarantee/ guarantee statement where the officer:-
- (a) abandons the Course or is disqualified from the Course owing to unsatisfactory attendance at the Course;
 - (b) does not comply with paragraph 4 above; or
 - (c) does not, on completion of the said training, serve until completion of the Bonded period the *(insert Government of Mauritius or Ministry/Department*)*
6. Where the officer fully discharges his obligations under this agreement by complying with his undertakings as set out under paragraph 4 above, the Government of Mauritius shall not enforce this Bond/Bank Guarantee/Guarantee Statement*.

APPENDIX 1F (contd.)

7. The officer acknowledges receipt of the Guidelines on Enforcement of Bonds, and warrants that he fully understands the implications of his undertaking under this agreement.

Signed in two originals on this day of in the year

Signature of the Representative of the Government of Mauritius:

Name:..... Designation:

Ministry/Department:

Signature of the officer:

Name:.....

Paragraph 1.1.10 (8) (b)

AGREEMENT

(Training: Enlistment of Trainees/officers whose monthly allowance/basic salary is less than Rs 12,900)

Between the Government of Mauritius, represented by (insert Ministry/Department)
.....

And

Mr/Mrs/Miss*, National Identity Card No
..... (hereinafter referred to as "the officer")

And

Mr/Mrs/Miss*, National Identity Card No
..... (hereinafter referred to as "Surety No. 1"**)

And

Mr/Mrs/Miss*, National Identity Card No
..... (hereinafter referred to as "Surety No. 2"**).

WHEREBY it is agreed as follows:-

- 1. The officer is enlisted/employed as
in (insert Ministry/Department)

APPENDIX 1G (contd.)

2. The Government of Mauritius has agreed to the officer following a course of study (*hereinafter called "the Course"*) leading to the (*insert course name*).....
for a period of at (*insert institution*)
3. The total allowances, tuition fees, salaries*** and contingencies for the Course being undertaken by the Government are estimated at Rs
(..... rupees) (*hereinafter referred to as "the Bonded Amount"*).
4. In consideration of the above, the officer undertakes -
 - (a) to follow the Course regularly;
 - (b) to apply himself/herself, to the best of his/her ability, to the Course to the satisfaction of the supervisors, tutors and instructors associated herewith;
 - (c) to sit for all examinations prescribed for the Course;
 - (d) to continue to serve, upon completion of the Course, the (*insert Government of Mauritius or Ministry/Department**) for a period of consecutive years starting on
5. The officer shall be in breach of this agreement and the officer and the Sureties shall immediately become jointly and severally liable to pay to the Government of Mauritius the Bonded Amount, where the officer:-
 - (a) abandons the Course or is disqualified from the Course owing to unsatisfactory attendance at the Course;

APPENDIX 1G (contd.)

(b) does not comply with paragraph 4 above; or

(c) does not, on completion of the said training, serve until the completion of the Bonded period
the *(insert Government of Mauritius or Ministry/Department*)*

6 Where the officer fully discharges his obligation under this agreement by complying with his undertakings as set out under paragraph 4 above the Government of Mauritius shall not enforce the bond.

7 The officer and Sureties acknowledge receipt of the Guidelines on Enforcement of Bonds, and warrant that they fully understand the implications of their undertaking under this agreement.

Signed in two originals on this day of in the year

Signature of the Representative of the Government of Mauritius:

Name:

Designation:

Ministry/Department:

Signature of the officer:

Name of the officer:

Signature of Surety No. 1:

Name of Surety No. 1:

Address:

Signature of Surety No. 2:

Name of Surety No. 2:

APPENDIX 1G (contd.)

Address:

Good for the sum of rupees

Signature of the officer

Good for the sum of rupees

Signature of Surety No. 1

Good for the sum of rupees

Signature of Surety No. 2

Paragraph 1.1.10 (8) (b)

AGREEMENT

Personal Particulars of Surety

Sponsored officer's Name (Mr/Mrs/Miss*):
National Identity Card No (NIC):
Name of Surety:
NIC No: Date of Birth: Age:
Relationship to the officer: Nationality:
Home Address:
Occupation:
Monthly income (to submit documentary evidence):

Others (state whether owner of land or any fixed asset & submit documentary evidence):
.....

Tel (Home): Tel (Office):
I, Mr/Mrs/Miss*, holding National Identity Card No
..... stand as surety for Mr/Mrs/Miss*.....
..... holding the National Identity Card No who has been
sponsored for the following course:

Particulars

Course Name:
Institution:
Course Period:
Bonded Period:

I hereby declare that the particulars given above are true and correct, and acknowledge receipt of the
Guidelines on Enforcement of Bonds, and warrant that I fully understand the implications of my
undertaking under this Agreement. I agree to pay the bonded amount due in case of breach of
Agreement by Mr/Mrs/Miss* (Sponsored officer's name)
....., on demand.

Signature of Surety: Date.....

APPENDIX 1H (contd.)

Signature of the Representative of the Government of Mauritius:

Name of the Representative of the Government of Mauritius:

..... Designation:

Ministry/Department:

GUIDELINES IN CONNECTION WITH ENFORCEMENT OF BOND

(one copy each to be handed over to the Principal and the two Sureties)

1. **ENFORCEMENT OF BOND:**

- The Bonded period shall cover the training period and the serving period.

The bond is enforceable as follows:-

- **PAYMENT OF BOND IN FULL**

Principal/Sureties will be required to pay the full amount of the bond where the Principal, in particular, but not limited to:-

- (i) stops attending training;
- (ii) vacates his/her office without full justification;
- (iii) resigns from the service; and
- (iv) takes employment in private sector.

- **PAYMENT OF BOND ON A PRO-RATA BASIS**

Principal/Sureties MAY be required to pay the bonded amount on a pro-rata basis on a case-to-case basis and in exceptional cases.

Examples:

- (i) The Principal, after having completed the training and served part of the bonded period, takes employment in another Ministry/Department or Parastatal/Statutory body.
- (ii) The Principal, after having successfully completed the training and served nearly the whole bonded period, takes employment in the private sector.

APPENDIX 1I (contd.)

- (iii) The Principal has to resign and follow his/her spouse who has settled or taken employment abroad for a long period (*full evidence to be produced*)

- **WAIVING OF BOND**

Waiving of bond may be considered ONLY in extreme circumstances, such as the medical conditions of the Principal. This discretion shall be exercised in exceptional cases and based on positive evidence.

2. **BANK GUARANTEE/GUARANTEE STATEMENT IN CASE OF LEAVE GRANTED DURING BONDED PERIOD**

Bonded officers who have been granted leave without pay to study during the bonded period should:

- (i) note that the bonded period will be extended for an amount of time equivalent to the leave without pay;
- (ii) produce a bank guarantee/guarantee statement equivalent to the bonded amount or where a bank guarantee/guarantee statement had been produced, extend the bank guarantee/guarantee statement. Its validity should be two months beyond the remaining bonded period plus the extension period; and
- (iii) sign an undertaking to the effect that they will resume duty in the Ministry/Department immediately after the leave without pay. In the event they do not resume duty at the set time and/or breach their undertaking, the bank guarantee/guarantee statement will be realised.

3. **MODE OF PAYMENT BY OFFICERS WHO DRAW MONTHLY ALLOWANCE/BASIC SALARY LESS THAN RS 12,900**

- If Principal and Sureties are unable to pay in a lump sum and opt to take the facility to pay the bonded amount due within a period not exceeding 2 years, they should produce a bank guarantee/guarantee statement, equivalent to that amount. Its validity should be two months beyond the 2 years, (that is 24 months + 2 months) granted for the payment in instalments.
- In case of failure to settle any instalment, the bank guarantee/guarantee statement will be realised.

4. All bank guarantees/guarantee statements should be payable on demand and the bank guarantees/guarantee statements should provide that the bank/institution (*as approved by Ministry of Finance and Economic Development*) shall not be entitled to refuse payment on account of denial of breach of obligations by the Principal and/or Surety, where applicable.

5. We, the undersigned, hereby certify that we have EACH received by hand this “*Guidelines in connection with enforcement of bond*” and accept the consequences in case of breach of agreement.

Signature of Principal: Date:

Signature of Surety: Date:

Signature of Surety: Date:

GUIDELINES IN CONNECTION WITH ENFORCEMENT OF BOND

(for officers of Human Resource Sections & officers who deal with the issue of bond)

Officers who are responsible for the recruitment of trainees and signing/enforcement of bonds should ensure that:

- mention regarding the bond to be entered into upon enlistment is made in the advertisement;
- each surety should show proof of capacity to pay before signing the bond. *(e.g. a certificate from the bank, pay slip, owner of a piece of land or fixed assets, etc.);*
- the Principal and the Sureties understand clearly the provisions contained in the Agreement and their commitment in case of breach of Agreement;
- all bank guarantees/guarantee statements should be payable on demand and a clause inserted in the bank guarantee/guarantee statement to the effect that the bank/institution as approved by Ministry of Finance and Economic Development shall be precluded from refusing payment on account of any denial of breach of obligation by the Principal and/or Sureties.
- if the Principal fails to observe any of the conditions in the Agreement, the latter and the Sureties should be informed in writing WITHOUT DELAY that they should refund the amount of bond due in toto within a period of 15 days, failing which legal action would be taken against them. However, if they opt to refund in instalments within a maximum period of two years, they would have to produce a bank guarantee/guarantee statement, the sum of which is equivalent to the bonded amount due and its validity should be two months beyond the period of two years granted;
- all avenues are explored to recoup the bonded amount; and

APPENDIX 1J (contd.)

- only exceptional cases e.g. where Ministries/Departments are satisfied there may be good reasons for waiving of bonds in whole or in part should be referred to the Ministry of Finance and Economic Development (*PRB Report 2008, Recommendation 6 paragraph 4.28 (iv) refers*).
- where appropriate and in case of doubt, the Ministry of Finance and Economic Development should be contacted for standard clauses/conditions to be included in letters accepting leave without pay.

Paragraph 1.2.8 (i) (b)

Guidelines for the Award of Incremental Credit for Additional Qualifications

Only a qualification which –

- (A) is fully or part of which is directly relevant to the performance of the duties of the grade and which is higher than the qualifications specified in the scheme of service for the grade; and
- (B) has been obtained as a result of studies, whether carried on one's own or as a result of a fellowship, of at least one academic year duration, full time or its equivalent in terms of contact hours/part time studies from a recognised institution;

would qualify for incremental credit subject to the following conditions-

- (i) the additional qualifications are obtained following an examination duly recognised by the Tertiary Education Commission or the Mauritius Qualifications Authority, as applicable;
- (ii) where different qualifications are laid down in a particular scheme of service, the highest one would be taken as the basic qualification for the purpose of determining eligibility for incremental credit;
- (iii) only officers holding a substantive appointment in a post carrying salary on an incremental scale would be considered for the grant of incremental credit for additional qualifications;
- (iv) no incremental credit for additional qualifications would be granted to officers who have already benefited from incremental credits for the same qualification in another capacity;
- (v) the number of incremental credits for additional qualifications would in no case exceed three. Increments would be granted as follows -

For additional qualifications requiring –

- (a) up to 2 years' study full time or equivalent part-time - 1 increment
- (b) above 2 years' and up to 3 years' study full time or equivalent part-time - 2 increments [inclusive of the increment at (a)]

APPENDIX 1K(contd.)

- (c) above 3 years' study full time or equivalent part-time - 3 increments [inclusive of the 2 increments at (b)];
- (vi) Notwithstanding sub-paragraph (B) above, officers in the Workmen's Group and other manual grades may be eligible for incremental credit even if the duration of the training course leading to the additional relevant craft certificate is of less than one academic year.

Paragraph 1.2.10

[To be submitted in 3 copies]

**Award of Incremental Credit on First Appointment for experience
acquired outside the Service**

Paragraph 1.2.6 of the Human Resource Management Manual

- 1. Name
- 2. Post to which appointed
- 3. Date of appointment
- 4. Salary Scale and Salary Code
- 5. Qualifications obtained and date
- 6. Experience:
-
-
- 7. Credit years
- 8. Salary to be drawn
- 9. Effective date

10. I certify that the particulars stated above are correct.

Date:

Supervising Officer

.....

Ministry/Department

Date:

Approved

.....

**Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms**

A separate form is to be used in respect of each officer.

Paragraph 1.2.10

[To be submitted in 3 copies]

Award of Incremental Credit for Additional Qualifications
Paragraph 1.2.8 of the Human Resource Management Manual

To be filled by Applicant

- 1. Name
- 2. Post Held Ministry/Department
- 3. Date of appointment in a substantive capacity in the grade
.....
- 4. Present Salary
- 5. Date of confirmation in the service
- 6. Salary Scale and Salary Code
- 7. Qualifications specified in the scheme of service:-
.....
.....
- 8. Qualifications held on joining the grade:-
.....
.....
- 9. (a) Additional qualification(s) obtained:-
(Please attach photocopy of result slips, certificate(s) award(s), certificate from the Tertiary Education Commission, etc.)
- (b) Official duration of course (state whether full-time, part-time or distance learning):-
From To
- (c) Date of examination
- 10. I certify that the particulars stated above are correct.

Date:

Signature of Applicant

To be filled in by Supervising Officer

1. The particulars given have been checked and found to be correct.
2. The application is recommended/not recommended for the following reasons –

Date:

.....
Supervising Officer

Decision of the Ministry of Civil Service and Administrative Reforms

Approved/Not approved

No. of additional increments approved

Date:

.....
**Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms**

Paragraph 1.2.10

[To be submitted in 3 copies]

Award of Incremental Credit on Substantive Appointment for Previous Experience acquired in the Public Service in the same capacity Paragraph 1.2.9 of the Human Resource Management Manual

- 1. Name:
- 2. Post:
- 3. Date of temporary appointment:
- 4. Date of substantive appointment:
- 5. Length of temporary service:
- 6. Incremental Credit:
- 7. Date of confirmation:
- 8. Salary drawn prior to temporary appointment:
- 9. Present Salary:
- 10. Salary Scale and Salary Code no.:
- 11. New Salary (computation to be shown):
- 12. Effective date:
- 13. I certify that the particulars stated above are correct.

Date.....

.....
Supervising Officer

.....
Ministry/Department

Approved

Date:

.....
**Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms**

A separate form is to be used in respect of each officer.

Paragraph 1.4.6

REPUBLIC OF MAURITIUS
CERTIFICATE OF SERVICE

Name:

Reason for Leaving the Service:

Post Held	Ministry/Department	From	To	Nature of Work Performed*

*Finance, Human Resource, Executive, Administrative, Registry, Technical, Enforcement, Supervisory, etc.

General Assessment of Officer's Performance during his career:

1. General Conduct:.....
.....
.....

2. Work Performance/Aptitude:

3. Communication Skills:

4. Relations with People:

Date:

.....
Supervising Officer
.....

Ministry/Department

CHAPTER TWO

CONDUCT AND DISCIPLINE

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CHAPTER TWO

Section 1: Discipline

- 2.1.1 Any case of discipline shall be dealt with in accordance with the Regulations.
- 2.1.2 (1) Where criminal proceedings are contemplated against an officer, the Commissioner of Police shall report the matter forthwith to the appropriate Supervising Officer.
- (2) Where criminal proceedings are instituted against an officer, the Responsible Officer shall initiate action in accordance with the Regulations.
- 2.1.3 Unsatisfactory record of attendance may lead to disciplinary action against an officer, including his retirement in the interest of the service.

Section 2: Hours of Work

- 2.2.1 (1) The normal working week shall be as follows -
- (a) officers in the Workmen's Group and other manual grades (excluding Watchmen): 40 hours;
 - (b) Watchmen: 60 hours;
 - (c) officers classified as working on shift: 40 hours or a multiple of 40 hours, where the shift covers a cycle;
 - (d) officers classified as working on roster and staggered hours: not less than 33 3/4 hours and not more than 40 hours (as specified by Responsible Officers);
 - (e) Disciplined Forces: as specified by Responsible Officers; and
 - (f) all other officers:
between 33 3/4 hours and 40 hours (as specified by Responsible Officers).
- (2) An officer may be required to work on a six-day week basis provided the normal working week is in accordance with the provisions in sub-paragraph (1) above.
- (3) A shift worker may, if the exigencies of the service so require, be made to work on roster or at staggered hours.
- 2.2.2 (1) An officer who puts in 33 3/4 hours of work weekly in a Ministry/Department operating on a five-day week basis, shall normally attend duty as follows –

Monday to Friday: 8.45 hours to 16.00 hours with half an hour for lunch

(2) Excessive/regular tardiness of an officer falling under sub-paragraph (1) above and who does not opt to be governed by the flexible hours of work under section 3, shall be dealt with as follows –

- (a) lateness to attend duty shall be allowed up to 9.15 hours, in which case the departure time of the officer shall, with the approval of the Supervising Officer, be up to 16.30 hours with half an hour for lunch;
- (b) where the officer who reckons lateness under sub-paragraph (a) above, chooses to leave office at 16.00 hours, the duration of lateness shall be computed monthly and deducted from his casual or vacation leave entitlement;
- (c) the officer shall be allowed to compensate for late arrivals as well as lateness to resume work after prescribed lunch time within the same calendar month;
- (d) lateness to attend duty after 9.15 hours and absences during normal hours of work without authorisation shall be deducted from the casual or vacation leave entitlement of the officer, in the first instance; and
- (e) in case there is no improvement in the officer's record of attendance after 9.15 hours and the excess time taken for lunch, the Responsible Officer shall then initiate action in accordance with the Regulations.

2.2.3 (1) An officer who puts in 33 3/4 hours of work in a Ministry/Department operating on a six-day week basis, shall normally attend duty as follows –

Monday to Friday: 9.00 hours to 15.30 hours with half an hour for lunch

Saturday: 9.00 hours to 12.00 hours

(2) Excessive/regular tardiness of an officer falling under sub-paragraph (1) above and who does not opt to be governed by the flexible hours of work under section 3, shall be dealt with as follows –

- (a) lateness to attend duty shall be allowed up to 9.30 hours, in which case the departure time of the officer shall, with the approval of the Supervising Officer, be up to 16.00 hours with half an hour for lunch;
- (b) where the officer who reckons lateness under sub-paragraph (a) above, chooses to leave office at 15.30 hours, the duration of lateness shall be

computed monthly and deducted from his casual or vacation leave entitlement;

- (c) the officer shall be allowed to compensate for late arrivals as well as lateness to resume work after prescribed lunch time within the same calendar month;
- (d) lateness to attend duty after 9.30 hours and absences during normal hours of work without authorisation shall be deducted from the casual or vacation leave entitlement of the officer, in the first instance; and
- (e) in case there is no improvement in the officer's record of attendance after 9.30 hours and the excess time taken for lunch, the Responsible Officer shall then initiate action in accordance with the Regulations.

2.2.4 For any other officer who puts in more than 33 ¾ hours weekly, the hours of attendance shall be as specified by the Responsible Officer.

2.2.5 (1) Generally, officers in the Workmen's Group and other manual grades who put in 40 hours weekly, shall attend duty as follows –

Monday to Friday: 7.00 hours to 15.15 hours
with one hour for lunch

Saturday: 7.00 hours to 10.45 hours.

(2) Officers falling in the Workmen's Group shall work within the prescribed hours. Period of lateness shall be computed monthly and deducted from leave entitlement.

2.2.6 Officers working on shift, roster and staggered hours shall continue to work within the prescribed time. The period of lateness at work, excess time taken for lunch and absences during working time without authorisation will be deducted from leave entitlement in the first instance. Period of lateness shall be deducted from salary in accordance with the Public Service Commission Regulations only in case of persistent late attendance.

2.2.7 The provisions made under Public Service Commission Regulation 42 (1) (c) shall be implemented against habitual latecomers so that lateness after 9.15 hours. be effectively addressed. In order to ensure uniformity in the application of the provisions, habitual latecomers shall be defined as officers attending duty after 9.15 hours for at least five days per month over a period of three consecutive months. Lateness as a result of heavy rainfall, major road accidents, unusual traffic jam or similar event officially reported to the Responsible Officer/Supervising Officer, where several officers are involved, may subject to his approval not be deemed as lateness for that day for the purpose of this paragraph.

- 2.2.8 Where an officer chooses to attend work more than his normal contractual weekly hours of work under the above provisions, he shall not be eligible to overtime but shall be governed by the provisions of paragraphs 2.2.2 (1) and 2.2.2 (2).
- 2.2.9 Where an officer has exhausted all his leave entitlement, the Responsible Officer may then initiate action under Regulation 42 (1) (c) of the Public Service Commission Regulations for the duration of lateness to be deducted from his salary.
- 2.2.10 An officer may, on request and subject to the exigencies of the service, be granted time-off against any excess of working hours put in.
- 2.2.11 (1) No change in the hours of work shall be effected except with the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (2) An officer working on a five-day week basis may be required to attend duty on Saturdays as and when necessary.
- 2.2.12 (1) A Supervising Officer must ensure that officers of his Ministry/Department attend duty on time.
- (2) Where a Ministry/Department is equipped with a computerised attendance system, the Supervising Officer shall ensure that every officer, irrespective of his rank, records the actual time of his arrival at and departure from his place of work.
- (3) Where a computerised attendance system has not yet been introduced in a Ministry/Department, an attendance register, in which every officer, irrespective of his rank, shall write his name and the time of his arrival at and departure from his place of work, shall be kept in every Ministry/Department.
- (4) The Computerised Attendance Reports or the attendance register shall be regularly examined and monitored by the Supervising Officer or by a senior officer designated by him.
- 2.2.13 In order to ensure a greater degree of uniformity and to facilitate the monitoring of the Attendance Register System, a set of rules has been drawn up for general guidance at Appendix 2A.
- 2.2.14 Except with the permission of the Supervising Officer or of any other senior officer acting on his behalf, no officer shall leave the office premises during working hours.
- 2.2.15 Subject to the exigencies of the service and to the work of a Ministry/Department not being disrupted, a Supervising Officer may allow male members of his staff who profess the Moslem faith to be absent on Fridays between 12.30 hours and 14.00 hours for the purpose of attending congregational prayers.
- 2.2.16 The hours of attendance for officers in the health sector and of the teaching profession shall be specified by the Responsible Officer of the respective Ministry.

- 2.2.17 (1) No change in the hours of work shall be effected except with the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (2) An officer working on a five-day week basis may be required to attend duty on Saturdays, as and when necessary.

Section 3 – Flexible Hours of Work

- 2.3.1 A flexible pattern of attendance has been introduced as a measure to address excessive/regular tardiness to attend duty and to provide more flexibility in the hours of attendance.
- 2.3.2 The prescribed normal working week under paragraph 2.2.1 remains unchanged.
- 2.3.3 (1) For officers working in a Ministry/Department operating on a five-day week basis, i.e. from Monday to Friday between 8.45 hours. and 16.00 hours with half an hour for lunch the following applies:-
- i. Attendance between 8.45 hours and 9.15 hours shall not be considered as lateness but shall be deemed to be an integral part of the conditions of service, subject to the ensuing provisions governing hours of attendance.
 - ii. Attendance between 8.30 hours and up to 8.45 hours. shall be taken into account for the purpose of determining the prescribed normal working hours.
 - iii. Departure time shall, subject to the exigencies of the service be, in principle, between 15.45 hours and 16.30 hours.
 - iv. Officers shall be allowed to accumulate excess hours of attendance in bank and to avail themselves of the excess hours put in up to a maximum of ½ day off at a time, in the same year failing which the accumulated excess hours would lapse automatically at the end of the year.
 - v. Officers shall not be allowed to compensate for late arrivals by working after 16.30 hours except for senior officers who are neither eligible for overtime nor for extra duty allowance in lieu of overtime.
 - vi. Officers shall be allowed to offset all periods of late arrivals in the morning from the accumulated excess hours of attendance in bank/leave entitlement.
 - vii. Officers will be allowed to refund lateness time by working beyond 16.00 hours only upon the approval of the Responsible Officer/Supervising Officer or whenever their services would be needed after 16.00 hours.
 - viii. Subject to the approval of Management, hours of work beyond 16.00 hours shall also be considered for the purpose of determining the prescribed normal working hours.

- ix. Lateness after 9.15 hours will be allowed to be offset by early attendance or late departure in case it is occasional and for up to a maximum of 15 minutes.
 - x. Persistent lateness after 9.15 hours and absences during working time without authorisation and excess time taken for lunch would be deducted from leave entitlement in the first instance. However, in case there is no improvement in the officer's record of late attendance after 9.15 hours, and the excess time taken for lunch, the Responsible Officer/Supervising Officer may then initiate action under Regulation 42(1)(c) of the Public Service Commission Regulations for the duration of the lateness to be deducted from the officer's salary.
 - xi. In case of officers attending duty late for reasons beyond their control e.g. heavy rainfall, major road accidents, unusual traffic jam, tardiness hours in such exceptional circumstances may, subject to the approval of the Responsible Officer/Supervising Officer, not be considered as lateness.
 - xii. In case of officers who are not eligible for overtime or extra duty allowance and who are required to work regularly beyond 16.00 hours to meet time frame, attendance after 9.15 hours to 12.00 hours shall not be considered as lateness subject to the approval of the Responsible Officer/Supervising Officer.
- (2) For officers working in a Ministry/Department operating on a six-day week basis, i.e. Monday to Friday from 9.00 hours to 15.30 hours with half an hour for lunch and on Saturday from 9.00 hours to 12.00 hours the following applies:-
- i. Attendance between 9.00 hours up and 9.30 hours shall not be considered as lateness but should be deemed to be an integral part of the conditions of service, subject to the ensuing provisions governing hours of attendance.
 - ii. Attendance between 8.45 hours and up to 9.00 hours shall be taken into account for the purpose of determining the prescribed normal working hours.
 - iii. Departure time shall, subject to the exigencies of the service be, in principle, between 15.15 hours and 16.00 hours.
 - iv. Officers shall be allowed to accumulate excess hours of attendance in bank and to avail themselves of the excess hours put in up to a maximum of ½ day off at a time in the same year, failing which the accumulated excess hours would lapse automatically at the end of the year.
 - v. Officers shall not be allowed to compensate for late arrivals by working after 16.00 hours except for senior officers who are neither eligible for overtime nor for extra duty allowance in lieu of overtime.

- vi. Officers shall be allowed to offset all periods of late arrivals in the morning from the accumulated excess hours of attendance in bank/leave entitlement.
 - vii. Officers will be allowed to refund lateness time by working beyond 15.30 hours only upon the approval of the Responsible Officer/Supervising Officer or whenever their services would be needed after 15.30 hours.
 - viii. Subject to the approval of Management, hours of work beyond 15.30 hours shall also be considered for the purpose of determining the prescribed normal working hours.
 - ix. Lateness after 9.30 hours will be allowed to be offset by early attendance or late departure in case it is occasional and for up to a maximum of 15 minutes.
 - x. Persistent lateness after 9.30 hours and absences during working time without authorisation and excess time taken for lunch would be deducted from leave entitlement in the first instance. However, in case there is no improvement in the officer's record of late attendance after 9.30 hours and the excess time taken for lunch, the Responsible Officer/Supervising Officer may then initiate action under Regulation 42 (1) (c) of the Public Service Commission Regulations for the duration of lateness to be deducted from the officer's salary.
 - xi. In case of officers attending duty late for reasons beyond their control e.g. heavy rainfall, major road accidents, unusual traffic jam, tardiness hours in such exceptional circumstances may, subject to the approval of the Responsible Officer/Supervising Officer, not be considered as lateness.
 - xii. In case of officers who are not eligible for overtime payment or extra duty allowance and who are required to work regularly beyond 15.30 hours to meet time frame, attendance after 9.30 hours shall not be considered as lateness subject to the approval of the Responsible Officer/Supervising Officer.
- 2.3.4 Ministries/Departments shall ensure that officers are in attendance during core hours of work i.e. between 9.15 hours and 15.45 hours for officers operating on a five-day week basis and between 9.30 hours and 15.15 hours for officers operating on a six-day basis subject to the provisions of paragraphs 2.3.3 (1) (xii) and 2.3.3 (2) (xii).
- 2.3.5 Ministries/Departments shall ensure that there is adequate office coverage during official hours and that customer service is not adversely affected by the pattern of work attendance. Management may require employees to work beyond the official hours should the exigencies of the service so require.
- 2.3.6 Ministries/Departments shall keep an account of late/early hours of attendance in respect of each officer on a monthly basis. Hours of attendance over and above the prescribed normal hours of work, i.e. 33 $\frac{3}{4}$ hours weekly, shall be credited in the bank on a monthly basis whereas hours of attendance less than the prescribed normal hours of work shall be

deducted from any outstanding balance from bank of attendance or leave entitlement on a monthly basis. Monthly hours of attendance in excess of the normal working hours would be carried forward to the next month but would lapse automatically if not availed of by the end of the calendar year.

- 2.3.7 Notwithstanding the above provisions, Management may, where flexible pattern of attendance is not workable in the interest of the service, particularly on sites outside the capital, continue to operate on the system prevailing prior to 1 July 2008, subject to the approval of the Ministry of Civil Service and Administrative Reforms. In such cases lateness and absences during working time without authorisation will be deducted from leave entitlement in the first instance. However, in case there is no improvement in the officer's record of late attendance and the excess time taken for lunch, the Responsible Officer/Supervising Officer may then initiate action under Regulation 42 (1) (c) of the Public Service Commission Regulations for the duration of lateness to be deducted from the officer's salary.
- 2.3.8 (1) A Responsible Officer/Supervising Officer may require an officer to work beyond the normal working hours should the exigencies of the Service so require.
- (2) An officer who wishes to maintain his normal hours of work under paragraphs 2.2.2 (1) or 2.2.2 (2) shall be allowed to do so.
- (3) Where an officer is allowed to maintain his normal hours of work under subparagraph (2) above, he shall be governed by the provisions under paragraphs 2.2.2 and 2.2.3, as applicable, in respect of late attendance.
- (4) Where an officer chooses to attend work more than the prescribed normal working week under paragraph 2.2.1, he shall not be eligible for the payment of overtime allowance but may, on request, and subject to the exigencies of the service, be granted time off against any excess hours of attendance put in.
- 2.3.9 The flexible pattern of attendance is wholly independent of any arrangements for working overtime.
- 2.3.10 A Responsible Officer/Supervising Officer shall ensure that officers who are in attendance before and after the normal working hours perform productive work.

Section 4: Hours of Work during Cyclone

- 2.4.1 (1) A Supervising Officer shall draw up a list of officers who are required to attend duty during cyclones. Such a list shall be brought to the attention of the staff every year in September before the beginning of the cyclone season.
- (2) An officer who fails to report for duty during cyclones shall furnish proof of his inability to do so to his Supervising Officer.

- (3) An officer, in receipt of basic salary less than Rs 29,000 monthly, who is required to attend duty during cyclones, shall be eligible for extra pay at overtime rate as specified at paragraph 3.2.10 (1) for work performed on officially declared cyclone days. Where he fails to do so, he shall forfeit his pay for officially declared cyclone days.
- (4) Disciplinary action may be taken against an officer who is required to attend duty during cyclones and who fails to do so.

Section 5: Attendance at Work after the lifting of a Cyclone Warning

- 2.5.1 An officer shall attend duty as soon as a cyclone warning class III or IV is officially lifted, provided this is done before 10.00 hours and subject to public transport being available.

Section 6: Civic Rights of Public Officers

- 2.6.1 An officer –

- (a) has the right of freedom of thought and opinion;
- (b) has the right to his own political views and to vote;
- (c) shall not hold office in any political organisation or take any active or prominent part in any political organisation;
- (d) shall show reserve and discretion in political controversies;
- (e) shall bear in mind that he is expected to give loyal and disinterested service to the Government; and
- (f) shall not write letters to the press, publish books or articles or circulate leaflets or pamphlets on political matters.

- 2.6.2 An officer who participates in any illegal public meeting or procession may, in addition to the penalties prescribed by law, be liable to disciplinary action.

Section 7: Strikes

- 2.7.1 An officer shall be conversant with the Employment Relations Act 2008 which makes provision for the promotion of harmonious employee relations and the orderly settlement of labour disputes.

- 2.7.2 Absence from work on account of an unlawful strike may be considered as absence without authorisation and may entail disciplinary action against the officer under the Regulations.

- 2.7.3 Where, for administrative reasons, the salary or wages of an officer in respect of any day during which he takes part or assists in a strike cannot be deducted from his salary or

wages in the month in which the strike takes place, the deduction shall be effected in the following month or at the earliest convenient opportunity.

Section 8: Security

- 2.8.1 A Supervising Officer shall ensure that his staff is familiar with the Official Secrets Act.
- 2.8.2 (1) An officer, except one in the Workmen's Group or other manual grades, shall sign a "Declaration" as specified in Appendix 2C on joining the service.
- (2) An officer who has had access to "classified documents" shall sign a "Declaration" as specified in Appendix 2D on leaving the service.
- (3) The "Declaration" shall be kept by the Supervising Officer in the Personal File of the officer.
- 2.8.3 This section shall, unless otherwise expressly provided, apply equally to all information and material emanating from official sources, whether or not such information or material is "classified".
- 2.8.4 The security classification of a document shall be clearly indicated at the centre of the top and bottom of every page, preferably in red.
- 2.8.5 Any document emanating from any official source is the property of the Government of Mauritius and shall not be disclosed to any person working outside the public service without the approval in writing of the Supervising Officer.
- 2.8.6 No officer shall, unless he is specifically authorised to do so, communicate directly or indirectly to the written or spoken press or to any other person outside his own Ministry or Department any information to which he has had access by virtue of his official position.
- 2.8.7 Any officer who desires to make any written communication to the press on any matter of an administrative or official nature, whether intended for publication or otherwise, must do so through the Government Information Service, Prime Minister's Office.
- 2.8.8 No officer shall give broadcast talks on any subject which may properly be regarded as of a political or administrative nature unless he has obtained the prior permission of his Supervising Officer.
- 2.8.9 The prior authority of the Prime Minister must be obtained, through the Secretary to Cabinet and Head of the Civil Service, for the publication of works by any officer or by any Government pensioner, or for the issue of new editions of published works, the subject matter of which is in any way connected with his official duties, past or present.

- 2.8.10 (1) Where an officer proposes to publish any work or to issue new editions thereof, as at paragraph 2.8.9, he shall submit, through the proper channel, a copy of the text of the proposed publication to the Responsible Officer of the Ministry/Department where he is posted.
- (2) The Responsible Officer shall scrutinize the text, consult other relevant bodies, where necessary and shall submit it to the Secretary for Home Affairs with his observations, comments and recommendations thereon.
- (3) The Secretary for Home Affairs shall, in the light of the submission of the Responsible Officer, make recommendations as appropriate to the Prime Minister through the Secretary to Cabinet and Head of the Civil Service.
- 2.8.11 (1) Retired officers shall submit the text of any proposed publication direct to the Secretary for Home Affairs.
- (2) The Secretary for Home Affairs shall arrange to consult appropriate Ministries/Departments where necessary and shall submit his own recommendations to the Prime Minister through the Secretary to Cabinet and Head of the Civil Service.
- 2.8.12 No officer shall -
- (a) communicate the intentions of the Government or of any Minister without specific directions to that end;
- (b) disclose, unless directed to do so, that any Minister proposes to adopt any particular course of action or that any particular legislation will be introduced; and
- (c) disclose to any person outside the public service that any matter has been or is to be put before Cabinet.
- 2.8.13 (1) A Supervising Officer may designate any officer from among his staff to act as Security Officer for maintaining a proper standard of security in his Ministry/Department.
- (2) An officer shall ensure that official information and material do not come to the knowledge of any unauthorised person. No officer shall discuss official matters in any place where he may be overheard by any unauthorised person.
- (3) Irresponsible talk and careless handling of official papers which might lead to a breach of security shall be reported at once to the Security Officer of the Ministry/Department.
- 2.8.14 (1) Notwithstanding paragraphs 2.8.5 and 2.8.6, an officer may disclose to another officer holding an official position in a staff association or trade union of which

he is a compliant member, any matter affecting him personally which has been brought officially to his notice provided it is not "classified".

- (2) In the case of any "classified" material, the permission of the Supervising Officer shall be sought where the officer wishes to disclose all or part of the communication to a staff association.

2.8.15 No officer shall have access to records relating to himself, or in any circumstances, take copies of either minutes or correspondence contained in such records.

2.8.16 Any officer, who takes copies of official documents for private purposes, may be liable to disciplinary action.

2.8.17 (1) No officer except the Secretary to Cabinet and Head of the Civil Service or such officer designated by him, shall be authorised to distribute or to reproduce Cabinet documents including minutes of proceedings, and no officer shall cause any such documents or minutes to be copied for use within his Ministry or copied or quoted to any other party.

- (2) Any officer, who is dealing with any matter which has been the subject of a decision by Cabinet and who is in doubt whether another Ministry which has an interest in the same matter is aware of the relevant decision of Cabinet, shall ascertain the position from the Secretary to Cabinet and Head of the Civil Service.

Section 9: Representations

2.9.1 (1) Where an officer wishes to make representations concerning his conditions of service or any other matter not falling within the jurisdiction of the Service Commissions, he shall address such representations to his Supervising Officer through his immediate supervisor.

- (2) On matters which fall within the purview of Service Commissions, an officer shall address his representations to the Secretary of the relevant Service Commission, through his Responsible Officer.

2.9.2 An officer may request a staff association or trade union to make representations on his behalf.

2.9.3 (1) Staff Associations, wishing to make representations on decisions of Service Commissions, shall address same to the Responsible Officer concerned. The latter shall, where he is satisfied that there are reasonable grounds for redress, make a case to the relevant Service Commission.

- (2) It shall be the responsibility of the Responsible Officer to inform the Staff Association of the decision of the relevant Service Commission.

2.9.4 Anonymous representations shall not, as a normal rule, be considered.

Section 10: Debt

2.10.1 Disciplinary action may be taken against an officer who has been sentenced for debt before a Court of Law.

2.10.2 An officer against whom judgment has been delivered for debt shall -

- (a) not later than seven days after the judgment, report the fact to his Responsible Officer/Supervising Officer; and
- (b) state what steps he has taken to settle the debt.

2.10.3 The Judge or Magistrate presiding over the Court in which any judgment for debt is delivered against an officer shall, within a fortnight, report the judgment to the officer's Responsible Officer/Supervising Officer.

Section 11: Private Work and Private Investment

2.11.1 The whole time of an officer is at the service of the Government and he is not permitted to undertake private work for reward except as provided for in paragraph 2.11.2.

2.11.2 (1) An officer may, subject to the approval of his Supervising Officer, be exceptionally authorised to undertake private work, where the work -

- (a) is performed outside official working hours; and
- (b) has no adverse effect on his official position or duties.

(2) Where the work involves trading or commercial activities, the approval of the Secretary to Cabinet and Head of the Civil Service shall also be obtained.

2.11.3 (1) A Responsible Officer may, where he considers it necessary, request an officer to declare any interest, direct or indirect, he may possess in any undertaking or concern.

(2) An officer shall seek the express permission of the Secretary to Cabinet and Head of the Civil Service before acquiring investments which he thinks might be in real or apparent conflict with his official duties.

(3) Where the Secretary to Cabinet and Head of the Civil Service considers that, by reason of the facts disclosed, the officer's private affairs might be in real or apparent conflict with his official duties, he may require the officer to divest himself of such investments or interests.

- 2.11.4 (1) No private transactions, whether or not of a commercial nature, shall be carried out in any Government office.
- (2) No officer shall use the official address or the telephone or fax or E-mail of his Ministry/ Department for his private transactions.

Paragraph 2.2.9

General Guidelines on the Monitoring of the Attendance Register

1. The Attendance Register shall be under the direct responsibility of the Supervising Officer or a senior officer designated by him.
2. The day and date shall be inserted.
3. Each officer shall write below that entry his name, record the exact time of arrival in the appropriate column and affix his signature in the space provided. The same procedure shall be followed at the time of departure.
4. No blank lines shall be left between names.
5. A Supervising Officer or the officer designated by him shall work out his own methods and frequency of checks. However, after each check, he shall record his initials, time and date of check.
6. In case of absences, appropriate entries shall be made in the Register daily at a time agreed upon by the Supervising Officer. Appropriate follow-up action shall be taken to ensure that letters of absence are submitted in time.
7. Where an officer has been granted leave of absence not amounting to a full working day, a relevant entry shall be made in the Register.
8. A Quarterly return of attendance and absence shall be made on the form at Appendix 2B to ensure proper monitoring.

Quarterly Return of Attendance

A Ministry/Department/Division:.....

Whether opted for flexible hours of attendance: Yes No
 (If yes, please complete the remaining parts below)

No. of officers on establishment:

Electronic Attendance/Attendance Register:.....

B. **Return of Attendance in respect of officers whose hours of attendance are, generally, from 0845 to 1600 hours:**

Time Slots (hrs)	Before 08 30	08 30 - 0845	0845 - 0900	0900 - 0915	After 0915
Attendance (%)					

C % officers staying up to 1630 hours:-

D. Any other comments:.....

Signed

Name
 (in block letters)

Post held

Date

Paragraph 2.8.2 (1)

**DECLARATION
TO BE SIGNED BY PUBLIC OFFICERS ON APPOINTMENT**

My attention has been drawn to the provisions of the Official Secrets Act, extracts of which are set out on the back of this document, and I am fully aware of the serious consequences which may follow any breach of these provisions.

I understand that the sections of the Official Secrets Act set out on the back of this document cover also articles published in the press or in book form, and I am aware that I must not divulge any information gained by me as a result of my employment to any unauthorised person, orally or in writing, without the prior sanction, in writing, of the Secretary to Cabinet and Head of the Civil Service.

I understand also that these provisions apply not only during the period of my employment but also after my employment in the Mauritius Public Service has ceased.

Signed

Name

(in block letters)

Post held

Date

Witnessed

Name

(in block letters)

Post held

Ministry/Department

EXTRACTS FROM THE OFFICIAL SECRETS ACT

Section 3 of the Official Secrets Act provides as follows -

- “(1) Any person who, for any purpose or in any manner likely to prejudice the safety or interests of Mauritius -
- (a) approaches, inspects, enters, passes over, or is in the neighbourhood, of a prohibited place;
 - (b) makes a plan that is calculated or intended to be, or might be, directly or indirectly, of use to a foreign State or disaffected person; and
 - (c) obtains, receives, collects, retains, records, makes use of, publishes or communicates a code word, plan, article, document or information which is calculated or intended to be or might be, directly or indirectly, of use to a foreign State or disaffected person,

shall commit an offence.

- (2) Any person who has in his possession or under his control any code word, plan, article, document or information which -
- (a) relates to, or is used in a prohibited place;
 - (b) relates to munitions;
 - (c) has been made or obtained in contravention of this Act;
 - (d) he knows, or has reasonable grounds for believing, has been communicated to him in contravention of this Act;
 - (e) has been entrusted in confidence to him -
 - (i) by any person holding office under the Government;

APPENDIX 2C (contd.)

- (ii) owing to his position as a person who holds or has held office under the Government or who is or was a party to a contract which was made on behalf of the Government or which, in whole or in part, is or was executed in a prohibited place; or
 - (iii) owing to his position as a person who is or has been employed by a person who is or was a party to a contract specified in sub-paragraph (ii); or
- (f) he has obtained or to which he has had access owing to his position as a person who held office under the Government;

and who for any purpose or in any manner likely to prejudice the safety or interests of Mauritius -

- (i) makes use of the code word, plan, article, document or information;
- (ii) retains the code word, plan, article, document or information in his possession or under his control;
- (iii) fails to comply with any directions issued by lawful authority with regard to the return or disposal of the code word, plan, article, document or information;
- (iv) communicates the code word, plan, article, document or information to any person, other than a person to whom he is authorised to communicate it or to whom it is his duty to communicate it; or
- (v) fails to take reasonable care, or so conducts himself as to endanger the safety of the code word, plan, article, document or information,

shall commit an offence.”

APPENDIX 2C (contd.)

Section 4(1) of the Official Secrets Act provides as follows -

“Any person who in any manner publishes a report of, or a comment on, any matter and alleges, expressly or impliedly, that the report or comment, as the case may be, relates to what took place at a meeting of the Cabinet shall commit an offence and shall, on conviction, be liable to imprisonment for a term of not less than one month and not more than 12 months together with a fine not exceeding 2,000 rupees, unless he proves that the publication was made with lawful authority or as a result of information obtained from a person authorised to communicate it.”

"Prohibited place", as defined in the Official Secrets Act, means a place -

- “(a) belonging to or occupied or used by, or on behalf of the Government which is used for or in connection with the maintenance of public security, including arsenals, establishments or stations of the armed forces or the Police Force, factories, dockyards, mines, minefields, camps, ships, aircraft, telegraph, telephone, wireless or signal stations or offices, and places used for the purpose of building, repairing, making or storing any munitions or any plans, or documents relating thereto, or for the purpose of obtaining any metals, oil or minerals for use in time of war or public emergency;
- (b) not belonging to the Government where any munitions or any plans or documents relating thereto are being made, repaired, received or stored under contract with or with any person acting on behalf of, the Government;
- (c) prescribed by the Minister, on the ground that information relating to the place, damage to it or interference with it is likely to prejudice the safety and interests of Mauritius.”

Paragraph 2.8.2 (2)

DECLARATION

**To be signed by Public Officers on leaving a Department
which is concerned with Secret Work**

My attention has been drawn to the Official Secrets Act, extracts of which are set out on the back of this document, and I am fully aware of the serious consequences which may follow any breach of that Act.

I understand –

- (a) that the Official Secrets Act, extracts of which are set out on the back of this document, covers also articles published in the press and in book form;
- (b) that I must not divulge any information gained by me as a result of my employment to any unauthorised person, orally or in writing, without the prior sanction in writing of the Secretary to Cabinet and Head of the Civil Service;
- (c) that all the information which I have acquired or to which I have had access owing to my official position is information which is covered by section 3 of the Official Secrets Act, and that it would be a contravention of that Act for me after I have left the Mauritius Public Service-
 - (i) to publish without lawful authority any such information in any form whether orally or in any documents, article, book, play, film or otherwise, either in Mauritius or abroad, or;
 - (ii) to communicate without lawful authority any such information to any other person whether or not such person is or has been employed in the service of the State;

APPENDIX 2D (contd.)

- (d) that on leaving the Public Service I should surrender any sketch, plan, model, article, note or document made or acquired by me in the course of my official duties, save such as I have been duly authorised to retain by the Secretary to Cabinet and Head of the Civil Service.

Signed

Name

(in block letters)

Post held

Ministry/Department

Date

Witnessed

Name

(in block letters)

Post held

Ministry/Department

EXTRACTS FROM THE OFFICIAL SECRETS ACT

Section 3 of the Official Secrets Act provides as follows -

- “(1) Any person who, for any purpose or in any manner likely to prejudice the safety or interests of Mauritius -
- (a) approaches, inspects, enters, passes over, or is in the neighbourhood of a prohibited place;
 - (b) makes any plan that is calculated or intended to be, or might be, directly or indirectly, of use to a foreign State or disaffected person;
 - (c) obtains, receives, collects, retains, records, makes use of, publishes or communicates any code word, plan, article, document or information which is calculated or intended to be or might be, directly or indirectly, of use to a foreign State or disaffected person,
- shall commit an offence.
- (2) Any person who has in his possession or under his control any code word, plan, article, document or information which -
- (a) relates to, or is used in a prohibited place;
 - (b) relates to munitions;
 - (c) has been made or obtained in contravention of this Act;
 - (d) he knows, or has reasonable grounds for believing, has been communicated to him in contravention of this Act;
 - (e) has been entrusted in confidence to him -
 - (i) by any person holding office under the Government;

APPENDIX 2D (contd.)

- (ii) owing to his position as a person who holds or has held office under the Government or who is or was a party to a contract which was made on behalf of the Government or which, in whole or in part, is or was executed in a prohibited place; or
- (iii) owing to his position as a person who is or has been employed by a person who is or was a party to contract specified in subparagraph (ii); or
- (f) he has obtained or to which he has had access owing to his position as a person who held office under the Government;

and who for any purpose or in any manner likely to prejudice the safety or interests of Mauritius –

- (i) makes use of the code word, plan, article, document or information;
- (ii) retains the code word, plan, article, document or information in his possession or under his control;
- (iii) fails to comply with any directions issued by lawful authority with regard to the return or disposal of the code word, plan, article, document or information;
- (iv) communicates the code word, plan, article, document or information to any person, other than a person to whom he is authorised to communicate it or to whom it is his duty to communicate it; or
- (v) fails to take reasonable care, or so conducts himself as to endanger the safety of the code word, plan, article, document or information,

shall commit an offence.”

APPENDIX 2D (contd.)

Section 4(1) of the Official Secrets Act provides as follows -

“Any person who in any manner publishes a report of, or a comment on, any matter and alleges, expressly or impliedly, that the report or comment, as the case may be, relates to what took place at a meeting of the Cabinet shall commit an offence and shall, on conviction, be liable to imprisonment for a term of not less than one month and not more than 12 months together with a fine not exceeding 2,000 rupees, unless he proves that the publication was made with lawful authority or as a result of information obtained from a person authorised to communicate it.”

"Prohibited place", as defined in the Official Secrets Act, means a place -

- “(a) belonging to or occupied or used by or on behalf of the Government which is used for or in connection with the maintenance of public security, including arsenals, establishments or stations of the armed forces or the Police Force, factories, dockyards, mines, minefields, camps, ships, aircraft, telegraph, telephone, wireless or signal stations or offices, and places used for the purpose of building, repairing, making or storing any munitions or any plans, or documents relating thereto, or for the purpose of obtaining any metals, oil or minerals for use in time of war or public emergency;
- (b) not belonging to the Government where any munitions or any plans or documents relating thereto are being made, repaired, received or stored under contract with, or with any person acting on behalf of, the Government;
- (c) prescribed by the Minister, on the ground that information relating to the place, damage to it or interference with it is likely to prejudice the safety and interests of Mauritius.”

CHAPTER THREE

ALLOWANCES

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CHAPTER THREE

ALLOWANCES

Section 1: Acting and Responsibility Allowances

- 3.1.1 (1) Subject to paragraph 3.1.4, an officer appointed to act in a higher office by the appropriate Service Commission or by the Responsible Officer as delegated shall be granted an acting allowance.
- (2) (a) The acting allowance payable under sub-paragraph (1), whether in a grade-to-grade or class-to-class situation, shall represent the difference between the initial or flat salary of the higher post and the substantive salary of the officer, provided the allowance is not less than three increments worth at the incremental point reached in the substantive post.
- (b) Where the salary scales overlap, the allowance shall be three increments moved in the master salary scale, as from the point reached by the officer in the salary scale of his substantive post provided the total emoluments of the officer is not less than the initial salary and not more than the maximum salary of the higher post.
- 3.1.2 Where, for administrative convenience, an officer is assigned the duties of a higher office by the appropriate Service Commission or by the Responsible Officer as delegated, the Supervising Officer shall authorise payment to him of a responsibility allowance as follows -
- (a) where he is fully qualified to act in the higher post, the allowance shall be equivalent to the acting allowance;
- (b) where he is not fully qualified to act in the higher post, the allowance shall be 80 per cent of the acting allowance.
- (c) where appointment to the higher office is made by selection and no additional qualification is required, whether in terms of academic or technical qualification or experience or in terms of physical requirements, the allowance shall be equivalent to the acting allowance.
- 3.1.3 Subject to paragraph 3.1.4, an acting or responsibility allowance shall be payable from the date on which the officer assumes the duties of the higher office up to the date immediately preceding that on which he reverts to his substantive post.
- 3.1.4 No acting or responsibility allowance shall be payable to an officer unless he acts in the higher office for a continuous period of seven days, i.e. the assignment should be for a minimum period of seven continuous days, inclusive of Saturdays, Sundays and Public Holidays.

- 3.1.5 Subject to paragraph 3.1.4, where an officer who is acting in a higher office proceeds on official mission overseas, he shall be paid a special allowance equivalent to the acting allowance he would have drawn had he not gone on mission.
- 3.1.6 An officer performing higher duties shall not be eligible for acting or responsibility allowance for any period of absence exceeding seven days at a stretch.
- 3.1.7 (1) Where a Supervising Officer is not also the Responsible Officer for a particular grade, he shall not assign higher duties to any officer in that grade without the prior approval of that officer's Responsible Officer.
- (2) A Supervising Officer shall ensure that normally the opportunity to perform duties in a higher grade is given to the most senior among eligible officers.
- 3.1.8 (1) A Supervising Officer may authorise payment of a responsibility allowance to officers in the Workmen's Group and other manual grades who are required to perform the duties of a higher post.
- (2) The allowance payable under sub-paragraph (1) shall be computed on the same basis as sub-paragraphs 3.1.1(2) even if the officer is not fully qualified and on the actual number of days worked.

Section 2: Overtime

- 3.2.1 (1) Overtime work shall not be resorted to except where it is absolutely necessary.
- (2) Where overtime work cannot be avoided, a Supervising Officer shall authorise the performance of such work in advance and approve payment of overtime allowance.
- (3) Records shall be kept of work performed during an overtime period and the actual time at which an officer commences and ceases overtime.
- 3.2.2 No overtime allowance shall be payable to -
- (a) trainees, students and apprentices;
- (b) members of a Disciplined Force; and
- (c) officers drawing a basic salary of Rs 29,000 or more monthly.
- 3.2.3 (1) Subject to the conditions specified at paragraph 3.2.4, an officer shall qualify for overtime allowance provided -
- (a) he has performed more than 40 hours' work in a week; and

- (b) he is drawing a basic salary of less than Rs 29,000 monthly.
- (2) An officer drawing a basic salary of Rs 29,000 and up to Rs 40,000 monthly, who is required to work beyond his normal working hours owing to the nature of his duties for the execution of urgent tasks or for completion of work which cannot be postponed, shall be paid for overtime performed at 80 per cent of the rates prescribed at paragraph 3.2.10.
 - (3) Where a Supervising Officer approves the payment of overtime allowance to an officer under sub-paragraphs (1) and (2) above, he shall ensure –
 - (a) that such work is performed only when it is absolutely necessary and is cost-effective and is authorised in advance;
 - (b) strict monitoring of the work on an individual basis, to prevent officers from resorting to excessive overtime; and
 - (c) that quarterly returns of any such payments made are submitted to the Ministry of Civil Service and Administrative Reforms.
- 3.2.4
- (1) An officer who normally puts in 40 hours of work weekly, shall be entitled to overtime allowance for any work performed in excess of 40 hours.
 - (2) An officer who normally puts in less than 40 hours weekly, shall be paid overtime allowance for any work performed in excess of his normal hours of work provided he works in excess of 40 hours in a week.
 - (3) An officer who normally puts in less than 40 hours weekly, and who works overtime for a continuous period of over one week, shall be paid overtime allowance for any work performed in excess of his normal hours of work provided he works an average of 40 hours a week during the period of overtime.
 - (4) Subject to sub-paragraphs 3.2.5 (1) and 3.2.5 (2), a shift worker or a worker on roster shall be entitled to overtime allowance as follows –
 - (a) for work in excess of 40 hours in a week where the shift is of 40 hours weekly;
 - (b) for work in excess of the appropriate multiple of 40 hours where the shift covers a cycle.
 - (5) A shift worker or a worker on roster shall, for the purpose of computation of overtime allowance, be considered as being on approved leave on days off granted for work performed on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) and on days off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed Public Holiday).

- 3.2.5 (1) A shift worker shall not be entitled to overtime allowance for any work performed on Sundays and other Public Holidays except where such work is performed in excess of the normal hours for the day or falls outside his shift.
- (2) (a) A shift worker or a worker on roster shall be granted -
- (i) two days off for actually working a whole shift/roster on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday); and
 - (ii) one additional day off for a day off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday).
- (b) Where the shift or the roster covers part of a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) and part of a normal working day, a shift worker or a worker on roster shall be granted -
- (i) half day off for working more than one hour and up to four hours on the Public Holiday;
 - (ii) one day off for working more than four hours and up to eight hours on the Public Holiday;
 - (iii) two days off for working more than eight hours on the Public Holiday; and
 - (iv) a maximum of three days off for working for a continuous period of 24 hours spread over 2 consecutive Public Holidays (other than a normal Sunday not coinciding with a proclaimed public holiday).
- (3) Where a shift worker or a worker on roster cannot be granted days off as laid down in sub-paragraph 2(a), he shall be entitled to -
- (a) two days' pay for actually working a whole shift/roster on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday); and
 - (b) one day's pay for a day off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday).
- (4) Where a shift worker or a worker on roster cannot, exceptionally because of operational requirement, be granted days' off as laid down in sub-paragraph 2(b) within a period of four weeks, he shall be entitled to -
- (a) half day's pay for working more than one hour and up to four hours on a Public Holiday (other than a normal Sunday not coinciding with a

proclaimed public holiday) or may accrue an additional half day of casual leave;

- (b) one day's pay for working more than four hours and up to eight hours on a Public Holiday (other than a normal Sunday not coinciding with a public holiday) or may accrue one additional day of casual leave;
 - (c) two days' pay for working more than eight hours on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday) or may accrue two additional days of casual leave; and
 - (d) a maximum of three days' pay for working for a continuous period of 24 hours spread over two consecutive Public Holidays (other than a normal Sunday not coinciding with a proclaimed public holiday) or may accrue three additional days of casual leave.
- (5) (a) No compensation shall be granted to a shift worker or a worker on roster for working up to one hour on a Public Holiday (other than a normal Sunday not coinciding with a proclaimed public holiday).
- (b) The standard formula to calculate one day's pay in respect of compensation for work performed on a Public Holiday other than a Sunday and for days off coinciding with a Public Holiday (other than a normal Sunday not coinciding with a proclaimed Public Holiday) for shift workers and workers on roster shall be eight times hourly rate. The hourly rate shall be computed as follows -

$$\frac{\text{Annual salary for the financial year}}{52 \times 40}$$

- (c) The standard formula at sub-paragraph (b) above shall apply strictly to monthly paid officers working on shift or on a roster basis.
- (6) The maximum additional casual leave earned under subparagraph 3.2.5 (4) shall be five days and such leave shall be granted within the same year.
- (7) The computation of casual leave accruals under subparagraph 3.2.5 (4) shall be kept separate from any other form of leave.
- (8) A worker may, with the consent of his supervisor, be allowed to exchange shifts or rostered days off by mutual agreement provided such arrangement does not give any worker an entitlement to payment of overtime allowance.
- 3.2.6 (1) The normal entitlement of casual/sick leave of a shift worker shall be converted into the corresponding number of hours on the basis of one day being equal to eight hours' work.

- (2) For absence on any shift, the exact number of hours the shift worker was scheduled to work shall be deducted from his casual/sick leave entitlement.
 - (3) A shift worker may be given the option to reimburse by working additionally the number of hours in excess of eight hours, in lieu.
- 3.2.7 Subject to paragraph 3.2.2, a non-shift or non-roster worker shall be entitled to overtime allowance for any work performed on Sundays and other Public Holidays.
- 3.2.8 (1) A shift worker or a worker on roster shall not be required to perform more than six days' work in a week.
- (2) The Supervising Officer shall, wherever appropriate, ensure that -
 - (a) shift work starts and ends at a time convenient to both management and workers, in the interest of the service;
 - (b) public transport is available within a reasonable time; and
 - (c) unduly long shifts, without lying-in period be avoided.
 - (3) Where shift work involves night work -
 - (a) two consecutive full time shifts shall not be performed by the same shift workers; except in case of "force majeure";
 - (b) except for officers in the Disciplined Forces, a rest period of at least 11 hours between two shifts shall, as far as possible, be allowed; and
 - (c) officers shall not work permanently on night shifts.
- 3.2.9 (1) Computation of overtime allowance shall be based on the actual number of hours put in and the number of hours which the officer is deemed to have worked, as the case may be.
- (2) A worker who is on approved leave on any working day shall be deemed to have put in eight hours of work or the number of hours he should have worked on that day, whichever is less.
 - (3) A non-shift worker shall be deemed to have put in eight hours of work or the number of hours of work he should normally have worked, whichever is less, in respect of every public holiday falling on a week day.
 - (4) Meal time shall not be included in the computation of overtime allowance.
- 3.2.10 (1) (a) The rates for payment of overtime allowance are as follows –

Period	Hourly Rate
Between 6 a.m. and 11 p.m. on weekdays	1.5 times hourly rate
Between 11 p.m. and 6 a.m. on weekdays	twice hourly rate
On Sundays or Public Holidays and officially declared cyclone days	twice hourly rate

(b) Hourly rate shall be calculated as follows

(i) For Workmen's Group including Watchmen and shift workers, workers on roster/staggered hours as well as officers who put in 40 hours of work weekly:

$$\frac{\text{Annual salary for the financial year}}{52 \times 40}$$

(ii) all other workers/officers -

$$\frac{\text{Annual salary for the financial year}}{52 \times 33.75}$$

(2) A shift worker or a worker on roster, eligible for overtime, who continues to work after a cyclone Class III or IV is removed and until he is relieved, shall be paid overtime at twice the hourly rate.

(3) Where an officer performs the duties of a higher office, overtime allowance shall be computed on the basis of the total emoluments of the officer, inclusive of any acting or responsibility allowance drawn by him for the corresponding period.

3.2.11 (1) A shift worker who effectively works on night shift, shall be eligible for the payment of a night shift allowance at the approved rate for the hours between 11 p.m. and 5.00 a.m. excluding any lying-in hours.

(2) Night shift allowance shall not be paid to an officer working overtime or who is paid any other allowance for work performed between 11 p.m. and 5 00 a.m.

Section 3: Duty and Other Allowances

3.3.1 (1) An officer who is not eligible for overtime may be granted an extra/special duty allowance for -

(a) working under exceptional pressure and extra and irregular hours for timely completion of projects and in connection with special assignments such as conferences, enquiries, seminars and workshops; or

(b) undertaking work not within the normal scope of his schedule of duties.

- (2) Any amount payable under sub-paragraph (1) shall be determined by the Head of the Ministry/ Department on the basis of both effort and time, but not exclusively related to time in a uniform manner, and shall be subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (3) Senior officers up to the level of Principal Assistant Secretary, not eligible for overtime/extra duty allowance or any other form of compensation for additional hours of work put in, and who have to work regularly beyond normal working hours to meet the exigencies of their positions, shall be paid, provided they put in a minimum of 35 excess hours monthly, on the recommendation of the Responsible Officer and subject to the approval of the Ministry of Civil Service and Administrative Reforms, an allowance equivalent to three times the increment reached in their respective salary scales.

3.3.2 An officer who performs higher/special/extraneous duties shall not be eligible for extra duty or special duty allowance, as the case may be, for any period of absence exceeding seven days at a stretch.

3.3.3 Subject to the prior authority of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms having been obtained in each case, the following rates of remuneration may be paid to an officer other than a Shorthand Writer for special work undertaken in connection with the proceedings of Commissions of Enquiry and in other similar instances -

Work involved	Rates payable
Shorthand	Rs 3.25 per folio of 90 words
Copying	Rs 1.90 per folio of 90 words

3.3.4 An officer who is required to work during cyclonic conditions or who is unexpectedly retained on duty after a normal day's work for at least three hours beyond his normal working hours, shall be -

either provided with meals where catering facilities are available;
or paid a meal allowance of Rs 100 for each meal.

3.3.5 (1) An officer who is domiciled in the Island of Mauritius and who proceeds on a short official visit to any of the islands forming part of the Republic of Mauritius shall be eligible for an Out of Pocket allowance of Rs. 160 daily. A part of a day shall be considered as a whole day for the purpose of payment of Out of the Pocket allowance.

(2) An officer who goes on official visit to Agalega or St Brandon by ship shall also be paid the Out of Pocket allowance for the number of days he stays on board the ship from and to Mauritius.

Section 4: Fees and Allowances in connection with Lectures and Examinations

- 3.4.1 Fees and allowances, at the approved rate, shall be paid for the delivery of lectures or the conduct of examinations or for tasks connected therewith with the approval of the Head of Ministry/Department.

Section 5: Travelling Allowances

- 3.5.1 (1) (a) An officer who is not drawing a travel grant and who travels by bus for a distance of not less than 1.6 kms, to attend duty, shall be entitled to a monthly refund of his travelling expenses by the most economical route as follows -
- 20 days if he works on a five-day week basis; and
24 days if he works on a six-day week basis;
- total actual expenses if he serves in a purely temporary capacity or works on shift/roster.
- (b) For teaching staff, the monthly refund of travelling expenses shall be as follows -
- 16 days - for Primary School Teachers; and
15 days - for Secondary School Teachers;
- (c) As regards shift workers, Supervising Officers may, for administrative convenience, work out an appropriate mode of refund, subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.
- (d) An officer who is required to perform official travelling by bus, shall be refunded his travelling expenses in toto.
- (2) An officer shall establish his claim for refund on the form specified at Appendix 3A.
- (3) An officer shall be refunded his travelling expenses for overtime work performed on non-working days.
- 3.5.2 An officer who uses his bicycle, auticycle or motor-cycle to attend duty shall be entitled to a monthly allowance of Rs 265 or the amount that would have been refunded to him for travelling by bus during the month, whichever is the higher.

- 3.5.3 The "place of work" of an officer who has been sponsored to attend a course locally shall, for the purpose of computing his travelling expenses to attend duty, be the institution where the course is run.
- 3.5.4 (1) Subject to paragraph 3.5.5, a travel grant at the rate of Rs 5,500 monthly is payable to an officer drawing a monthly basic salary of Rs 29,000 and up to Rs 40,000 and who is not eligible for 100% duty remission.
- (2) An application for travel grant shall be made on the form specified at Appendix 3B.
- (3) An officer drawing a monthly basic salary of Rs 27,200 or Rs 28,000 and who is not eligible for a travel grant under sub-paragraph (1) above, shall be paid a commuted travelling allowance of Rs 2,000 a month, irrespective of whether he owns a car or not, or be refunded bus fares, whichever is the higher.
- (4) An officer drawing a monthly basic salary of Rs 29,000 or more, who is not in receipt of a travel grant or any other travelling allowance/petrol allowance, shall be paid a commuted travelling allowance of Rs 2,000 a month or be refunded bus fares, whichever is the higher.
- 3.5.5 (1) A travel grant under paragraph 3.5.4 (1) may be authorised by the Supervising Officer or by a senior officer duly authorised by him, subject to the following conditions -
- (a) the officer must use his private car to attend duty and for official travelling;
- (b) the car must be registered in the name of the officer or that of his/her spouse or in the name of the officer's father/mother with the National Transport Authority but provided no other claim for travelling expenses/allowances/travel grant is being made in respect of that car.
- (2) The travel grant is payable as from the date the officer satisfies all the conditions specified in this section.
- 3.5.6 No two officers shall be granted travel grant in respect of one and the same car.
- 3.5.7 An officer eligible for a travel grant under paragraph 3.5.4, who during a whole calendar month is on approved leave with pay either locally or abroad including study leave with pay, on official mission or on school holidays but not having to attend duty at all, shall be eligible for a monthly commuted allowance of Rs 2,400.
- 3.5.8 (1) An officer drawing a monthly basic salary of Rs 66,000 or more but not eligible for a chauffeur/self driven car and who is entitled to 100% duty remission under paragraph 5.10.1, shall be eligible for a travelling allowance of Rs 8,480 a

month both for attending duty and for official travelling together with a monthly fixed cost allowance of Rs 2,275.

- (2) (a) An officer drawing a monthly basic salary of Rs 41,250 and up to Rs 66,000 as well as registered professionals who belong to the grades listed below and an officer drawing a monthly basic salary of Rs 37,500 and above in a scale the maximum of which is not less than Rs 50,000, shall be eligible for a travelling allowance of Rs 8,480 a month both for attending duty and for official travelling -

Medical and Health Officer/Senior Medical and Health Officer

Dental Surgeon/Senior Dental Surgeon

Ayurvedic Medical Officer

Senior District Magistrate

District Magistrate

Senior State Counsel

State Counsel

Senior State Attorney

State Attorney

Quantity Surveyor/Senior Quantity Surveyor

Engineer/Senior Engineer (Civil)

Mechanical Engineer/Senior Mechanical Engineer

Electrical Engineer/Senior Electrical Engineer

Architect/Senior Architect

Pharmacist/Senior Pharmacist

Senior Veterinary Officer

Veterinary Officer

Senior Town and Country Planning Officer

Town and Country Planning Officer

Occupational Safety and Health Engineer

Planning Officer (Local Authorities)

Planning Officer (Town and Country Planning Board)

- (b) Where an officer is appointed in a temporary capacity in any of the posts mentioned at sub-paragraph (a) above, he shall be eligible for a travelling

allowance of Rs 8,480 a month both for attending duty and for official travelling, provided the temporary appointment is made *vice* vacancies which will become permanent.

- (3) (a) An officer eligible for a travelling allowance under sub-paragraph (2) above, may opt for a mileage allowance at the rate of Rs 5.00 per kilometre together with a car allowance of Rs 2,880 a month both for attending duty and for official travelling.
- (b) The option under sub-paragraph 4 (a) shall be applicable only in case the officer performs official travelling during the month.
- (4) An officer eligible for a travelling allowance under sub-paragraph (2) may opt for mileage allowance at the rate of Rs 5.00 per kilometre together with a car allowance of Rs 2,880 a month, both for attending duty and for official travelling.
- (5) An officer eligible for a travelling allowance under sub-paragraphs (2) and (3) who, during a whole calendar month, is on approved leave with pay either locally or abroad including study leave with pay or on official mission, shall be eligible for a commuted allowance of Rs 3,500 a month. However, the officer eligible for travelling allowance under sub-paragraph (1) would additionally be eligible for a monthly fixed cost allowance of Rs 2,275.

3.5.9 (1) An officer drawing a monthly basic salary of Rs 80,000 or more, who is allowed the exclusive use of an official Government vehicle both for official duties and private purposes, shall be eligible for monthly fuel allowance as follows -

Monthly Basic Salary	Monthly Fuel Allowance	
	<u>Petrol</u>	<u>Diesel</u>
Rs 80,000 and up to Rs 87,500	Rs 9,755	Rs 8,365
Rs 90,000 and up to Rs 110,000	Rs 12,200	Rs 10,465
Rs 120,000 and above	Rs 16,980	Rs 14,565

(2) Where an officer entitled to an official Government vehicle opts for the purchase of a car with 100% duty remission, in lieu thereof, he shall be eligible for a monthly fuel allowance as laid down at paragraph 3.5.9 (1).

3.5.10 An Accounting Officer who is also the Responsible Officer of a Ministry/Department drawing a monthly basic salary of Rs 75,000 and who opts for the exclusive use of a self-driven Government vehicle, both for official duties and private purposes, shall be eligible for fuel allowance of Rs 7,310 (Petrol) or Rs 6,280 (Diesel) a month.

3.5.11 Save in exceptional circumstances, an officer who is in receipt of travel grant, travelling allowance or car allowance or has been granted loan facilities to purchase a car shall not use Government vehicles for official travelling.

3.5.12 (1) An officer who is not eligible for travel grant and who is authorised to use his private car on official travelling shall be paid mileage allowance for distance between office and site of work at the rate of Rs 8.60 a kilometre for the first 800 kilometres in any month and at the rate of Rs 5.00 a kilometre for each additional kilometre in that month.

(2) (a) The official mileage performed by an officer carrying out field duties in respect of official travelling in any financial year, shall be recomputed at the rate of Rs 8.60 per kilometre (or at such corresponding rates as may be determined from time to time) for the first 9,600 kilometres and Rs 5.00 for mileage in excess of 9,600 kilometres.

(b) The provisions at paragraph (a) above should also be applicable to officers who are required to work during a specific period for a duration of five or more months in each year; and

(c) The provisions at paragraph (a) above would be applicable on a pro-rata basis to officers proceeding on leave with or without pay for a period exceeding three months.

3.5.13 (1) (a) An officer who is eligible for travel grant and who is required to perform official travelling either occasionally or regularly in any month, shall either be refunded the travelling on the total distance covered from home to site of work/office by the most economical route at the rate of Rs 5.00 a kilometre together with a monthly commuted allowance of Rs 2,880 a month or be paid a monthly travel grant of Rs 5,500, whichever is the higher. The option for the payment of mileage allowance shall be applicable only in case the officer performs official travelling during the month.

(b) Where the officer does not perform official travelling but attends duty only, he shall be paid a monthly travel grant of Rs 5,500 irrespective of the number of kilometres travelled for attending duty only.

(2) An officer who is not eligible for travel grant, shall be refunded -

(a) on days on which he is required to carry out field duties, the running costs for the distance which is not considered as official mileage (residence to office) at the rate of Rs 5.00 per kilometre and mileage for official travelling on distance between office and site of work or for official travelling by the most economical route at the rates mentioned at subparagraph 3.5.12 (1);

(b) on days on which he is required to attend office only, travelling expenses by bus by the most economical route provided the distance covered is not less than 1.6 kilometres.

3.5.14 (1) An officer who is required to use his bicycle on official travelling shall be entitled to an allowance of Rs 175 a month provided the distance travelled from site of work and back is at least 1.6 kilometres.

(2) Where bicycles are used on bad roads for official travelling, an additional monthly allowance of Rs 60 shall be payable.

3.5.15 (1) An officer who is required to use his autocycle or motorcycle on official travelling shall be entitled to an allowance as follows -

Autocycle	Rs 2.10 a kilometre
Motorcycle	Rs 2.55 a kilometre

(2) An officer, performing field duties and using his autocycle or motorcycle to attend duty, shall, on days on which he is required to carry out field duties, be refunded the running costs for the distance which is not considered as official mileage, i.e., from residence to office, at the rates specified hereunder or be refunded travelling by bus, whichever is the higher -

Autocycle	Rs 1.40 a kilometre
Motorcycle	Rs 1.80 a kilometre

3.5.16 Where an officer has been granted a loan to purchase a car under paragraph 5.11.11 (2) (b), he shall be eligible for mileage allowance for official travelling at the rates recommended at paragraph 3.5.12 (1).

3.5.17 An officer who does not draw any form of allowance for official travelling shall, if he performs official travelling by bus, be refunded the expenses incurred by him.

3.5.18 (1) No official journey shall be made by car at Government expense which, without detriment to the public service, can be undertaken by bus.

(2) Where the journey cannot be undertaken by bus, the Supervising Officer shall so certify before any refund of travelling expenses by car is made.

3.5.19 Where an officer suddenly falls ill on duty and it is necessary to have him conveyed at once to his place of residence or to a hospital, the travelling expenses may be met from public funds.

3.5.20 Claims for travelling allowances shall be submitted, as early as possible, on the prescribed form and supported, where applicable, by proper vouchers for all disbursements.

3.5.21 A Supervising Officer shall -

- (a) ensure that official travelling is done as economically as possible; and
- (b) disallow any unnecessary or excessive claim.

3.5.22 (1) An officer who, in the discharge of his duties, has to walk over 2 1/2 kilometres daily because motorcycles or other vehicles cannot be used, shall receive a walking allowance of Rs 150 monthly.

- (2) An officer in Rodrigues, who has to walk over 2 ½ kilometres to attend duty owing to transport difficulties, shall be paid a walking allowance of Rs 150 monthly.

3.5.23 (1) Travelling allowance shall be paid -

- (a) in full, except where the officer has been absent for a complete calendar month;
- (b) in full, where an officer who is entitled to a monthly commuted travelling allowance of Rs 8,480 or a monthly travel grant of Rs 5,500 or a monthly commuted allowance of Rs 2,000, is on leave prior to retirement;
- (c) on a pro-rata basis for the first month when an officer becomes eligible and in the month of retirement/resignation/death.

(2) Petrol allowance shall be paid –

- (a) in full, except where an officer has been absent for a complete calendar month;
- (b) in full, where an officer is on leave prior to retirement;
- (c) on a pro-rata basis for the first month when an officer becomes eligible and in the month of retirement/resignation/death.

3.5.24 An officer shall not be eligible for travel grant/travelling allowance/petrol allowance for any period of unauthorised absence or leave without pay.

Section 6: Uniforms

3.6.1 As from 1 July 2003, the grades presently entitled to uniforms have been classified into the following three categories -

Category 1

Grades whose nature of duties warrants a means of identification or authority shall be classified under Category 1. An officer in this category shall wear uniforms on duty and shall be eligible for a uniform allowance for the purchase of all items of uniforms and the payment of tailoring fees.

Category 11

Grades whose nature of duties requires them to wear uniforms as and when the need arises, shall be classified under Category 11. A Responsible Officer shall, in consultation with stakeholders, decide under which circumstances and when the officers in this category shall wear uniforms. An officer in this category shall wear uniforms as and when required and shall be eligible for a uniform allowance which shall include the element of rapid wear and tear.

Category 111

Grades whose nature of duties causes excessive wear and tear of clothing shall be classified under Category 111. An officer in this category shall normally not be required to wear uniforms on duty and shall be eligible for a Rapid Wear and Tear Allowance

3.6.2 A Supervising Officer shall determine from the list of grades presently entitled to uniforms, in consultation with stakeholders, which of the grades in his organisation shall fall under one of the categories mentioned at paragraph 3.6.1 above.

3.6.3 The quantum of uniform allowance and wear and tear allowance payable shall be determined and adjusted on the basis of changes in the prices of the relevant items of uniforms as determined by the Central Statistics Office for the preceding financial year and shall take into consideration whether cardigans are due in the year or not.

3.6.4 (1) Where a Supervising Officer considers that an officer in a new grade shall be required to wear uniforms for exercising authority or on grounds of tradition and/or international etiquette, he shall seek the approval of the Standing Committee on Uniforms.

(2) The Supervising Officer shall thereafter, in consultation with appropriate stakeholders, arrange for the timely supply of all items of uniforms to eligible officers in a cost-effective manner.

3.6.5 (1) A Supervising Officer shall set up an internal audit system in his Ministry or Department to ensure that an officer, who is required to wear uniforms, does so on duty.

- (2) In case of non-compliance to wear uniforms on duty, the undermentioned procedures shall be followed:-
- (a) the officers shall be verbally cautioned for failing in his undertaking to wear uniforms;
 - (b) in case of further non-compliance, the attention of the officer concerned shall be drawn in writing to this effect. He shall equally be requested to abide, within a prescribed delay, by the undertaking which he has normally signed prior to the payment of the uniform allowance, failing which he may be liable to disciplinary action; and
 - (c) in the event he still fails to abide by the written instructions within the given delay, payment of the uniform allowance shall be stopped/withdrawn and the officer concerned shall, in such circumstance, be required to furnish written explanations following which appropriate action may be taken as deemed necessary by Management under regulation 42 of the Public Service Commission Regulations.
- (3) Temporary/Casual staff are eligible for uniforms after having served for an initial period of six months.

Section 7: Protective Clothing/Equipment

- 3.7.1 Temporary/Casual Staff, especially if they are likely to acquire permanent status, shall be provided with protective clothing/equipment after having served for an initial period of six months.
- 3.7.2 A Supervising Officer shall, where temporary/casual staff are exposed to occupational risks which are likely to cause bodily injury, make necessary arrangements to issue/grant appropriate protective clothing/ equipment promptly.
- 3.7.3 The internal audit system under paragraph 3.6.5 shall also ensure that an officer who is provided with items of protective clothing/equipment, does wear them during the performance of his duties.
- 3.7.4 In case of failure on the part of an officer to wear the protective clothing/equipment, the following procedure shall be followed:-
- (a) the officer concerned shall be verbally cautioned for failing in his undertaking to wear protective clothing/protective equipment;
 - (b) in case of further non-compliance, the attention of the officer concerned shall be drawn in writing to this effect. He shall equally be requested to abide, within a prescribed delay, by the undertaking which he has normally signed prior to the issue of protective clothing/equipment, failing which they he may be liable to disciplinary action; and
 - (c) in the event he still fails to abide by the written instructions within the given delay, the officer concerned shall, in such circumstance, be required

to furnish written explanations following which appropriate action may be taken as deemed necessary by Management under regulation 42 of the Public Service Commission Regulations.

Section 8: Subsistence Allowance

- 3.8.1 An officer proceeding on training or mission overseas may be paid a subsistence allowance at such rate as may be approved by the Financial Secretary.

Section 9: Disturbance Allowance

- 3.9.1 An officer who is domiciled in the Island of Mauritius and is posted on a tour of service to any of the islands forming part of the Republic of Mauritius, shall be paid a monthly disturbance allowance as from the date of assumption of duty as follows -

- (a) Rodrigues 25% of gross salary (basic salary plus salary compensation)
- (b) Outer Islands 60% of gross salary (basic salary plus salary compensation)

- 3.9.2 Payment of the disturbance allowance shall, save in exceptional circumstances and subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, be limited to three tours of service only.

- 3.9.3 The disturbance allowance of an officer who is called upon to act in a higher capacity or is assigned higher duties shall be computed on the basis of 25% of his aggregate earnings (basic salary plus salary compensation plus acting/responsibility allowance).

Section 10: Inducement Allowance

- 3.10.1 An inducement allowance of 50% of salary (gross salary) instead of disturbance allowance shall be paid monthly to a professional in scarce supply and who is posted on a tour of service in Rodrigues.

- 3.10.2 The inducement allowance of an officer who is called upon to act in a higher capacity or is assigned higher duties shall be computed on the basis of 50% of his aggregate earnings (basic salary plus salary compensation plus acting/responsibility allowance).

Section 11: Rent Allowance

- 3.11.1 An officer who is eligible for Government quarters and who has not been allocated such quarters shall be paid a rent allowance at the approved rates.

- 3.11.2 Where an officer who receives a rent allowance for privately-rented accommodation, proceeds overseas on paid leave or training, he shall continue to draw such allowance during his absence provided he retains the accommodation.

3.11.3 Where an officer who receives a rent allowance for privately-rented accommodation is on leave without pay for a continuous period, he shall be eligible for rent allowance for a maximum period of 120 days provided he retains the accommodation.

Paragraph 3.5.1(2)

Application for Refund of Travelling Expenses by Bus

1. Name of applicant: *Mr/Mrs/Miss
* (Delete as necessary)
 - (a) Post held:
 - (b) Ministry/Department:.....
 - (c) Place of Work:
 - (d) Home Address:
 - (e) Bus Route No:
 - (f) Bus fares paid daily:

2. I certify that the information given above is true.

3. I hereby undertake to notify my Supervising Officer immediately of any change in my home address or place of work.

4. I understand that failure on my part to give true information or to report any change in my address or place of work may render me liable to disciplinary action.

Date

Signature

Paragraph 3.5.4 (2)

APPLICATION FOR TRAVEL GRANT

Part A (to be filled in by Applicant)

Iholding the post of in the Ministry/Department of and drawing salary at the rate of Rs in the scale of Rs..... hereby apply for travel grant in respect of my car bearing registration no which I am using to attend duty/for official travelling.

I certify that no other officer is drawing travel grant in respect of that car.

Date

Signature

Part B (to be filled in by the Human Resource Section)

Verification by officer authorised by the Supervising Officer

- 1. I certify that:- (i) *Mr/Mrs/Miss is drawing basic salary at the rate of Rs a month w.e.f (ii) Mr/Mrs/Missis eligible for travel grant in line with paragraph 18.2.71(3) of the Pay Research Bureau Report 2008. 2. The car bearing registration no is registered in the name of applicant/his(her)spouse/his(her)mother/his(her)father*,Mr/Mrs/Miss with the National Transport Authority with effect from 3. The number of the registration book issued by the National Transport Authority in respect of the car is

Date

Signature

Name:

*delete as appropriate

Designation:

Part C (to be filled in by Head of Ministry/Department)

Payment of Travel Grant w.e.fapproved

Signature

Name:

Date

Designation:

Copy to: Director of Audit

CHAPTER FOUR

LEAVE AND PASSAGES

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CHAPTER FOUR

Leave and Passages

Section 1: Leave - General

- 4.1.1 (1) Leave is a privilege which is granted subject to the exigencies of the service.
- (2) An officer who absents himself from duty without permission or who, without reasonable excuse, fails to resume duty in time shall be regarded as being absent without authorisation.
- (3) All cases of absence without authorisation shall be dealt with as provided in the Regulations.
- 4.1.2 (1) An officer who intends to spend his leave abroad must inform his Supervising Officer accordingly and give the address at which he may be contacted.
- (2) Where a Mauritius High Commission or Embassy is given as an address, it shall be the officer's responsibility to keep in touch with it.
- 4.1.3 Where an officer holding a substantive appointment is subsequently enlisted as Trainee/Student/Apprentice, etc., he shall continue to benefit from the leave privileges that his substantive status confers on him.
- 4.1.4 Where a person is enlisted to undergo pre-registration practical training for which a fee or an allowance is payable, he shall not be entitled to any leave.

Section 2: Casual Leave

Officers holding a substantive appointment

- 4.2.1 Casual leave is normally non-accumulative, and is designed to cater for brief absences, for recreation or to attend to personal matters, including religious obligations.
- 4.2.2 (1) The grant of casual leave shall be subject to prior approval.
- (2) A Supervising Officer shall satisfy himself of the reasonableness of applications for casual leave submitted on grounds of "unforeseen circumstances", prior to the grant of such leave, which shall otherwise be considered as unauthorised.
- 4.2.3 (1) Except as provided under paragraph 4.2.4, an officer shall be eligible for 11 working days' casual leave in a calendar year.

- (2) Where additional leave is required, the officer may be allowed to take, in a calendar year, up to five days from his accumulated vacation leave either at a stretch or on and off on the same basis as casual leave.
- (3) An officer may, in addition to the provisions at paragraph 4.2.3 (2), be allowed to take up to three days out of his vacation leave in case of the demise of a near relative or to look after the family around the time of his child's birth.
- (4) Casual leave shall be granted by a Supervising Officer to any officer, including an officer of the General Services, who is serving in his Ministry or Department.
- (5) Subject to the exigencies of the service, a Supervising Officer may allow an officer to combine his casual and vacation leave only in cases where by taking either casual or vacation leave alone, the number of days' leave required cannot be made up.

4.2.4 (1) An officer who is appointed in a substantive capacity, whether directly or after a period of temporary service of less than one year, shall be eligible for casual leave on a pro-rata basis in the year of appointment.

(2) An officer who has served in a casual/temporary capacity for more than one year, shall, on being appointed substantively, be eligible for the full quantum of casual leave less annual leave already taken since the beginning of the year.

(3) An officer who is absent from duty for a period of less than a complete calendar year for any of the following reasons –

- (a) leave prior to retirement/resignation
- (b) injury leave
- (c) leave with/without pay
- (d) interdiction

shall be eligible for the full quantum of casual leave for the year.

(4) An officer who is absent from duty for a complete calendar year for any of the following reasons -

- (a) leave prior to retirement/resignation
- (b) injury leave
- (c) leave with/without pay
- (d) interdiction

shall not be eligible for casual leave for the calendar year.

4.2.5 (1) Casual leave shall be taken in the calendar year in which it falls due.

- (2) Where, owing to the exigencies of the service, an officer cannot be granted a part or the whole of his casual leave entitlement in the year it falls due, his Supervising Officer may allow him to carry over such leave to the following year, provided that the quantum of his casual leave in any particular year, does not exceed his entitlement for two years.
- 4.2.6 Whenever an officer, who is required to work on a six-day week basis and is scheduled to work up to a maximum of four hours on Saturdays, absents himself from duty on a Saturday, his absence shall be reckoned as a half-day casual leave.
- 4.2.7 Casual leave for shift workers shall be computed as at paragraph 3.2.6.
- 4.2.8 As from January 2010, members of the teaching profession shall be refunded annually their unutilized casual leave up to a maximum of 10 days at the rate of 1/88 of their last monthly salary per day in the corresponding year.

Section 3: Annual Leave

Officers not holding a substantive appointment including Trainees, Students, Apprentices, part-time employees, etc.

- 4.3.1 (1) An officer shall not be eligible for annual leave with pay during his first year of service. After one year's continuous service, except as provided under sub-paragraphs 2 and 3, he shall be eligible for annual leave as follows in a calendar year -
 - (a) 14 working days if he works on a five-day week basis; and
 - (b) 16 working days if he works on a six-day week basis.
- (2) A Trainee Educator (Secondary)/Trainee Educator (Primary) shall be eligible for 10 working days of annual leave after the first year of training.
- (3) A part-time employee who has been in continuous employment for 12 consecutive months shall be eligible for 14 working days of annual leave in the case of part-time work that covers five days or more in a week. In the case of part-time work of less than five days a week, the number of annual leave should be pro-rated.
- (4) A day of leave under sub-paragraph (3) shall be reckoned as the day or part thereof the employee is expected to be on duty.

Section 4: Sick Leave - General

- 4.4.1 Subject to eligibility, absence from duty on ground of illness shall, as a normal rule, be considered as sick leave and shall be granted by the Supervising Officer, except for officers of the administrative cadre where the approval of the Secretary to Cabinet and Head of the Civil Service is required for any period of sick leave exceeding one week.
- 4.4.2 An officer who absents himself from duty on the ground of illness shall report the matter to his Supervising Officer, as far as practicable, on the same day. He shall, on resumption of duty, explain his absence, in writing, stating the nature of his illness.
- 4.4.3 Where the period of absence exceeds three consecutive working days, the officer shall furnish a medical certificate showing the date of its issue, the nature of the illness, the quantum of sick leave recommended and the name of the medical practitioner. Such certificate shall reach the Supervising Officer on the day following the fourth day of absence, failing which the officer may be regarded as being absent without authorisation.
- 4.4.4 (1) A Supervising Officer may, where malingering is suspected, require an officer to submit a medical certificate for any absence on ground of illness, even if that absence is less than four working days.
- (2) An officer shall produce a medical certificate for any absence on ground of illness during a strike period.
- 4.4.5 (1) Where a Supervising Officer considers that the sick leave record of an officer is unsatisfactory, he shall arrange for the officer to be examined by a medical board to determine his fitness for further service.
- (2) A Supervising Officer may place an officer on sick leave as from the date arrangements are made for his examination by a medical board if the interest of the service so requires.
- 4.4.6 (1) An officer shall appear before a medical board where he is instructed to do so by his Supervising Officer.
- (2) Where the officer fails to comply with the instructions given, he may render himself liable to disciplinary action.
- 4.4.7 Where the sick leave record of an officer who has been found fit by a medical board, continues to be unsatisfactory, the Responsible Officer may initiate action for his retirement in the interest of the service in accordance with the Regulations.
- 4.4.8 Where an officer has been found unfit by a medical board, the Responsible Officer shall initiate action for his retirement on medical grounds in accordance with the Regulations.

- 4.4.9 (1) Where an officer has been found temporarily unfit by a medical board, he shall be granted sick leave against his entitlement.
- (2) A Supervising Officer shall arrange with the Ministry of Health and Quality of Life for the timely re-examination of an officer found temporarily unfit.

Section 5: Sick Leave

Officers holding a substantive appointment

- 4.5.1 (1) (a) Except as provided under paragraph 4.5.2, an officer shall be eligible for 21 working days' sick leave on full pay in a calendar year.
- (b) Sick leave for shift workers shall be computed as at paragraph 3.2.6.
- (2) All leave not taken at the end of the year shall be accumulated up to a bank maximum of 110 days subject to sub-paragraph (3) below.
- (3) (a) After the bank maximum has been reached, the annual unutilized entitlement of sick leave up to a maximum of 11 days shall be paid in cash each year at the rate of 1/22 of the monthly salary per day.
- (b) Any remaining balance of sick leave, over and above the 11 days, up to a maximum of 5 days, shall be paid in cash at the discounted rate of 1/44 of monthly salary per day.
- (c) As from January 2009, any remaining balance of sick leave not taken at the end of every calendar year up to year 2011 shall be accumulated up to a maximum of 110 days.
- (d) All sick leave not taken at the end of the year shall be accumulated until a new bank maximum is reached for the corresponding year as per table below beyond which refund would be made:

Year	'Bank' maximum beyond which refund would be made
2008	95
2009	100
2010	105
2011	110

- (e) As from the year 2012, after the 'bank' maximum (110) has been reached, all unutilized sick leave at the end of the year up to a maximum of 16 days shall be paid in cash at the rate of 1/22 of monthly salary per day.
 - (4) Sick leave and accumulated sick leave entitlement as at 30 June 2008 are as shown at Appendix 4A.
 - (5) Where an officer has exhausted his annual sick leave entitlement, any additional sick leave granted shall be deducted from his accumulated sick leave, in terms of working days.
 - (6) Where an officer has exhausted all his accumulated sick leave, he may, on the recommendation of the Ministry of Health and Quality of Life, be granted, not more than twice in his career, further sick leave up to a maximum of six months on full pay followed by six months on half pay inclusive of non-working days in case of prolonged illness.
 - (7)
 - (a) Any sick leave granted under sub-paragraph (6) shall be considered as an 'advance' and should be refunded on resumption of duty at the rate of 14 days a year. The refund shall be effected on the basis of the actual number of working days.
 - (b) The quantum to be refunded shall be calculated on the following basis -
 - (i) one day for each working day sick leave with full pay; and
 - (ii) half day for each working day sick leave on half pay.
 - (c) Any unutilized sick leave at the end of the year shall be used to offset leave advanced.
 - (d) No officer shall be allowed to cash or 'bank' sick leave until all leave advanced has been refunded.
 - (8) An officer who has been granted six months' sick leave on full pay and is subsequently granted sick leave on half pay, may opt for vacation leave standing to his credit in lieu of the sick leave on half pay.
 - (9) Where an officer has exhausted his sick leave entitlement, any absence on ground of illness shall be reckoned as leave without pay.
- 4.5.2 (1) An officer who is appointed in a substantive capacity in the service, whether directly or after a period of temporary service of less than one year, shall be eligible for sick leave on a pro-rata basis in the year of appointment.

- (2) An officer who has served in a casual/temporary capacity for more than one year, shall, on being appointed substantively, be eligible for the full quantum of sick leave less sick leave already taken since the beginning of the year.
- (3) An officer who is absent from duty for a period of less than a complete calendar year for any of the following reasons -
 - (a) leave prior to retirement/resignation
 - (b) injury leave
 - (c) leave with/without pay
 - (d) interdiction

shall be eligible for the full quantum of sick leave for the calendar year.

- (4) An officer who is absent from duty for a complete calendar year for any of the following reasons -
 - (a) leave prior to retirement/resignation
 - (b) injury leave
 - (c) leave with/without pay
 - (d) interdiction

shall not be eligible for sick leave for the calendar year.

- 4.5.3 (1) On retirement, an officer having accumulated sick leave to his credit may, subject to sub-paragraph 4.5.1 (3) (d), opt -
- (a) to take such leave as leave prior to retirement to be granted as working days' sick leave; or
 - (b) for a cash allowance in lieu calculated on his retiring salary at the rate of 1/22 of monthly salary per day.

- (2) Where an officer has opted to retain the accumulated sick leave in excess of 90 days as at 30 June 1993, such leave if taken as leave prior to retirement shall be inclusive of non-working days and, if cashed, shall be calculated on his retiring salary, as follows:-

$$\frac{\text{No of days' sick leave} \times \text{annual salary}}{365}$$

- (3) The computation of accumulated sick leave shall be made on the basis of pensionable service up to the date preceding that on which an officer proceeds on leave prior to retirement.

- (4) On the death of an officer, the total value of accumulated sick leave shall be paid to his heir(s).
- 4.5.4 (1) Subject to sub-paragraph (2), any period of illness abroad on expiry of any period of leave (vacation/casual, study leave with or without pay) shall be without pay.
- (2) Any period of illness abroad where an officer is hospitalized shall, subject to documentary medical evidence, be reckoned against the officer's sick leave entitlement.
- (3) Where an officer has to proceed abroad for medical treatment not available locally even though no hospitalization is warranted, he shall be granted sick leave, subject to documentary medical evidence and approval of the Ministry of Health and Quality of Life.
- 4.5.5 (1) Where an officer has been absent from duty in a calendar year for any of the following reasons-
- (a) leave prior to retirement/resignation
 - (b) injury leave
 - (c) leave without pay
 - (d) interdiction
- he shall be paid unutilized sick leave on a pro-rata basis in respect of the period actually served in that calendar year.
- (2) Where an officer who is on leave with pay, has been absent from duty for a period of less than a complete calendar year, he shall be paid unutilized sick leave as at paragraph 4.5.1 (3) provided he has attended duty for at least 22 working days in the calendar year.
- (3) For the purpose of this paragraph, period actually served includes any paid leave with the exception of (a), (b) and (d) mentioned in sub-paragraph (1).

Section 6: Sick Leave
Officers not holding a substantive appointment
including Trainees, Students, Apprentices, etc.

- 4.6.1 An officer shall not be eligible for sick leave with pay during his first year of service. After one year's continuous service, he shall be eligible for 12 working days' sick leave on full pay in a calendar year.
- 4.6.2 (1) Where an officer has exhausted his 12 days' sick leave entitlement, he may, in case of prolonged illness and on production of a medical certificate, be granted

additional sick leave on full pay up to a maximum period of 14 days' inclusive of non-working days. Any absence not covered by a medical certificate shall be reckoned as leave without pay.

- (2) An officer who has been granted 14 days' additional sick leave on full pay may, in case of prolonged illness and on production of a medical certificate, be granted further sick leave on half pay for a maximum period of 62 days, inclusive of non-working days.
 - (3) The additional 14 days' sick leave on full pay and the 62 days' sick leave on half pay shall be deemed to be grantable over a period of one calendar year.
- 4.6.3 "Prolonged illness" means illness involving stay in a hospital/clinic as an in-patient and any period thereafter or illness necessitating absence from work for a minimum period of 12 consecutive working days.
- 4.6.4 Any absence on account of illness in excess of 88 days shall invariably be without pay.
- 4.6.5 Any paid sick leave in excess of 12 working days shall be considered as an advance and shall, on the officer being appointed on the permanent and pensionable establishment, be refunded at the rate specified in paragraph 4.5.1 (7).
- 4.6.6 Sick leave unutilized at the end of the year out of the annual entitlement of 12 working days, up to a maximum of six days, shall be paid in cash each year at the rate of 1/22 of the monthly salary per day.

Section 7: Sick Leave – Part-Time Employees

- 4.7.1 (1) (a) A part-time employee who has been in continuous employment for 12 consecutive months and who puts in 40 hours of work weekly, shall be eligible for 12 working days' sick leave on full pay in a calendar year.
- (b) A part-time employee who has been in continuous employment for 12 consecutive months and who puts in less than 40 hours of work weekly, shall be eligible for sick leave on a pro-rata basis depending on the number of hours of work per week based on the principle at sub -paragraph (1) (a) above.
- (2) (a) The refund of unutilized sick leave in respect of a part-time employee who puts in 40 hours of work weekly shall be computed on the same basis as at paragraph 4.6.6.
- (b) The refund of unutilized sick leave in respect of a part-time employee who puts in less than 40 hours of work weekly shall be computed on a pro-rata basis depending on the number of hours of work per week.

Section 8: Maternity Leave/Adoption Leave/Parental Leave

- 4.8.1 (1) (a) A female officer shall be granted, in the event of a confinement, 12 weeks' maternity leave. The leave shall be on full pay where the officer -
- (i) holds a substantive appointment; or
 - (ii) has completed one year's continuous service.
- (b) Where the officer does not satisfy the conditions at sub-paragraph 1 (a), she may, on application, be granted up to a maximum of 12 weeks' maternity leave without pay.
- (2) A maximum of four weeks' leave out of the 12 weeks' entitlement may be granted as maternity leave before confinement.
- (3) Maternity leave with full pay shall be limited to three confinements while in service. Any leave required for subsequent confinements shall be reckoned against the officer's vacation leave entitlement or as leave without pay, as appropriate.
- 4.8.2 Where a female officer gives birth to a still born child, her absence from work may, upon production of a medical certificate, be reckoned –
- either**
- (a) as sick leave or as maternity leave whereby the number of confinements for which she is eligible for maternity leave will be reduced;
- or**
- (b) as maternity leave whereby the number of confinements for which she is eligible for maternity leave will be reduced.
- 4.8.3 A pregnant officer may, on application, be granted by her Supervising Officer time-off for pre-natal treatment, which shall be reckoned against either her sick/casual/annual/vacation leave entitlement.
- 4.8.4 A female officer is granted six weeks' special leave in addition to her maternity leave for births exceeding two.
- 4.8.5 A female officer may, subject to exigencies of service, in the period of 12 months following the expiry of maternity leave be granted in addition to vacation leave a maximum of nine months' leave without pay.
- 4.8.6 (1) Priority of consideration will be given for the grant of vacation leave to a male officer following confinement of his wife.

(2) Around the time of child birth a father may, subject to exigencies of service, take his normal casual leave as well as up to eight days leave from his accumulated vacation leave which is inclusive of the normal five days accumulative leave taken on and off or at a stretch.

4.8.7 Following the demise of his working wife after delivery of a non-still born child, the husband holding a substantive appointment or having completed one year's continuous service, may be granted parental leave on full pay of a duration equal to the unused portion of the maternity leave which the deceased wife was entitled to.

4.8.8 In case of the demise of a non-working wife after delivery of a non-still born child, the husband holding a substantive appointment or having completed one year's continuous service, shall be granted parental leave on full pay equivalent to the hypothetical unused maternity leave computed as from the date of delivery.

4.8.9 (1) Both male and female officers holding a substantive appointment or reckoning at least 12 months' continuous service, shall on production of documentary evidence, be granted adoption leave as follows:

Age of child adopted	Adoption Leave granted
Up to 3 months	12 weeks
3 months but less than 3 years	6 weeks
3 years to 11 years	3 weeks
11 years to 18 years	1 week

(2) Adoptive parents may jointly take adoption leave such that the aggregate amount of leave does not exceed the amount prescribed at sub-paragraph (1) above;

(3) Paid adoption leave shall be granted in respect of a maximum of three occasions; and

(4) Adoptive parents who do not qualify for paid adoption leave shall be granted leave without pay for adoption purposes.

Section 9: Vacation Leave

4.9.1 The grant of vacation leave is the responsibility of the Supervising Officer except for officers of the administrative cadre where the approval of the Secretary to Cabinet and Head of the Civil Service is required for any period of vacation leave exceeding twelve days.

4.9.2 (1) Vacation leave shall, as far as possible, be taken every year and an officer shall apply for such leave before reaching his normal maximum entitlement.

(2) A "Leave Programme" shall be established at the beginning of each calendar year to ease the taking of vacation leave and to minimize disruption in the smooth running of the Ministry or Department.

4.9.3 (1) An officer shall earn vacation leave as from the date he is appointed in a substantive capacity.

(2) Vacation leave for period shall be computed as shown at Appendix 4B.

(3) Vacation leave shall not be granted in advance. It shall be computed on a pro-rata basis in respect of the actual period served.

(4) An application for vacation leave shall be made well before the date an officer proposes to proceed on leave.

4.9.4 (1) Vacation leave shall be computed as follows –

Length of Service (in years)	Leave Earning Rate per annum (in days)	Maximum Leave that can be accumulated (in days)
Up to 5	25	105
5+ to 10	30	140
10+ to 15	35	175
Over 15	35	210

(2) For the purpose of determining eligibility for vacation leave, the length of service of an officer shall start from the date he joins the public service and begins to be paid from public funds irrespective of the capacity in which he is employed.

(3) Any period of break or leave without pay or secondment to outside bodies (whether approved service or not) shall be deducted in determining length of service.

4.9.5 (1) A teacher of the Pre-Primary, Primary and Secondary Schools shall not earn vacation leave during periods of school holidays, except for those periods when he is officially in attendance.

(2) A teacher of the Pre-Primary, Primary and Secondary Schools in post as at 30 June 2008 may be allowed to take up to a maximum of 19 days' vacation leave during term time subject to the exigencies of the service.

(3) Where, in a calendar year, a teacher of the Pre-Primary, Primary and Secondary Schools has not taken advantage of his annual vacation leave during term time, he

may be allowed to accumulate up to 50% of the annual vacation leave entitlement over and above the leave ceiling annually.

- (4) The vacation leave accumulated at sub-paragraph (3) may be taken as leave prior to retirement.
- (5) In case the services of the officers are required during the leave prior to retirement granted under sub-paragraph (4), they will be refunded the accumulated vacation leave at the rate of 1/30 of the last monthly salary per day at the time of retirement.
- (6) Notwithstanding the provision at sub-paragraph (2) above, officers of the Pre-Primary, Primary and Secondary Schools may, subject to the exigencies of the service, be granted vacation leave in excess of the normal 19 days entitlement during term time in the following cases –
 - (i) where the officer proceeds on leave prior to retirement;
 - (ii) for medical treatment overseas for self or to accompany an immediate member of the family for treatment abroad when such treatment is not available locally;
 - (iii) for convalescence purposes following depletion of the officer's sick leave entitlement including sick leave accumulated into "bank";
 - (iv) immediately after maternity leave entitlement;
 - (v) attending the graduation ceremony of an immediate member of the family abroad;
 - (vi) for the wedding of the officer or the officer's children; and
 - (vii) for any other case, once in the officer's career.
- (7) Vacation leave should not be granted during the third term except for reasons specified at sub-paragraph (6) above.
- (8) Employees joining the teaching profession as from 1 July 2008 shall be eligible to vacation leave during term time only in the circumstances described under sub-paragraph (6) (i) - (vii) above.
- (9) For the purpose of this section the term "immediate member of the family" is deemed to mean the officer's father, mother, spouse and children.

- 4.9.6 (1) An officer falling in sensitive, critical, essential or scarcity areas shall only be authorised to earn vacation leave over and above his normal maximum entitlement, provided that-
- (a) he has made a written application for vacation leave and on reasonable grounds, he has not been released by his Supervising Officer/Responsible Officer or the Authorities due to the exigencies of the service; and
 - (b) he has been informed in writing that his request for vacation leave has not been acceded to, due to exigencies of the service as well as the date he could be granted such leave.
 - (c) For the purpose of this section -
 - (i) "sensitive, critical or essential areas" means where the services, with a small establishment size of one or two officers, are of vital importance involving either policy formulation at the highest level or forming part of personnel responsible for security of the state or of essential services where the release of the incumbent(s) would cause serious disruption of work.
 - (ii) "exigencies of the service" means where the demand of the service does not allow the release of an officer and the remaining labour force would not be able to cope with the total workload during the absence of the officer on leave.
- (2) An officer other than an officer under sub-paragraph (1), who applies for vacation leave and cannot be granted such leave due to the exigencies of the service, shall be allowed to earn vacation leave over and above his normal maximum entitlement, subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms. The procedures to be followed are set out at Appendix 4C.
- 4.9.7 (1) No officer shall be allowed to earn vacation leave over and above his normal maximum entitlement until he has reached his ceiling.
- (2) Vacation leave accumulated over and above the normal maximum entitlement shall be kept in a separate account to be known as "Beyond Ceiling Vacation Leave Account".
 - (3) Such leave shall be granted to an officer, on application, only when he has exhausted the balance of vacation leave accumulated in the normal vacation leave scheme.
 - (4) On the retirement of an officer, any balance of vacation leave accumulated in the "Beyond Ceiling Vacation Leave Account" shall either be taken as leave prior to

retirement or earlier; or be cashed at the time of retirement at the rate of 1/30 of the last monthly salary per day.

- 4.9.8 The minimum vacation leave that can be taken at any one time is seven consecutive days except where it is granted as casual leave under paragraphs 4.2.3 (2) and 4.2.3 (3).
- 4.9.9 Where an officer retires from the service, his vacation leave shall be computed up to the date preceding the day on which his leave prior to retirement starts.
- 4.9.10 An officer shall not earn vacation leave during any of the following periods -
- (a) vacation leave;
 - (b) vacation leave taken as casual leave;
 - (c) sick leave in excess of 21 working days in any calendar year;
 - (d) accumulated sick leave taken as leave prior to retirement;
 - (e) leave without pay;
 - (f) injury leave;
 - (g) maternity leave/adoption leave/parental leave;
 - (h) study leave with or without pay; and
 - (i) interdiction.
- 4.9.11 (1) An officer shall take all the vacation leave granted to him unless recalled to duty by his Supervising Officer.
- (2) An officer recalled to duty shall be refunded the balance of leave not taken subject to his maximum entitlement.
- (3) Where, to suit his own convenience, an officer resumes duty before the expiry of his vacation leave, he shall forego the balance of leave not taken.
- 4.9.12 (1) Where an officer, normally domiciled in the Island of Mauritius, is posted to Rodrigues or in the Outer Islands for a tour of service, he shall during the period of his service there, earn vacation leave at the rate of 50% more than what he is eligible for in respect of that period.
- (2) The additional leave granted under sub-paragraph (1) may be accumulated over and above the normal entitlement.
- (3) An officer on a tour of service in Rodrigues or in the Outer Islands shall not be allowed to enjoy vacation leave, save in exceptional cases.

4.9.13 An officer who is required by his Supervising Officer to undertake any official work during his vacation leave shall be refunded the leave foregone subject to his maximum entitlement.

Section 10: Study Leave with Pay

4.10.1 An officer shall be eligible for study leave with full pay where he is nominated for -

- (a) in-service training, that is, training under an approved scheme; or
- (b) an open scholarship which is considered as in-service training and the course is a priority field of study.

4.10.2 (1) Study leave with pay may be granted to an officer by his Responsible Officer for attending a training course provided the following conditions are fulfilled -

- (a) the officer is confirmed in his post;
- (b) the course is of less than four months' duration;
- (c) suitable arrangements have been made for the officer's duties to be performed during his absence;
- (d) the officer has not attended any course for the last three years; and
- (e) any financial implications are cleared.

(2) Where any of the conditions specified in sub-paragraphs 1(a) to (d) are not met, the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, shall be sought.

(3) The procedures specified in the Regulations shall be followed where the training is likely to enhance an officer's qualifications or fit him for promotion to a higher post.

4.10.3 (1) The period of study leave with full pay shall be from the day the course starts to the day the course/examination ends.

(2) For overseas courses, the officer shall be granted two additional days paid leave for travelling each way, from and to Mauritius.

4.10.4 An officer who wishes to await the result of his examination before resuming duty may be granted on application an extension of leave. Such extension shall be reckoned against his earned vacation leave or be without pay, as the case may be.

4.10.5 (1) An officer who fails his examinations may, on submission of relevant documentary evidence, be granted an extension of study leave up to a maximum of three months on half pay immediately following the examination results. Any extension beyond three months shall be without pay.

- (2) Any extension of leave either on half pay or without pay may be reckoned against an officer's earned vacation leave, if he so wishes.
- (3) An officer who takes vacation leave in lieu of study leave following examination results automatically forgoes study leave on half pay.
- (4) An officer may combine his vacation leave with study leave on half pay where the former leave is not adequate to make up for the three months' leave. The aggregate of leave taken should not be more than three months.

4.10.6 An officer who is nominated for training, whether locally or overseas, shall be required, before he proceeds on study leave, to enter into a bond as specified in Appendix 1F, where -

- (a) the course/training is of one academic year or more; or
- (b) irrespective of the length of the course/training provided:-
 - (i) he has been selected by, or nominated with the approval of the appropriate Service Commission; and
 - (ii) he follows a course leading to an examination and the award of a certificate.

4.10.7 (1) An officer entering into a bond shall be required, on resumption of duty, to serve as follows –

- (a) three years, where the course/training is of twelve months duration or less; and
- (b) five years, where the course/training is of more than twelve months duration.

(2) The period to be served shall be specified in the bond.

4.10.8 The bond shall be drawn up in the Ministry or Department in which the officer is serving, and typed in two copies. This bond is exempted from registration in accordance with the Seventh Schedule to the Registration Duty Act.

4.10.9 Where an officer, who has entered into a bond, fails to observe any of the conditions thereof, the Ministry or Department concerned shall take the following steps -

- (a) inform the officer, without delay, in writing that the amount of the bond has become due and should be settled within 15 days, failing which legal action would be taken;

- (b) report the case immediately to the Ministry of Finance and Economic Development.

4.10.10 (1) Where an officer has been sponsored to follow an in-service training course including attendance in workshops and seminars, he shall, on resumption of duty, submit to his Supervising Officer a report, in writing, on the training and its relevance and usefulness. The Supervising Officer shall forward a copy of the report to the Ministry of Finance and Economic Development and to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms.

- (2) The report shall, as far as possible, be based on the guidelines provided at Appendix 4D.

Study Leave with Pay (Part-time Courses)

4.10.11(1) Officers enrolled on self financing courses at the University of Mauritius and University of Technology are granted:

- (a) subject to the exigencies of the service, one hour release before the commencement time of the courses up to a maximum of two half days per week by their respective Supervising Officer. Any additional leave required by those officers shall, if granted, be offset against the casual and vacation leave to which they may be entitled or leave without pay as the case may be.
- (b) for revision and examination purposes, a total of three weeks' leave on full pay in each academic year, but only as from the second year of study up to a maximum of three years.

- (2) Officers who are in the final year of study may opt to take the three weeks' leave for revision and examination purposes or for examination and dissertation purposes or for a combination of revision, examination and dissertation purposes, provided they do not exceed the three weeks' leave.

4.10.12 Officers following self financing courses whose examinations are conducted under the supervision of the Mauritius Examination Syndicate are not granted leave to follow such courses. However, for revision and examination purposes they are granted a total of three weeks' leave on full pay for each academic year or level of study up to a maximum of three years. The leave will be granted only as from the second year of study or as from level two of the course, as appropriate.

Section 11: Study Leave without Pay

4.11.1 (1) An officer who intends to pursue higher studies may, subject to the exigencies of

the service, be granted leave without pay where he satisfies the following conditions:-

- (a) he holds a substantive appointment;
 - (b) the course is full-time;
 - (c) he holds at least a Higher School Certificate or equivalent; and
 - (d) he produces documentary evidence of having been admitted to a full-time course specifying its duration.
- (2) An officer may be granted leave without pay in respect of technical/vocational/religious studies.
 - (3) An officer shall be granted leave without pay for the duration of the course up to a maximum of four years in aggregate and subject to the following:-
 - (a) such leave shall be granted for a maximum period of one year in the first instance; and
 - (b) extension of such leave at the end of each academic year shall only be granted on production of documentary evidence of continued studies in the same field.
 - (4) An officer who wishes to await the result of his examination before resuming duty, may apply for an extension of leave without pay.
 - (5) An officer who fails his examination shall, on application and on submission of relevant documentary evidence, be granted an extension of leave without pay.
- 4.11.2 (1) An officer who holds a substantive appointment and is nominated for an open scholarship which is not considered as in-service training shall be granted study leave without pay.
- (2) The period of study leave without pay shall correspond to the length of the course.
- 4.11.3 (1) An application for study leave without pay in respect of an officer in the General Services grades shall be submitted to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, for consideration. When submitting the application, the Supervising Officer shall state whether the officer satisfies the conditions specified at paragraph 4.11.1.
- (2) (a) An application for study leave without pay in respect of an officer in the departmental grades shall be approved by the Supervising Officer, subject to the officer satisfying the conditions specified at paragraph 4.11.1(1).
 - (b) Study leave without pay granted under sub-paragraph (2) (a) shall be subject to the conditions at paragraph 4.11.1 (3).

Section 12: Leave without Pay

4.12.1 Subject to the interest and exigencies of the service, an officer holding a substantive appointment in the Government Service may be granted leave without pay -

- (a) to take up employment -
 - (i) in Parastatal and other Statutory Bodies as well as in other institutions with approved service status during the probationary period of employment up to a maximum aggregate period of two years in a period of 10 years subject to the provisions of sub-paragraph 4.12.10;
 - (ii) in the private sector in Mauritius for an aggregate period not exceeding one year in a period of 10 years subject to the provisions of sub-paragraph 4.12.10;
 - (iii) in international organisations, (World Health Organisation, World Bank, etc.) of which Mauritius is a member, foreign countries under a scheme approved by Government and member countries of regional organisations like SADC, for the duration of the initial contract or an aggregate period of three years whichever is the longer over a period of 10 years. Subject to production of documentary evidence that contributions have been made to a pension scheme and pensions would be payable for continuous service, the leave without pay may be extended for an aggregate period not exceeding five years, subject to the approval of the High Powered Committee.
- (b) to undertake consultancy for short periods of contract of not less than six months in international organisations (of which Mauritius is a member), foreign countries under a scheme approved by government and member countries of regional organisations for an aggregate period not exceeding two years over a period of 10 years subject to the provisions of paragraph 4.12.10.
- (c) to accompany overseas their spouses who are public officers proceeding on approved leave or who are not public officers but employed in international organisations (of which Mauritius is a member) in foreign countries under government approved schemes or in member countries like SADC for the duration of the initial contract where spouses would be required to serve.

4.12.2 A female officer who has already benefited from maternity leave with full pay for three confinements may, on application, be granted leave without pay for a period of up to 12 weeks in the event of subsequent confinements;

4.12.3 A female officer, including a female officer not holding a substantive appointment may, subject to the exigencies of the service, be granted up to nine months leave without pay in the period of 12 months following confinement to look after her baby.

- 4.12.4 Male and female officers who have already benefited from adoption leave with pay for three adoptions may be granted leave without pay for subsequent adoptions.
- 4.12.5 An officer who has been granted leave without pay for one year over a period of 10 years to take up employment in a Mauritian branch of an international private/multinational company may, subject to approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, be allowed to take advantage of the leave without pay or for part of the year in the event of an overseas posting in the same company subject to the provisions of paragraph 4.12.10.
- 4.12.6 Except for officers in scarcity areas or where replacement is not easily available and retention is difficult or where training at government expense has been incurred for a period of one year or more, an officer may, subject to the exigencies of service, be granted leave without pay to explore possibility for emigration for an aggregate period of one year over a period of 10 years subject to the provisions of paragraph 4.12.10.
- 4.12.7 An application for leave without pay, supported by documentary evidence, shall be submitted to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, for consideration.
- 4.12.8 Subject to the interest and exigencies of the service, a Supervising Officer may grant leave without pay for private purposes including family commitments to –
- (a) an officer holding a substantive appointment, for a period not exceeding an aggregate of 90 days that can be taken either at a stretch or be staggered in a maximum number of three times every 10 years subject to the provisions at paragraph 4.12.1; and
 - (b) an officer not holding a substantive appointment for a maximum period of 14 days.
- 4.12.9 Any period of leave without pay shall be reckoned as pensionable service, provided the officer contributes 18% of the salary of his substantive post to Government.
- 4.12.10 For the purpose of this section, the period of 10 years shall be deemed to have taken effect on 1 July 2003.

Section 13: Passage Benefits

- 4.13.1 Where an officer was eligible for passage benefits before 1 July 2003, such benefits shall be computed on the basis of his substantive post as shown in Appendix 4E.
- 4.13.2 (1) As from 1 July 2008, an officer on permanent and pensionable establishment drawing a minimum monthly basic salary of Rs 19000 or reckoning at least eight years' service should earn passage benefits at the rate of 5% of his gross salary annually or the equivalent cost of 3900 km of the Group Tour Air Fare Mauritius - London - Mauritius at off peak (low season) rate whichever, is the higher.

- (2) Exceptionally, in case of medical emergency, the rate at the time of travel will be applicable.
- 4.13.3 The computation of the length of service of an officer shall be on the same basis as specified in paragraph 4.9.4 (2).
- 4.13.4 Passage benefits shall not accrue to an officer in respect of any of the following periods –
- (a) vacation leave;
 - (b) vacation leave taken as casual leave;
 - (c) sick leave in excess of 21 working days in any calendar year;
 - (d) accumulated sick leave taken prior to retirement;
 - (e) leave without pay;
 - (f) injury leave;
 - (g) maternity leave/adoption leave/parental leave;
 - (h) study leave with or without pay;
 - (i) interdiction; and
 - (j) probationary period.
- 4.13.5 (1) An officer may use his passage entitlement to meet the cost of tickets towards the destination of his choice provided that the balance standing to his credit is Rs 10,000 or more.
- (2) Where an officer and his spouse are public officers and they are both eligible for passage benefits under paragraph 4.13.2, they may use their passage benefits provided they have jointly accumulated an aggregate of Rs 20,000 or more.
- 4.13.6 (1) Passage benefits may be used by officers:-
- (a) for travel purposes for themselves and for the immediate members of their families namely spouses and dependent children below 21 years as well as for their dependent children aged up to 30 years old and who are following full time course in a tertiary institution either locally or abroad;
 - (b) for travel purposes in favour of their mother and/or father;
 - (c) to meet the costs of other expenses in connection with their travel or cash either partly or wholly any balance of their accumulated benefit at the time of travel;
 - (d) for medical treatment for themselves/immediate member of their family overseas; and

- (e) to meet fees in connection with SC and HSC examinations for their wards even if the balance standing to their credit is less than Rs 10,000.
- (2) Officers may cash part of the whole amount of their accumulated passage benefits for spending vacation at inland hotels/recreational resorts provided they produce documentary evidence to that effect and their accumulated passage benefits is not less than Rs 10,000.
- (3) Officers serving in missions abroad may cash part or the whole amount of their accumulated passage benefits for spending vacation leave abroad in hotels/recreational resorts provided they produce documentary evidence and they have a balance of not less than Rs 10,000 standing to their credit.
- 4.13.7 (1) Passage benefits shall be granted subject to funds being available.
- (2) Notwithstanding paragraph 4.13.5 and sub-paragraph (1), where an officer or any immediate member of his family must proceed overseas for medical treatment not available locally, he may, subject to the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, be allowed, as an exceptional measure, to make use of his passage benefits.
- (3) An officer shall not be granted passage benefits under sub-paragraph (2) except on the recommendation of the Ministry of Health and Quality of Life.
- 4.13.8 (1) Subject to paragraph 4.13.5, an officer who wishes to make use of his passage benefits to travel abroad shall submit his application to the Accountant-General through his Supervising Officer, well in advance on the prescribed form as specified at Appendix 4F.
- (2) The Supervising Officer shall transmit, three weeks before the date of departure, the application form, duly filled, and the necessary documentary evidence to the Accountant-General together with a detailed statement of passage benefits earned by the officer up to the end of the month preceding the date of departure on leave, as per pro forma at Appendix 4G.
- (3) The Accountant-General shall confirm to the travel agents concerned the passage arrangements and state the extent of Government's liability towards the passage costs of the officer.
- 4.13.9 (1) An officer who cancels or alters his passage arrangements shall immediately notify, in writing, his Supervising Officer and the Accountant-General. Any liability arising out of such cancellation or alteration must be met by the officer.
- (2) In case the officer has been paid partly or wholly the balance of his passage benefits to meet other expenses in connection with his travel overseas, he shall refund the amount, in toto, immediately to the Accountant-General.

- 4.13.10 (1) Where an officer or any immediate member of his family has travelled abroad at his own expenses, he may, on application and subject to paragraph 4.13.5, be refunded the amount disbursed on overseas travel up to the amount of his passage benefits accumulated at the time of travel provided the application is made within three months from the date of return. The application shall be made on the prescribed form as specified at Appendix 4F.
- (2) An officer or any immediate member of his family may, on application and subject to paragraph 4.13.5, be refunded the amount disbursed for spending vacation at inland hotels/recreational resorts, provided the application is made within three months as from date specified on the payment voucher of the hotel/recreational resort.
- (3) The Supervising Officer shall transmit the application form, duly filled, and the necessary documentary evidence to the Accountant-General together with a detailed statement of the passage benefits earned by the officer as at the end of the month preceding the date of departure on leave.
- 4.13.11 An officer shall, at the time of retirement, be paid the monetary value of all passage benefits standing to his credit.
- 4.13.12 On the death of an officer, the monetary value of all accumulated passage benefits shall be paid to his heirs.
- 4.13.13 (1) A Supervising Officer shall arrange for a passage benefits account to be kept in respect of every officer of his Ministry who is eligible for passage benefits.
- (2) Passage benefits shall be worked out on a financial year basis, that is 1 January to 31 December.
- (3) For the purpose of sub-paragraph (2), a financial year shall be considered to be of 365 days or 366 days, as applicable.
- (4) Where an officer is transferred, details of his passage benefits account shall be forwarded to his new Ministry/Department.
- 4.13.14 (1) Where an officer retires from the service, his passage benefits shall be computed up to the date preceding the day on which his leave prior to retirement starts.
- (2) On the death of an officer, his passage benefits shall be computed up to the date of death.
- (3) In all other cases, the passage benefits of an officer shall be computed up to the end of the month preceding the date of departure on leave.

- 4.13.15 (1) An officer, using his passage benefits, shall make his travel arrangements with Air Mauritius or any IATA approved travel agent to be entitled to the following discount on the cost of airfare or on his accumulated passage benefits entitlement, whichever is the lower –
- (a) 10% if the travel is on board of Air Mauritius;
 - (b) 5% if the travel is on board of other carriers.
- (2) The 10% discount is applicable only for point to point travel on Air Mauritius services. Multi-sector routings involving Air Mauritius sectors and non-Air Mauritius sectors are excluded.
- (3) The passage benefits discount is not applicable for infants, students, senior citizens, promotional and other discounted fares.

APPENDIX 4A

Paragraph 4.5.1 (4)

SICK LEAVE ENTITLEMENT

- (a) For service before 1.8.87: 3 days for each completed year of pensionable service.
- (b) For period 1.8.87 to 30.6.93 -

- (1) Sick leave entitlement in a calendar year: 28 days
 - (2) Maximum number of cumulative days annually: 20
 - (3) Maximum number of cumulative days in all: 240
 - (4) Maximum number of cumulative days for period 1.8.87 to 31.12.87: 8
 - (5) Maximum number of cumulative days for period 1.1.93 to 30.6.93: 10
- (c) For period 1.1.93 to 30.6.93, the amount of sick leave taken in excess of 14 days shall be debited from the sick leave bank as at 30.6.93. Where the bank balance is insufficient, the excess leave shall be considered as an advance.
- (d) For period 1.7.93 to 30.6.2003 -
- (1) Sick leave entitlement in a calendar year: 21 working days
 - (2) Sick leave not taken at the end of the year to be accumulated to a bank maximum of 90 days
 - (3) Subject to eligibility, maximum number of days refundable in cash for a calendar year: 11 days
- (e) For period 1.7.2003 to 30.6.2008 -
- (1) Sick leave entitlement in a calendar year: 21 working days
 - (2) Sick leave not taken at the end of the year to be accumulated to a bank maximum of 90 days
 - (3) Subject to eligibility, maximum number of days refundable in cash: 11 days at the rate of 1/22 of monthly salary per day
 - (4) Subject to eligibility, maximum additional number of days refundable in cash for period 1.1.2003 to 31.12.2003: 2½ days at the rate of 1/44 of monthly salary per day

APPENDIX 4A (contd.)

- (5) Subject to eligibility, maximum additional number of days refundable in cash for a calendar year for period 1.1.2004 to 30.6.2008: 5 days at the rate of 1/44 of monthly salary per day

Paragraph 4.9.3 (2)

VACATION LEAVE ENTITLEMENT**A. Vacation Leave Entitlement as at 30.6.93****Officers holding a substantive appointment**

Length of Service (in years)	Leave Earning rate per annum (in days)	Maximum leave to be accumulated (in days)
Up to 5	20	75
5 + to 10	25	90
10 + to 20	30	120
Over 20	35	120

B. Vacation Leave Entitlement for period 1.7.93 to 30.6.98**(1) Non-Teaching Staff**

Monthly Salary inclusive of CSAT Award 1996	Length of Service (in years)	Leave Earning Rate per annum (in days)	Maximum leave to be accumulated (in days)
Less than Rs 9, 300	Up to 5	20	75
	5+ to 10	25	90
	10+ to 20	30	120
	Over 20	35	150
Rs 9,300 – less than Rs 15,000	Up to 5	25	90
	5+ to 10	30	120
	Over 10	35	150
Rs 15,500 and above	Up to 5	30	120
	5+ to 10	35	150
	Over 10	35	180

(2) Teaching Staff in Pre-Primary, Primary and Secondary Schools

Monthly Salary inclusive of CSAT Award 1996	Length of Service (in years)	Leave Earning Rate per Annum (in days)	Maximum Leave to be accumulated (in days)
Less than Rs 9,300	Up to 5	15	60
	5+ to 10	20	70
	10+ to 20	25	95
	Over 20	30	120
Rs 9,300 – less than Rs 15,000	Up to 5	20	70
	5+ to 10	25	95
	Over 10	30	120
Rs 15,500 and above	Up to 5	25	95
	5+ to 10	30	120
	Over 10	30	145

APPENDIX 4B (Contd.)

(C) Vacation Leave Entitlement for period 1.7.98 to 30.6.2008

Officers on the permanent and pensionable establishment including Teachers of the Pre-Primary, Primary and Secondary Schools

Length of Service (in years)	Leave Earning Rate per Annum (in days)	Maximum Leave to be accumulated (in days)
Up to 5	25	90
5+ to 10	30	120
10+ to 15	35	150
Over 15	35	180

(D) Vacation Leave Entitlement as from 1.7.2008

Officers on the permanent and pensionable establishment including Teachers of the Pre-Primary, Primary and Secondary Schools and Trainers/Training Officers and Instructors of the MITD

Length of Service (in years)	Leave Earning Rate per Annum (in days)	Maximum Leave to be accumulated (in days)
Up to 5	25	105
5+ to 10	30	140
10+ to 15	35	175
Over 15	35	210

Paragraph 4.9.6 (2)

**Procedures to be followed for the Accumulation of Vacation
Leave Beyond Ceiling**

1. Where an officer who has accumulated vacation leave up to his prescribed ceiling, makes a written application for vacation leave and cannot, on reasonable grounds, be released due to the exigencies of the service, the Supervising Officer shall inform the officer in writing that his request for leave has not been entertained.
2. The Supervising Officer shall refer the matter immediately to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, specifying the reasons why the officer cannot be released and stating the date on which the officer could, according to him, be granted such leave.
3. The approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for the accumulation of vacation leave above ceiling shall be subject to the reasonableness of the grounds put forward by the Ministry/Department concerned for not approving the request for vacation leave of the officer.
4. Where the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms is obtained, the Supervising Officer shall inform the officer in writing and request him to re-apply for vacation leave as from the date specified by the Supervising Officer under paragraph 2 above.
5. In case the officer re-applies for leave on the date specified and he cannot again be released due to the exigencies of the service, the same procedure as above shall be followed.
6. A "Beyond Ceiling Vacation Leave Account" shall be kept as a separate account in respect of the officer, and vacation leave earned over and above the prescribed ceiling, i.e, as from the date the officer would have proceeded on leave up to the date specified by the Supervising Officer at paragraph 2 above, shall be credited in the account.

Paragraph 4.10.10 (2)

**Guidelines on Report on In-service Training
Courses/Seminars/Workshops**

The report shall be on the following lines -

1. A brief description of the whole programme with a concise description of its salient features.
2. A statement on the objectives of the programme and how these relate to the developmental needs of the nominating organisation.
3. Relevance and utility of the programme to the officer's present functions and future responsibilities, and to the profession in general wherever applicable.
4. Recommendations as to whether the authorities should take advantage of similar training programmes in future.
5. General comments on the programme to include information on the venue, duration, course administration, board and lodging facilities, visits, and the level of the other participants.
6. Proposals.

Paragraph 4.13.1**Passage Benefits Entitlement****(1) Passage Assistance (up to 31.12.73)**

Category	Tour of Service (in years)	Overseas Leave (in months)
Officers drawing an annual salary of Rs 19,080 or more	4	4
Officers drawing an annual salary of Rs 12,840 but less than Rs 19,080	6	4
Officers drawing an annual salary below Rs 12,840	8	4

Note

The computation of passage assistance shall be made on the basis of Rs 5,392, representing the then cost of two return air passages Mauritius-London-Mauritius provided the following conditions were fulfilled –

- (a) the officer was civilly married before that date;
- (b) his wife was living with him;
- (c) his wife was not a public officer eligible in her own right for passage assistance;

otherwise the computation shall be made on the basis of Rs 2,696 representing the cost of one return air passage Mauritius-London-Mauritius.

(2) Passage Credits (1.1.74 to 30.6.77)

Passage credits at the rate of 3½ % of pensionable emoluments for each year of residential service as from 1.1.74, subject to a maximum of Rs 2,100 per annum. The eligible officers were those drawing -

- (a) a salary of Rs 1,625 or more monthly;
- (b) a salary of less than Rs 1,625 monthly but not less than Rs 1,000 monthly and who had completed 20 years' continuous service;
- (c) a salary of less than Rs 1,625 monthly and who were eligible for passages under 1969 Leave and Passage Regulations, i.e., those who were appointed to the permanent and pensionable establishment as follows –
 - (i) before 1.1.58 and had opted for overseas leave;
 - (ii) on or after 1.1.58 but before 1.7.69 and were drawing a salary of Rs 12,840 or more yearly; and
 - (iii) on or after 1.7.69 but before 1.7.73 and were drawing a salary of Rs 14,520 or more yearly.

APPENDIX 4E(CONTD.)

Note

C.O.L.A/E.R shall be integrated with salary with effect from 1.7.75 and the salary levels which attracted passage credit shall be adjusted accordingly.

(3) Air Mileage Credits (1.7.77 to 31.7.87)

Salary per month (basic salary excluding extra remuneration) Rs	Annual Air Mileage Credit Miles
Less than 1,625 with 20 years' service	4,230
1,625 – 2,499	5,920
2,500 – 3,999	8,460
4,000 and above	11,840

Note

Air mileage credit accumulated as at 31.7.87 shall be converted at the then prevailing rate of Rs 1.19 per mile

(4) Passage Benefits (1.8.87 to 30.6.93)

As from 1.8.87, passage benefits shall be earned on the basis of salary in the substantive post as follows –

Category	Earning Rate
An officer drawing a monthly basic salary of Rs 5,000 or more	5% of annual salary
An officer drawing a monthly basic salary of less than Rs 5,000 who has completed 15 years' service	5% of annual salary or Rs 1,700 per annum, whichever is the higher

(5) Passage Benefits (1.7.93 to 30.6.98)

As from 1.7.93, passage benefits shall be earned as follows –

Monthly Salary inclusive of CSAT Award 1996	Annual Credit
Less than Rs 7,500 but with 15 years' service	5% of annual salary or 3,900 kms
Rs 7,500 – less than Rs 11,200	5% of annual salary or 4,800 kms
Rs 11,200 – less than Rs 15,500	5% of annual salary or 6,900 kms
Rs 15,500 – less than Rs 17,000	5% of annual salary or 8,200 kms
Rs 17,000 and above	5% of annual salary or 10,000 kms

APPENDIX 4E (CONTD.)

(6) Passage Benefits (1.7.98 to 30.6.2003)

As from 1.7.98, passage benefits shall be earned on the basis of basic salary in the substantive post as follows –

Category	Earning Rate
Less than Rs 9,870 but with 12 years' service	5% of annual salary or equivalent cost of 3,900 kms of Group Tour Air Fare Mauritius-London-Mauritius at off peak (low season) rate, whichever is the higher
Rs 9,870 and above	

(7) Passage Benefits (1.7.2003 to 30.6.2008)

As from 1.7.2003, passage benefits shall be earned on the basis of basic salary in the substantive post as follows –

Category	Earning Rate
Less than Rs 13,000 but with 10 years' service	5% of annual salary or equivalent cost of 3,900 kms of Group Tour Air Fare Mauritius-London-Mauritius at off peak (low season) rate, whichever is the higher
Rs 13,000 and above	

(8) Passage Benefits (as from 1.7.2008)

As from 1.7.2008, passage benefits shall be earned on the basis of basic salary in the substantive post as follows –

Category	Earning Rate
Less than Rs 19,000 but with 8 years' service	5% of annual salary or equivalent cost of 3,900 kms of Group Tour Air Fare Mauritius-London-Mauritius at off peak (low season) rate, whichever is the higher
Rs 19,000 and above	

Paragraph 4.13.8 (1)

APPLICATION FOR PASSAGE BENEFITS

(BEFORE FILLING THE FORM, PLEASE READ THE INFORMATION SHEET)

SURNAME: NIC No. [grid]

NAME:

MAIDEN NAME:

MARITAL STATUS: DATE OF BIRTH.....

PRESENT POST HELD:

MINISTRY/DEPARTMENT:

HOME ADDRESS:

TEL No.OFFICE: HOME.....

NAME OF BANK/BRANCH:

BANK A/C No [grid]

TRAVEL TO BE EFFECTED BY/VACATION TO BE SPENT IN INLAND HOTEL/RECREATIONAL RESORT

(Photocopies of Marriage/Birth/Studentship Certificates to be submitted, where applicable)

SELF :

SPOUSE :

CHILDREN :

.....

.....

MOTHER :

FATHER :

APPENDIX 4F(CONT.)

TRAVEL AGENT/INLAND HOTEL – RECREATIONAL RESORT

(Quotation or Receipt from Travel Agent/Hotel to be submitted where applicable)

NAME OF TRAVEL AGENT/HOTEL :

ADDRESS OF TRAVEL AGENT/HOTEL :

DETAILS OF TRIP/STAY :

AMOUNT QUOTED :

AMOUNT REQUESTED AS POCKET MONEY : Rs

(In case travel is not effected, the Accountant-General should be informed and the pocket money should be refunded in toto)

DATE OF DEPARTURE/PERIOD OF STAY:

DATE: SIGNATURE OF APPLICANT.....

TO BE FILLED BY MINISTRY/DEPARTMENT

TO: ACCOUNTANT-GENERAL

I certify that:-

(1) the officer has been granted days leave fromto to be spent abroad or otherwise;

(2) the particulars of the application for the use of Passage Benefits of the abovenamed officer are correct; and

(3) the computation of passage benefits as at Annex, earned by the officer from to is Rs and is correct.

NAME OF OFFICER:

*STATUS:

SIGNATURE:

DATE:

PHONE NO.:

*** SHOULD BE OF STATUS NOT BELOW THE RANK OF HUMAN RESOURCE OFFICER**

STAMP OF MINISTRY



Paragraph 4.13.10 (1)

COMPUTATION OF PASSAGE BENEFITS

NAME OF OFFICER:
 STATUS:
 DATE JOINED SERVICE:
 BREAK IN SERVICE: NO. OF DAYS:
 DATE ELIGIBLE FOR PASSAGE BENEFITS:
 COMPUTATION OF PASSAGE BENEFITS FOR THE PERIOD:

FINANCIAL YEAR	TOTAL NO.OF DAYS NOT ELIGIBLE FOR PASSAGE BENEFITS	SALARY		PASSAGE BENEFIT EARNED	
		MONTHLY RS	YEARLY RS	AT THE RATE OF 5% RS	IN KMS
TOTAL					

TOTAL KMS IN RS :

GRAND TOTAL :

PREPARED BY

NAME OF OFFICER:
 STATUS:
 SIGNATURE:
 DATE:
 PHONE No.....

VERIFIED BY

NAME OF OFFICER:
 STATUS.....
 SIGNATURE.....
 DATE:
 PHONE No.

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CHAPTER FIVE

Miscellaneous

Section 1: Human Resource Proposals

- 5.1.1 Human Resource proposals relate to -
- (a) creation of new posts;
 - (b) creation of additional posts in an existing grade;
 - (c) regrading/restyling of existing posts.
- 5.1.2 Before submitting Human Resource proposals, a Supervising Officer shall make an objective analysis of the manpower requirements of his organisation in relation to the prevailing workload. The basic guidelines to be followed for the submission of proposals for the creation of new and additional posts laid down at Appendix 5A, should be complied with.
- 5.1.3 Human Resource proposals for inclusion in the annual Programme Based Budgeting (PBB) shall be submitted to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms, on the appropriate Human Resource Proposals forms specified at Appendices 5B, 5C and 5D, by the end of July with copy to the Ministry of Finance and Economic Development.
- 5.1.4 Failure to use the appropriate form or to provide full and accurate information may result in delay in considering the proposal.
- 5.1.5 A Supervising Officer shall, where possible, mention in the Departmental Whitley Council any new proposal to enable the staff side to comment thereon.

Section 2: Scarcity Areas

- 5.2.1 (1) Entry grades requiring professional or technical qualifications will be considered as "scarce" provided -
- (a) these grades have registered a vacancy rate of 20% and above for a continuous period of one and a half years or more; and
 - (b) the vacancies have not been filled despite recruitment attempts made by the appropriate authorities.
- (2) A Supervising Officer shall examine persistent cases of recruitment and retention problems in the light of the measures and options on alternative modes of employment at Appendix 5E.

- (3) The course of action proposed under sub-paragraph (2) above shall be submitted to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for consideration and approval.

Section 3: Employee Relations

- 5.3.1 (1) It is the policy of Government to encourage and promote smooth and harmonious employee relations in the public service.
- (2) An officer may join a civil service trade union.
- (3) An officer shall be conversant with the provisions of the Employment Relations Act 2008, and any regulation which governs employee relations in the public service.
- (4) An officer shall also be conversant with the provisions laid down at Sections 4, 20, 54, 61 (a) to 61 (d) of the Employment Rights Act, 2008.
- 5.3.2 The Employment Relations Tribunal, established under the Employment Relations Act, is responsible inter-alia for arbitration of labour disputes in the public service.
- 5.3.3 The Commission for Conciliation and Mediation, established under the Employment Relations Act, is responsible inter-alia for the provision of a conciliation or mediation service, investigate into, enquire into and report on, any labour dispute that is referred to it.
- 5.3.4 The Ministry of Civil Service and Administrative Reforms also provides a conciliation service with a view to conciliating the parties to a dispute not yet reported to the President of the Commission as prescribed in the Act.
- 5.3.5 In matters of human resource management, a Supervising Officer should stand guided by the Employment Relations Act and in particular by the Fourth Schedule of the Code of Practice.
- 5.3.6 Each Supervising Officer shall draw up and sign a procedure agreement with each recognised trade union or group of trade unions or joint negotiating panel to regulate their relations as established in the Act.
- 5.3.7 (1) The Whitley machinery comprises a Central Whitley Council and a Departmental Whitley Council as established under the Whitley Councils Regulations 1986.
- (2) A Whitley Council shall consist of the official side and the staff side each having an equal number of representatives.

- (3) The Central Whitley Council is the forum for discussing matters of common interest pertaining to the service as a whole; the Departmental Whitley Council deals with departmental matters relating to a Ministry/Department.
- 5.3.8 (1) Office bearers or negotiator/s of the recognised trade union may, on request, be granted, as specified under section 14 of the Act, reasonable time-off facilities without loss of pay for the purpose of performing trade union activities, subject to the exigencies of the service.
- (2) Application for time off shall be made to the Supervising Officer within a reasonable time frame and approval shall not be withheld unreasonably.
- 5.3.9 Any trade union official who is nominated by the Government to form part of a delegation proceeding on mission, or to attend training courses, conferences and seminars abroad shall be granted special leave for the purpose.
- 5.3.10 (1) Any trade union official who is sponsored by his trade union or a federation of trade unions or an international recognised labour organisation to attend conferences, training programmes or annual/regional meetings abroad shall be granted special leave subject to a maximum period of three weeks.
- (2) Any period of leave in excess of three weeks shall be reckoned against the officer's normal vacation leave entitlement or as leave without pay, as appropriate.
- 5.3.11 Any trade union official shall be granted special leave under paragraph 5.3.9 and 5.3.10 only once in a year or more than once in a year subject of a total period of 3 weeks'.
- 5.3.12 The grant of special leave under paragraphs 5.3.9 and 5.3.10 shall be approved by the Supervising Officer and shall be subject to the exigencies of the service and to satisfactory evidence being produced.
- 5.3.13 Where possible, government buildings may be placed at the disposal of recognised staff associations for trade union activities.

Section 4: Injury on Duty

- 5.4.1 (1) An officer injured on duty must, subject to his consent, be taken to the nearest Government Medical Institution.
- (2) In case of refusal, the officer shall sign a statement to that effect.
- 5.4.2 All cases of injury on duty must be reported immediately to the Supervising Officer. For employees belonging to the Workmen's Group and other manual grades, the Supervising Officer shall report the matter not later than three days after the accident, to the Ministry of Labour, Industrial Relations and Employment.

- 5.4.3 (1) The Supervising Officer shall, as soon as possible, convene a Departmental Board of three officers whose Chairman must draw salary in a scale the initial of which is at least Rs 19,000 monthly.
- (2) The Departmental Board shall -
- (a) record the exact circumstances of the accident;
 - (b) obtain statements from the injured person and/or witnesses; and
 - (c) express an opinion as to whether -
 - the accident occurred while the officer was on duty;
 - the officer was acting in accordance with rules and regulations in force at the time of the accident;
 - the accident was not due to the fault of the officer.
- (3) The Departmental Board shall submit its report on the prescribed form as specified at Appendix 5F, at the earliest possible, to the Supervising Officer.
- 5.4.4 (1) The Supervising Officer shall, within a fortnight after receiving the Departmental Board's report –
- (a) subject to the findings of the Departmental Board, approve all cases requiring injury leave up to a maximum of 30 days;
 - (b) submit all cases requiring more than 30 days injury leave to the Injuries Committee.
- (2) When submitting the cases under sub-paragraph (1) (b) above, the Supervising Officer shall enclose all relevant documents, stating whether he concurs with the findings of the Board and, if not, the reasons for his dissent.
- (3) Notwithstanding sub-paragraph (1) (a) above, a Supervising Officer may refer to the Injuries Committee any case, where, in his opinion, the circumstances of the injury require further investigation.
- 5.4.5 (1) The Injuries Committee falls under the aegis of the Ministry of Health and Quality of Life and comprises a Government Medical Practitioner and a State Counsel.
- (2) The object of the Injuries Committee is to investigate the circumstances of any accident in which a public officer is involved while on duty and which results in injury to him.
- (3) The Injuries Committee shall advise whether the injury is of such a nature as might possibly form the basis of a future claim for compensation.

- 5.4.6 The Ministry of Health and Quality of Life shall communicate the findings of the Injuries Committee to the Supervising Officer concerned.
- 5.4.7 An officer who is eligible for compensation as a result of injury sustained on duty shall receive either a compensation under the Workmen's Compensation Act or additional benefits under the Pensions Act, as appropriate.
- 5.4.8 (1) Where the injured officer is found to be eligible for a compensation under the Workmen's Compensation Act, the following procedure shall be followed -
- (a) the Supervising Officer shall submit to the Accountant-General a statement of earnings, inclusive of regular overtime allowance drawn by the injured officer over a period of one year immediately preceding the date of the injury, for the computation of his average weekly earnings;
 - (b) the Accountant-General shall compute the average weekly earnings and return the statement to the Supervising Officer who shall seek the advice of the Attorney-General's Office about the compensation payable; and
 - (c) the Supervising Officer shall, thereafter, request the Accountant-General to compute the compensation payable and have it examined by the Audit Department.
- (2) The procedure outlined in sub-paragraph (1) shall also apply where an officer dies as a result of injuries sustained on duty and not arising out of his own fault.
- 5.4.9 (1) An officer holding a substantive appointment and who is injured on duty shall be granted injury leave on full pay provided the officer was acting in accordance with rules and regulations in force at the time of the accident and the accident was not due to the fault of the officer.
- (2) A Supervising Officer may, pending the findings of the Departmental Board, grant sick leave to an officer on production of a certificate from a Government Medical Officer in respect of his injury.
- 5.4.10 An officer, not holding a substantive appointment, who is injured on duty, shall be granted injury leave on full pay, up to a maximum of 15 days, although he has not completed one year's continuous service provided the procedures laid down at paragraphs 5.4.3 and 5.4.4 are followed.

Section 5: Occupational accidents, dangerous occurrences and occupational diseases

- 5.5.1 (1) Where any employee, as a result of an accident arising out of or in connection with his work, dies or suffers any of the injuries or conditions specified in the *Eleventh Schedule* or where there happens a dangerous occurrence specified in the

Twelfth Schedule, the Supervising Officer shall under section 85 of the Occupational Safety and Health Act (OSH Act) –

- (a) forthwith notify the Director, Occupational Safety and Health, Ministry of Labour, Industrial Relations and Employment by the quickest practicable means; and
 - (b) within 7 days send a report thereof to the Director, Occupational Safety and Health, Ministry of Labour, Industrial Relations and Employment in the form set out in the *Thirteenth Schedule*.
- (2) The Supervising Officer shall keep a record of all accidents and dangerous occurrences required to be reported under sub-paragraph (1).
- 5.5.2 (1) Where a medical practitioner suspects or finds that any person is suffering from any occupational disease specified in the *Fourteenth Schedule*, he shall notify in writing the Supervising Officer of the concerned Ministry and the Director, Occupational Safety and Health, Ministry of Labour, Industrial Relations and Employment.
- (2) Upon receipt of a notification under sub-paragraph (1), the Supervising Officer shall forthwith notify the Director, Occupational Safety and Health, Ministry of Labour, Industrial Relations and Employment in writing of the occupational disease which has or is suspected to have occurred together with the name, address and place of work of the person concerned, and shall keep a record of such notification.
- 5.5.3 Copies of the eleventh, twelfth, thirteenth and fourteenth schedules are at Appendix 5G.

Section 6: Time-off on Special Occasions

- 5.6.1 (1) A Supervising Officer may, subject to the exigencies of the service -
- (a) release officers (except officers of the Disciplined Force) as from noon on the eve of Christmas and New year;
 - (b) grant two hours time-off to officers (except officers of the Disciplined Force) in respect of any two religious festivals of their choice during the year.
- (2) Where, owing to the exigencies of the service, it may not be possible to release officers under sub-paragraph (1), specially in areas where services are offered to the public, the Supervising Officer shall decide whether the services can be

provided with a skeleton staff or not and, if so, shall make appropriate arrangements.

Section 7: Trade Testing

- 5.7.1 Trade testing shall be the responsibility of the Mauritius Institute of Training and Development (MITD) (formerly the Industrial and Vocational Training Board).
- 5.7.2 (1) A Supervising Officer shall make arrangements with the Director of the MITD for the trade testing of Tradesman's Assistants.
- (2) Such arrangements shall be made at regular intervals.
- 5.7.3 A Tradesman's Assistant shall be given not less than seven days' notice of the date fixed for his trade test.
- 5.7.4 A Tradesman's Assistant who passes his trade test shall be considered for appointment as Tradesman as and when there is a need to fill vacancies in the grade.
- 5.7.5 A Supervising Officer shall arrange for a Tradesman's Assistant who has failed his trade test to undergo another test, as and when required.
- 5.7.6 Travelling expenses incurred for trade testing purposes shall be refunded.
- 5.7.7 Overtime allowance is not payable if the trade test goes beyond, or is carried out after, normal working hours.

Section 8: Government Quarters

- 5.8.1 The categories of officers specified in Appendix 5I are eligible for free quarters.
- 5.8.2 (1) An officer who is not normally eligible for free quarters, but is required, owing to the exigencies of the service, to live in specific quarters, shall not pay any rent if such quarters are unfurnished.
- (2) Where the quarters are furnished, he shall pay rent at the rate of 5% of his salary.
- (3) Where such an officer is no longer required to reside in Government quarters, he shall not be eligible for any rent allowance.
- 5.8.3 An officer who is not eligible for free quarters but is allowed to reside in Government quarters shall pay rent at the rate of 10% of his salary.
- 5.8.4 An officer posted to Rodrigues or any Outer Island shall not pay rent.

- 5.8.5 An officer must personally use the quarters allocated to him for residential purposes.
- 5.8.6 Where an officer who resides in Government quarters proceeds overseas on leave with pay, he may be allowed by his Supervising Officer to retain the quarters.
- 5.8.7 Where an officer has been granted leave without pay, he may be allowed by his Supervising Officer to retain the quarters allocated to him for a maximum period of 120 days.
- 5.8.8 An officer must vacate, within a reasonable delay, the Government quarters when he is required to do so.

Section 9: Official Government Vehicle

- 5.9.1 As from 1 July 2008, an officer including an Accounting Officer who is also the Responsible Officer of a Ministry/Department who draws a monthly basic salary of Rs 80,000 or more, shall be eligible for the exclusive use of an official Government vehicle both for his official duties and for his private use on such terms and conditions as may be determined from time to time.
- 5.9.2 (1) An officer who is entitled to an official Government vehicle under paragraph 5.9.1 may opt for the purchase of a car with 100% duty remission within the appropriate ceiling value together with loan facilities up to the corresponding value reimbursable in 60 monthly instalments at the rate of 7.5% per annum.
- (2) Where an officer opts for a duty-remitted car under subparagraph (1) he shall be eligible for:-
- (a) a monthly car allowance in lieu of the official car;
 - (b) a monthly fuel allowance as at sub-paragraph 3.5.9.(1); and
 - (c) a monthly driver's allowance of Rs 7000 except for Accounting/Responsible Officers drawing monthly salary of Rs 75,000 but less than Rs 80,000..
- The car may be renewed every five years or as may be determined from time to time.
- (3) An officer, who wishes to renew his duty-free car at the expiry of the five year period, shall be eligible for loan facilities up to a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 48 consecutive monthly instalments.
- 5.9.3 Where an officer is entitled to an official Government vehicle under paragraph 5.9.1, he shall retain responsibility of the car while on leave prior to retirement.

- 5.9.4 (1) Where an officer including an officer posted at Mauritius Embassies/missions abroad, is entitled to an official Government vehicle under paragraph 5.9.1, he shall retain responsibility of the car while on mission or leave with pay for a period of up to six months.
- (2) In case the officer wishes to retain responsibility of the official Government vehicle beyond a period of six months, he shall submit his request to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for consideration.
- 5.9.5 (1) Where an officer who has already benefited from the use of a self-driven Government vehicle under paragraph 5.10.1, subsequently qualifies for an official Government vehicle under paragraph 5.9.1 and a driver's allowance under paragraph 5.9.2 (2) (c), he shall be eligible for a new official Government vehicle only after five years have elapsed as from the date of purchase of the self-driven Government vehicle.
- (2) (a) Where an officer who has purchased a 100% duty-remitted car, subsequently qualifies for an official Government vehicle within four years as from the date of purchase of the duty-remitted car, he may retain his duty-remitted car and take the official Government vehicle.
- (b) The officer shall be exempted from the reimbursement of proportionate excise duty on his duty remitted car except if the car is sold within four years as from date of purchase.
- 5.9.6 (1) A Judge or an Accounting Officer who is also the Responsible Officer of a Ministry/Department drawing a monthly basic salary of Rs 80,000 or more and who prior to 1 July 2008, was entitled to a chauffeur-driven Government vehicle, shall either continue to benefit from the services of a driver on the establishment of the Ministry/Department or may opt for a driver's allowance in lieu of the services of a driver.
- (2) As from 1 July 2008, an officer eligible for an official Government vehicle under paragraph 5.9.1, shall be paid a monthly driver's allowance in lieu of the services of a driver.
- (3) Where an officer who is eligible for a monthly driver's allowance under subparagraph (2) above, wishes to be provided with the services of a driver from the establishment of the Ministry/Department concerned in lieu of the allowance, he shall submit his request to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for consideration.
- 5.9.7 (1) Where an officer is appointed in a temporary capacity in a post carrying the benefit of an official Government vehicle, he shall be provided with a Government vehicle from the pool of cars of the Ministry/Department concerned, both for his official duties and for his private use.

- (2) Where the officer under sub-paragraph (1), wishes to be provided with the services of a driver, he shall make a request as laid down at paragraph 5.9.6 (3) above.
- 5.9.8 (1) Subject to sub-paragraphs (2) and (4), an officer who has been appointed to act in a higher grade shall be eligible exclusively to the car benefits of his substantive post.
- (2) An officer who has been appointed to act or has been assigned higher duties in a position of an Accounting/Responsible Officer carrying a monthly basic salary of Rs 80,000 or more, may exceptionally, be granted the use of a Government vehicle, if available, provided the actingship or assignment of duties has been made on the basis of seniority or selection by the appropriate Service Commission or Board against a permanent vacancy or a temporary vacancy which will become permanent, or vice an officer holding a substantive appointment who has proceeded on leave with pay or on mission for a period exceeding one year.
- (3) An officer, who has been appointed to act or has been assigned duties in a position of an Accounting/Responsible Officer under sub-paragraph (2) above and who wishes to be provided with the services of a driver, shall make a request as laid down at paragraph 5.9.6 (3) above.
- (4) An officer who has been granted the use of a Government vehicle under sub-paragraph (2) above, shall be eligible for fuel allowance under paragraph 3.5.9 (1), but shall forego the car benefits of his substantive post during the period of actingship or assignment of duties.
- (5) An officer who has been assigned the duties of Secretary to the President, (formerly Administrator, Office of the President) or Secretary, Public and Disciplined Forces Service Commissions and who is subsequently appointed to act in another grade carrying the benefit of an official Government vehicle, may be allowed to retain the official Government vehicle allocated to him or be provided with a Government vehicle from the pool until his appointment in a substantive capacity in that grade.
- (6) An officer who has been granted an official Government vehicle under sub-paragraph (5) above, shall be paid a monthly driver's allowance in lieu of the services of a driver.
- (7) Where the officer wishes to be provided with the services of a driver instead of the allowance, he shall make a request as laid down at paragraph 5.9.6 (3) above.
- 5.9.9 (1) Where an officer is eligible for an official Government vehicle under paragraph 5.9.1, the monetary value of the private use of the official Government vehicle shall be reckoned for the computation of his retiring benefits.

- (2) Where an officer, who is eligible for an official Government vehicle under paragraph 5.9.1, cannot take advantage of the official Government vehicle because -
- (a) of his posting at Mauritius Embassies/Missions abroad; or
 - (b) he has been running his own duty-remitted car under the provisions of paragraphs 5.9.2 (1) and 5.9.5 (2 (a)); or
 - (c) of reasons beyond his control;

the monetary value of the private use of the official Government vehicle shall be reckoned for the computation of his retiring benefits.

- 5.9.10 (1) On retiring at the age of 50 or above, an officer may opt to purchase the official Government vehicle allocated to him or a new car with engine capacity appropriate to his grade, on which excise duty would be remitted.
- (2) Where an officer opts to purchase a new car in accordance with sub-paragraph (1), the duty-free certificate issued to him shall remain valid as from the date the officer proceeds on leave prior to retirement up to six months after the effective date of his retirement.

Section 10: Self-driven Government Vehicle

- 5.10.1 An Accounting Officer who is also the Responsible Officer of a Ministry/Department, drawing a monthly basic salary of Rs 75,000 but less than Rs 80,000, shall be entitled to the exclusive use of a self-driven Government vehicle, both for his official duties and for his private use, on such terms and conditions as may be determined from time to time.
- 5.10.2 (1) An officer entitled to a self-driven Government vehicle may opt for the purchase of a car with 100% duty remission within the prescribed ceiling value together with loan facilities up to the corresponding ceiling value reimbursable in 60 monthly instalments at the rate of 7.5% per annum.
- (2) Where an officer opts for a duty-remitted car under sub-paragraph (1), he shall be eligible for the payment of a monthly car allowance in lieu of the official car, together with a monthly fuel allowance as at paragraph 3.5.10 and the car may be renewed every five years.
- (3) An officer, who wishes to renew his car at the expiry of the five-year period, shall be eligible for loan facilities up to a maximum of 15 months' salary, at interest rate of 7.5% per annum refundable in 48 consecutive monthly instalments for the purchase of another car with 100% duty remission, provided he clears with the Accountant-General any outstanding balance on his previous car loan.

- 5.10.3 (1) Where an officer who is entitled to a 100% duty-remitted car, subsequently qualifies for a self-driven Government vehicle within four years as from the date of purchase of the duty-remitted car, he may retain his duty-free car and take the self-driven Government vehicle.
- (2) The officer shall be exempted from the reimbursement of proportionate excise duty on his duty remitted car except if the car is sold within four years as from date of purchase.
- 5.10.4 Where an officer is entitled to a self-driven Government vehicle under paragraph 5.10.1, he shall retain responsibility of the car while on leave prior to retirement.
- 5.10.5 (1) Where an officer is entitled to a self-driven Government vehicle under paragraph 5.10.1, he shall retain responsibility of the car while on mission and/or leave with pay for a period of up to six months.
- (2) In case the officer wishes to retain responsibility of the self-driven Government vehicle beyond a period of six months, he shall submit his request to the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms for consideration.
- 5.10.6 Where an officer is appointed in a temporary capacity in a post carrying the benefit of a self-driven Government vehicle, he shall be provided with a Government vehicle from the pool of cars of the Ministry/Department concerned, both for his official duties and for his private use.
- 5.10.7 An officer who has been appointed to act or has been assigned duties in a position of an Accounting/Responsible Officer carrying a monthly basic salary of Rs 75,000 but less than Rs 80,000, may exceptionally, be granted the use of a Government vehicle, if available, provided the actingship or assignment of duties has been made on the basis of seniority or selection by the appropriate Service Commission or Board against a permanent vacancy or a temporary vacancy which will become permanent and will, in normal circumstances, be followed by substantive appointment or vice an officer holding a substantive appointment who has proceeded on leave with pay or on mission for a period exceeding one year.
- 5.10.8 Where an officer is eligible for a self-driven Government vehicle under paragraph 5.10.1, 75 per cent of the monetary value of the private use of the self-driven Government vehicle shall be reckoned for the computation of his retiring benefits.
- 5.10.9 (1) On retiring at the age of 50 or above, an officer entitled to a self-driven Government vehicle, may opt to purchase the self-driven Government vehicle allocated to him on such terms and conditions as may be determined or a new car on which duty shall be remitted within the prescribed ceiling.

- (2) Where an officer opts to purchase a new car in accordance with sub-paragraph (1), the duty-free certificate issued to him shall remain valid as from the date the officer proceeds on leave prior to retirement up to six months after the effective date of his retirement.

5.10.10 For the purposes of this section, “Accounting/Responsible Officer” means, an officer appointed Accounting Officer by the Minister of Finance and Economic Development under Section 21 (1) of the Finance and Audit Act and includes a “Responsible Officer”.

Section 11: Loans and Duty Concessions on Vehicles

5.11.1 (1) An officer drawing a monthly basic salary of Rs 66,000 or more, who does not qualify for an official Government vehicle or a self-driven Government vehicle, may opt either for 100% duty remission on a car of engine capacity of up to 1850 c.c. which may be renewed every five years, OR a monthly car allowance of Rs 7,000 OR deferred renewal with duty remission on cars of higher engine capacity as hereunder:

<u>Renewal Period</u>	<u>Engine Capacity</u>
6 years	up to 2050 c.c.
7 years	up to 2250 c.c.

(2) An officer under sub-paragraph (1) who already owns a duty-remitted car of engine capacity of up to 1601 c.c, shall be allowed to purchase another car of up to 1850 c.c only on renewal of his present duty-remitted car at the expiry of the five-year period as from the date of purchase.

(3) Subject to the provisions governing changes in the entitlement of car benefits, an officer who wishes to renew his car at the expiry of the five-year period, shall be eligible for loan facilities up to a maximum of 15 months’ salary, at interest rate of 7.5% per annum refundable in 48 consecutive monthly instalments for the purchase of another car with engine capacity of up to 1850 c.c. with 100% duty remission, provided he clears with the Accountant-General any outstanding balance on his previous car loan.

5.11.2 (1) An officer, drawing a monthly basic salary of Rs 62,000 but less than Rs 66,000 as well as an officer drawing a monthly basic salary in a scale the maximum of which is not less than Rs 62,000, may either opt for 100% duty remission for the purchase of a car with engine capacity of up to 1601 c.c. which may be renewed every five years OR a monthly car allowance of Rs 4750 OR deferred renewal with duty remission on cars of higher engine capacity as hereunder:

<u>Renewal Period</u>	<u>Engine Capacity</u>
6 years	up to 1800 c.c.
7 years	up to 2000 c.c.

- (2) An officer entitled to a duty-remitted car under subparagraph (1) shall be eligible for loan facilities equivalent to 18 months' salary at interest rate of 7.5% per annum refundable in 60 consecutive monthly instalments for the first purchase of a car.
 - (3) Subject to the provisions governing changes in the entitlement of car benefits, an officer who wishes to renew his car at the expiry of the five year period, shall be eligible for loan facilities up to a maximum of 15 months' salary, at interest rate of 7.5% per annum refundable in 48 consecutive monthly instalments for the purchase of another car of engine capacity of up to 1600 c.c with 100% duty remission, provided he clears with the Accountant-General any outstanding balance on his previous car loan.
 - (4) Where an officer who has already purchased a 1400 c.c. or 1500 c.c. duty-remitted car, subsequently qualifies for a 1601 c.c. duty-free car under subparagraph 5.11.2 (1), he may
 - (a) retain his car and be refunded proportionate excise duty, if any, thereon as from the date he qualifies for a 1601 c.c. duty-remitted car;

or
 - (b) purchase a new car on the same terms and conditions at sub-paragraphs (1) and (2) provided he reimburses the outstanding balance on his previous car loan and pays the proportionate excise duty, if any, on the duty-remitted car.
 - (c) An officer who opts to retain his car under sub-paragraph 4 (a) above, shall be eligible for the purchase of another car either five years as from the date the excise duty was refunded or when the car is seven years old or more.
 - (5) An officer who opts to purchase a car of engine capacity exceeding 1601 c.c but not more than 2250 c.c. shall pay the excise duty on the difference between a 1601 c.c. car and a car of engine capacity of up to 2250 c.c.
 - (6) An officer who has purchased a car of engine capacity of up to 2250 c.c. and has paid excise duty on the difference between the 1400 or 1500 c.c. duty-remitted car and a car of up to 2250 c.c. shall, if he opts to retain his car, be refunded proportionate excise duty, if any, thereon as from the date he qualifies for a car of up to 1601 c.c.
- 5.11.3 (1) An officer drawing a monthly basic salary of Rs 41,250 and up to Rs 60,000 as well as registered professionals, namely-

Medical and Health Officer/Senior Medical and Health Officer

Dental Surgeon/Senior Dental Surgeon

Senior District Magistrate

District Magistrate

Senior State Counsel

State Counsel

Senior State Attorney

State Attorney

Quantity Surveyor/Senior Quantity Surveyor

Pharmacist/Senior Pharmacist

Senior Veterinary Officer

Veterinary Officer

Planner

Senior Town and Country Planning Officer

Town and Country Planning Officer

Planning Officer (Local Authorities)

Planning Officer (Town & Country Planning Board)

Ayurvedic Medical Officer

Architect/Senior Architect

Engineer/Senior Engineer (Civil)

Mechanical Engineer/Senior Mechanical Engineer

Occupational Safety and Health Engineer

Electrical Engineer/Senior Electrical Engineer

(including officers appointed on a temporary capacity)

shall be entitled to 100% duty remission on the purchase of a car of engine capacity of up to 1500 c.c which may be renewed every seven years.

- (2) An officer entitled to a duty-remitted car under sub-paragraph (1) shall be eligible for loan facilities equivalent to 18 months' salary at interest rate of 7.5% per

annum refundable in 84 consecutive monthly instalments, for the first purchase of a car.

- (3) An officer who wishes to renew his car at the expiry of the seven-year period, shall be eligible for loan facilities up to a maximum of 15 months' salary, at interest rate of 7.5% per annum refundable in 60 consecutive monthly instalments for the purchase of another car of up to 1500 c.c. with 100% duty remission, provided he clears with the Accountant-General any outstanding balance on his previous car loan.
- (4) An officer who wishes to purchase a car with engine capacity exceeding 1500 c.c. but not more than 2250 c.c. shall pay the excise duty on the difference between a 1500 c.c. car and a car of up to 2250 c.c.

5.11.4 (1) Where an officer under paragraph 5.11.3 (1) is appointed in a temporary capacity, he shall be allowed to purchase 100% duty remitted car on the same terms and conditions mentioned at paragraph 5.11.3, provided the temporary appointment is made vice a vacancy which will become permanent.

- (2) In case the officer leaves the service or is reverted to his former substantive post, he shall reimburse proportionate excise duty if the departure or reversion of the officer occurs within four years as from the date of the purchase of the duty-remitted car.

5.11.5 Where an officer eligible for 100% duty remission on a car under paragraph 5.11.1 (1), 5.11.2 (1) and 5.11.3 (1), retires at the age of 50 and above, the duty-free certificate issued to him shall remain valid as from the date he proceeds on leave prior to retirement up to six months after the effective date of his retirement.

5.11.6 (1) An officer who belongs to any of the grades listed at Appendix 5J shall be entitled to 70% duty remission or duty remission up to a maximum of Rs 100,000, whichever is the higher -

- (a) for the first purchase of a new car of up to 1400 c.c which may be renewed every seven years;
- (b) for the purchase, every seven years, of an imported second-hand reconditioned car of up to 1400 c.c of a maximum age of four years, duly certified by Government sources in the exporting country as being in good running order;

OR

a monthly car allowance of Rs 1600

OR

deferred renewal and enhanced duty remission as hereunder:

<u>Renewal Period</u>	<u>Duty Remission</u>
8 years	85%
9 years	100%

- (2) An officer who belongs to any of the grades listed at Appendix 5J, shall be eligible for duty remission under sub-paragraphs 1 (a) and 1 (b) up to a maximum of four times unless he becomes eligible for 100% duty remission by virtue of salary or promotion.
- (3) Where an officer eligible for a 70% duty-remitted car or duty remission up to a maximum of Rs 100,000 under sub-paragraph (1) wishes to purchase a car with engine capacity exceeding 1400 c.c but not more than 2250 c.c, he shall pay the excise duty on the difference between a car of 1400 c.c and a car of up to 2250 c.c.
- (4) An officer entitled to a 70% duty-remitted car or duty remission up to a maximum of Rs 100,000 under sub-paragraph (1) shall be eligible for loan facilities up to a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments for the first purchase of a car.
- (5) An officer, who wishes to renew his car at the expiry of the seven-year period shall be eligible for loan facilities up to a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 60 consecutive monthly instalments for the purchase of another car of up to 1400 c.c with 70% duty remission or duty remission up to a maximum of Rs 100,000, whichever is the higher.
- (6) An officer who, after having benefited from 70% duty remission or duty remission up to a maximum of Rs 100,000, whichever is the higher, for the purchase of a car, subsequently qualifies for 100% duty remission may -
 - (a) retain his car and be refunded proportionate excise duty, if any, thereon, as from the date he qualifies for 100% duty remission;

OR

- (b) purchase another car on the same terms and conditions laid down at paragraphs 5.11.1 (1), 5.11.2 (1) or 5.11.3 (1) as appropriate, provided he reimburses the outstanding balance on his previous car loan and pays the proportionate excise duty, if any, on the previous duty-remitted car.
- (c) Where the officer opts to retain his car under sub-paragraph (6) (a) above, he shall be eligible for the purchase of another car either seven years as from the date the excise duty is refunded or when the car is nine years old.
- (7) Where an officer who is eligible for a 70% duty-remitted car or duty remission up to a maximum of Rs 100,000 under sub-paragraph (1), is subsequently promoted

to a grade carrying salary in the bracket of Rs 30,000 and up to Rs 45,000, he shall be allowed to renew the duty-remitted car only after seven years have elapsed as from the date he purchased the duty-remitted car.

- 5.11.7 (1) (a) An officer drawing a monthly basic salary of Rs 31,250 or more and who has never benefited from duty remission for the purchase of a car, shall be eligible once during his career for 70% duty remission or duty remission of Rs 100,000, whichever is the higher, for the purchase of a car with engine capacity of up to 1400 c.c. or an imported reconditioned car of up to 1400 c.c. of a maximum age of four years duly certified by Government sources in the exporting country as being in good running order, provided he is 50 years of age and above and reckons at least 22 years' service.
- (b) Any outstanding loan on the previous purchase of a car shall be reimbursed prior to the purchase of the car under sub-paragraph (1) above.
- (2) An officer, though less than 50 years of age, and drawing either a monthly basic salary of Rs 40,000 and up to Rs 43,750 or a monthly basic salary of Rs 30,000 or more in a salary scale the maximum of which is not less than Rs 45,000, and who has never benefited from duty remission on a car, shall be eligible once during his career for the purchase of a car with 70% duty remission or duty remission up to a maximum of Rs 100,000, whichever is the higher, on the same terms and conditions as at sub-paragraph (1) above, provided any outstanding loan on previous purchase of car is reimbursed or for a monthly car allowance of Rs 1600 in lieu of the 70% duty remission on a car of engine capacity of up to 1400 cc.
- (3) (a) An officer eligible for duty remission under sub-paragraphs (1) and (2) above, shall be eligible for 100% duty remission again only by virtue of eligibility on reaching monthly basic salary point of Rs 41,250 by way of a promotion, subject to the provisions laid down at paragraph 5.11.6 (7).
- (b) Where an officer is granted incremental credit in the master salary scale up to monthly basic salary point of Rs 41,250 or more, under paragraph 1.2.1 (4), he shall be allowed to take the advantage from duty remission on a car again after seven years have elapsed as from the date of purchase of his last duty remitted car.
- (4) (a) An officer entitled to a duty-remitted car under sub-paragraphs (1) and (2), shall be eligible for loan facilities up to a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments.
- (b) Where the officer wishes to purchase a car with engine capacity up to 2250 c.c. he shall pay the excise duty on the difference between a car of 1400 c.c. and a car of up to 2250 c.c.

- 5.11.8 (1) Where an officer eligible for a 70% duty-remitted car or duty remission up to a maximum of Rs 100,000 under paragraph 5.11.6 (1) travels regularly on slopy, rocky and uneven roads to work on sites not easily accessible by saloon cars, he may, subject to the approval of the Supervising Officer, be exceptionally allowed, in genuine cases only to purchase a 2 x 4 or 4 x 4 double-cab pick-up vehicle on which excise duty is remitted.
- (2) An officer who is eligible to purchase a 2 x 4 or 4 x 4 double-cab pick-up vehicle under sub-paragraph (1) but who has purchased a saloon car, shall compulsorily use the car for official purposes even on slopy, rocky and uneven roads.
- 5.11.9 (1) An officer, normally eligible for loan facilities to purchase a car and who is required to perform field duties to some extent on a regular basis, shall, on an individual basis, be allowed to purchase a new car or an imported second-hand car of up to four years old of engine capacity of up to 1400 c.c on which excise duty will be remitted up to a maximum of Rs 100,000.
- (2) An officer eligible for duty remission under sub-paragraph (1) shall be eligible for loan facilities up to a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments for the purchase of a car.
- (3) An officer, generally not below the grade of a Higher Executive Officer and who is entitled to loan facilities without duty remission for the purchase of a car, and who is called upon to perform official travelling particularly in connection with control/enforcement duties on a regular basis, may, on an individual basis, be eligible for the loan facilities to purchase a car on the same basis at sub-paragraphs (1) and (2) above.
- (4) The criteria for eligibility for the remission of duties under sub-paragraphs (1) shall be determined by the Committee set up for that purpose.
- 5.11.10 As from 01 July 2004, where an officer chooses to purchase a car of engine capacity higher than his normal entitlement, the quantum of duty remission he shall benefit from, shall not exceed the quantum he shall have benefited had he purchased a car corresponding to his entitlement in terms of engine capacity.
- 5.11.11 (1) (a) An officer drawing a monthly basic salary of Rs 29,000 and up to Rs 40,000 and not entitled to duty remission shall be granted loan facilities up to a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments for the first purchase of a car up to eight years old.
- (b) The officer shall be allowed to renew his car after seven years have elapsed as from the date of purchase or when the car reaches eleven years

as from the date of its first registration, whichever is the earlier, provided any outstanding balance on the previous car loan is cleared.

- (c) The officer who has been granted loan facilities for the purchase of a car prior to 1 July 2003, may be allowed up to 30 June 2005 to renew his car after seven years have elapsed as from the date of purchase or when the car reaches ten years as from the date of its first registration, whichever is the earlier, provided any outstanding balance on the previous car loan is cleared.
 - (d) The loan facilities granted under sub-paragraph (b) shall represent a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 60 consecutive monthly instalments.
- (2)
- (a) An officer drawing a monthly basic salary of Rs 22,000 or more and who is required by his Supervising Officer to attend duty on a fairly regular basis at such hours when public transport and/or official transport is not available, may, on an individual basis, be granted, subject to the approval of the Supervising Officer, loan facilities for the purchase of a car of a maximum age of eight years without excise duty remission.
 - (b) An officer irrespective of his grade who is called upon to perform official travelling by car from time to time on a regular basis, may, on an individual basis, subject to the approval of the Supervising Officer, be granted loan facilities for the purchase of a car of a maximum age of eight years without duty remission.
 - (c) The loan granted under sub-paragraphs (a) and (b) shall represent a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments.
 - (d) Where the officer wishes to renew his car, he shall be granted loan facilities as at paragraph 5.11.11 (1) (d).
- (3)
- (a) An officer who is eligible for a loan to purchase a car under sub-paragraph (2) may opt for loan facilities to purchase an autocycle not exceeding 50 c.c. or a motorcycle of up to 150 c.c. Such officer shall not be entitled to any duty remission on the autocycle/motorcycle.
 - (b) The loan granted under sub-paragraph 3(a) shall represent a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments.
- 5.11.12 (1) An officer belonging to any of the grades listed at Appendix 5K shall be entitled, once every seven years, to 100% duty remission on the purchase of an autocycle which does not exceed 50 c.c. or a motorcycle of up to 150 c.c.

- (2) An officer entitled to a 100% duty-remitted autocycle/motorcycle as specified under sub-paragraph (1) shall be eligible for loan facilities equivalent to the duty-free price of an autocycle/motorcycle subject to a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments.
 - (3) Where an officer wishes to renew his autocycle/motorcycle at the expiry of the seven-year period, he shall be eligible for loan facilities up to a maximum of 15 months salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments for the purchase of another duty-free autocycle not exceeding 50 c.c. or a motorcycle of up to 150 c.c.
 - (4) (a) An officer who is entitled to a duty-free autocycle/motorcycle under sub-paragraph (1) and who is in receipt of a monthly basic salary of Rs 17,800 and above or is drawing salary in a scale the minimum of which is not less than Rs 12,000 , may opt for loan facilities up to a maximum of 21 months' salary at interest rate of 7.5% per annum refundable in 84 consecutive monthly instalments for the purchase of a car of a maximum age of eight years without duty remission.
 - (b) An officer who wishes to renew his car at the expiry of the seven year period, shall be eligible for loan facilities up to a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in 60 consecutive monthly instalments.
- 5.11.13 (1) Where an officer drawing salary in a scale the maximum of which is not less than Rs 14,600 and who is required by his Supervising Officer to attend duty on a fairly regular basis at such time when public transport and/or official transport is not available, as well as an officer who has to attend different sites of work on the same day in the performance of his duties, may, on an individual basis, be granted, subject to the approval of the Supervising Officer, loan facilities for the purchase of an autocycle or motorcycle with engine capacity of up to 150 c.c.
- (2) The loan granted under sub-paragraph (1) shall represent a maximum of 15 months' salary at interest rate of 7.5% per annum refundable in not more than 84 consecutive monthly instalments.
- 5.11.14 (1) As from 1 July 2004, an officer who has been granted loan facilities for the purchase of a car/autocycle/motorcycle either for the first time or for renewal and does not produce documentary evidence of the purchase, shall be required to refund the amount of the loan together with the interest accrued thereon by a date to be set by the Accountant-General.

- (2) An officer under sub-paragraph (1) shall forego the privilege of the grant of another loan until such time he qualifies anew for loan facilities after the prescribed period.
- 5.11.15 Where an officer uses a bicycle for official travelling, he shall be eligible, every seven years, for a loan equivalent to the price of an ordinary standard bicycle, which is free of duty refundable in 84 consecutive monthly instalments at interest rate of 7.5% per annum.
- 5.11.16 (1) In general, an officer who is -
- (a) on leave prior to retirement or
 - (b) on leave without pay or
 - (c) under interdiction
- shall not be eligible for loan for the purchase of vehicles.
- (2) The refund of a loan shall be deferred for any period of leave without pay which does not exceed one year.
- (3) In case, the period of leave without pay exceeds one year, the officer shall settle the outstanding balance on his car loan within a period of six months following the initial one year period, on such terms and conditions as may be deemed appropriate by the Accountant-General.
- 5.11.17 (1) The grant of duty concessions is subject to the following conditions -
- (a) where an officer resigns or is dismissed from the service or sells his vehicle within four years from the date of its registration with the National Transport Authority, a proportionate amount of excise duty shall be payable to the Customs Department of the Mauritius Revenue Authority.
 - (b) as a normal rule, no application for duty remission on another vehicle shall be entertained before the expiry of five or seven years, as appropriate, from the date the vehicle is registered with the National Transport Authority.
- (2) It shall be the responsibility of the officer who has been granted duty-free privileges to take a comprehensive insurance cover for his vehicle on its market value with full duty.

Section 12: Salary during Interdiction

- 5.12.1 (1) An officer who has been interdicted from the exercise and functions of his office shall, pending the determination of his case, continue to be paid his salary.

- (2) Notwithstanding sub-paragraph (1), where an officer is sentenced to a term of imprisonment, payment of his salary shall be stopped with immediate effect even if the officer has lodged an appeal.

Section 13: Tour of Service in Rodrigues/Outer Islands: Special Conditions

5.13.1 An officer may be required to serve a tour of service in Rodrigues notwithstanding his terms of employment.

5.13.2 (1) An officer, who is domiciled in Mauritius and is posted to Rodrigues for a minimum tour of service of 12 months is eligible for the following -

(a) Passages

- (i) one free passage, to and from Rodrigues for himself, his spouse and up to three dependent children below the age of 21;
- (ii) one free return ticket from Rodrigues for medical treatment in Mauritius in respect of himself or any immediate member of his family, as at sub-paragraph (i) above, provided a Government Medical Officer certifies that such medical treatment is not available in Rodrigues and cannot safely be postponed until the end of his tour of service.
- (iii) two free return tickets from Rodrigues for medical treatment in Mauritius in respect of himself or any immediate member of his family, as at sub-paragraph (i) above, provided a Government Medical Officer certifies that such medical treatment is not available in Rodrigues and cannot safely be postponed until the end of his tour of service, and that the patient needs to be accompanied.

(b) Transport

- (i) free transport by sea of his personal effects to the extent of 6 cubic metres;
- (ii) subject to the approval of the Ministry of Local Government and Outer Islands, free transport by sea of his car/ jeep/motorcycle/bicycle;

provided that the total volume of (i) and (ii) does not exceed 12 cubic metres.

- (c) Vacation Leave as at paragraph 4.9.12.
 - (d) Disturbance Allowance as at paragraph 3.9.1.
 - (e) Inducement Allowance as at paragraph 3.10.1.
 - (f) Free Quarters.
- (2) (a) (i) An officer, accompanied by his spouse and children, whose tour of service in Rodrigues is extended for another 12 months, shall be entitled to two free return tickets to Mauritius.
- (ii) A single officer whose tour of service in Rodrigues is extended for another 12 months, shall be entitled to one free return ticket to Mauritius.
- (b) The entitlement of free return tickets under sub-paragraphs (i) and (ii) shall be limited to three tours of service only.

5.13.3 An officer who is posted to the Outer Islands other than Rodrigues will be eligible for:-

- (a) One free passage for himself, his spouse and up to three dependent children below the age of 21.
- (b) Vacation leave as at paragraph 4.9.12.
- (c) Disturbance allowance as at paragraph 3.9.1.
- (d) Government Quarters as at paragraph 5.7.4

5.13.4 A Specialist/Senior Specialist posted for short duration in Rodrigues and who is accommodated in fully furnished rent free quarters shall be eligible to an inducement allowance on a pro-rata basis.

- 5.13.5
- (a) Inducement allowance shall not be payable to officers who are provided with board and lodging in hotels.
 - (b) Officers domiciled in Rodrigues and who came for training in Mauritius shall be paid an allowance equivalent to 50% of salary for the duration of the course; and
 - (c) Where quarters are not provided to them, a monthly allowance of Rs 2000 shall be payable towards payment of rent.

5.13.6 Disturbance allowance/inducement allowance of officers who are called upon to act in a higher capacity shall be computed on the basis of aggregate earnings (basic salary plus salary compensation at approved rates plus acting/responsibility allowance)

- 5.13.7 Officers on a tour of service in Agalega and St Brandon shall –
- (a) be paid a monthly disturbance allowance at the rate of 60% of gross salary (basic plus salary compensation at approved rates);
 - (b) earn vacation leave at the rate of 50% more than what they are eligible for in respect of that period; and
 - (c) be given priority of consideration to enjoy their earned vacation leave on their return to the mainland at the end of their tour of service.
- 5.13.8 Any period during which an officer domiciled in Mauritius is required to serve as a public officer in Agalega or St Brandon shall be reckoned as pensionable service at the rate of two times.

Section 14: Appointment on Contract

- 5.14.1 (1) The power to appoint officers on contract against established posts rests with the appropriate Service Commission.
- (2) (a) Appointment of advisers on contract is made under section 89(3)(h) of the Constitution and with the approval of the Prime Minister.
 - (b) Recommendations made to the Prime Minister shall be channelled through the Secretary to Cabinet and Head of the Civil Service.
- 5.14.2 Subject to paragraph 5.14.1, the conditions of service should be cleared with the Ministry of Civil Service and Administrative Reforms prior to recruitment or renewal of contract.
- 5.14.3 (1) The salary of officers appointed on contract under sub-paragraph 5.14.1 (1) shall normally be the salary attached to the established post.
- (2) The salary of advisers shall generally be determined on the basis of existing posts with comparable levels of responsibilities in the service having regard to the officers' qualifications and experience.
- 5.14.4 The conditions of service of an adviser/officer on contract, except for leave, travelling and car benefits, shall be in line with what obtains in the service.
- 5.14.5 (1) An adviser/officer whose contract is of less than one year duration shall not be entitled to any leave.
- (2) (a) Adviser/Officer on contract would not be eligible to any annual or sick leave entitlement during the first year of contract. This recommendation would not apply to:-

- (i) a retired public officer who has been re-employed on contract,
 - (ii) a contract officer who is serving under a contract of employment (embodying leave entitlement) already in force on 30 June 2008; and
 - (iii) a contract officer serving in an established post.
- (b) An adviser/officer employed on contract for a period of one year or more shall be entitled to leave for each year of contract as follows –
- (i) Annual leave - at the rate of 21 working days
 - (ii) Sick leave - at the rate of 21 working days
- (c) An adviser/officer whose contract of one year duration or more is extended for a further period of less than one year, shall be entitled to leave on a pro-rata basis.
- (c) The annual leave as provided at sub-paragraph (2)(b)(i) may be taken on and off to cater for brief absences.
- (3) At the end of each year of contract -
- (a) annual leave not taken by an officer may either be cashed or accumulated;
 - (b) unutilised sick leave shall not be convertible into cash.
- (4) An adviser or an officer on contract shall not be allowed to earn passage benefits during the 21 days annual leave, whether taken or cashed.

5.14.6 Where an adviser/officer on contract is a foreigner, i.e. his permanent residence is not in Mauritius, he shall be eligible for -

- (a) economy class air passages from the nearest international airport in the country of permanent residence to Mauritius on appointment and back on expiry of contract for self, spouse and up to three dependent children below the age of 21, subject to the following -
 - (i) if the contract is of one year duration and is renewed, passages shall be granted after two years;
 - (ii) for subsequent extension of contract, passages shall be granted every two years, unless the contract is extended for a final period of less than two years.

- (b) an allowance to cover the cost of a maximum of 25 kgs of excess luggage by air provided the cost thereof does not exceed the amount that would have been payable had a maximum of four tons (4.5 cubic metre) of baggage been transported by sea, on appointment to Mauritius and on expiry of final contract.
- (c) a transfer grant equivalent to five per cent of his annual salary, to cover incidental charges, on expiry of final contract.
- (d)
 - (i) Government quarters furnished with basic heavy furniture;
 - (ii) Where Government quarters are not available, payment of a rent allowance at the approved rates.

5.14.7 (1) A senior adviser on contract at a level corresponding to a Chief Technical Officer of a large Ministry or Chief Executive of a major public sector institution, shall be eligible for:-

Either

100% duty remission for the purchase of a car of engine capacity of up to 1850 c.c. or of a higher engine capacity not exceeding 2250c.c. provided -

- (i) he pays the difference in the excise duty and
- (ii) the quantum of duty exemption he shall benefit from should not exceed the quantum he would have benefited from, had he purchased a duty remitted car with an engine capacity corresponding to his normal entitlement.

Or

a monthly car allowance of Rs 7,000 a month in lieu thereof and be paid either a monthly travelling allowance of Rs 8,480 or mileage at the rate of Rs 5.00 per kilometre together with a car allowance of Rs 2,880 a month, whichever is the higher, both for attending duty and for official travelling.

(2) An adviser or an officer on contract with salary in the range of *Rs 62,000* and up to *Rs 75,000* a month, shall be eligible for:-

Either

100% duty remission for the purchase of a car with engine capacity of up to 1600 c.c. or a car of a higher engine capacity not exceeding 2250 c.c. provided -

- (i) he pays the difference in the excise duty and

- (ii) the quantum of duty remission he shall benefit from should not exceed the quantum he would have benefited, had he purchased a duty deferred car with an engine capacity corresponding to his normal entitlement

Or

a car allowance of *Rs 4,750* a month in lieu thereof and be paid either a monthly travelling allowance of *Rs 8,480* or mileage at the rate of *Rs 5.00* per kilometre together with a car allowance of *Rs 2,880* a month, whichever is the higher, both for attending duty and for official travelling.

- (3) An adviser or an officer on contract under sub-paragraph(2), may be allowed to purchase a car with a higher engine capacity but not exceeding 2250 c.c. provided he pays excise duty on the difference between a car of 1600 c.c. and a car of up to 2250 c.c.
- (4) An adviser or an officer on contract with salary in the range of *Rs 41,250* and up to *Rs 60,000* a month, shall be eligible for:-

Either

100% duty remission for the purchase of a car with engine capacity of up to 1500 c.c. or of a higher engine capacity not exceeding 2250 c.c. subject to:

- (i) his paying the difference in the excise duty
- (ii) the quantum of duty remission he shall benefit from should not exceed the quantum he would have benefited had he purchased a duty deferred car with an engine capacity corresponding to his normal entitlement

Or

a car allowance of *Rs 3000* a month in lieu thereof and be paid, either a monthly travelling allowance of *Rs 8,480* or mileage at the rate of *Rs 5.00* per kilometre together with a car allowance of *Rs 2,880* a month, whichever is the higher, both for attending duty and for official travelling.

- (5) An adviser or an officer on contract who is not eligible for the purchase of a duty remitted car by virtue of salary, but is required to perform extensive field duties may, provided he satisfies the conditions applicable for officers in the service and subject to the approval of the Committee mentioned at paragraph 5.11.9 (1), be granted either duty remission of up to *Rs 100,000* for the purchase of a car with engine capacity of up to 1400 c.c. or may opt for the payment of a monthly car allowance of *Rs 1,600* in lieu of the *Rs 100,000* duty remission and claim mileage for official travelling at appropriate rates as follows :

- (i) Rs 8.60 per km for the first 800 km.
- (ii) Rs 5.00 per km for mileage in excess of 800 km.
- (iii) Rs 5.00 per km for distance which is not considered as official mileage (from residence to office) on days on which officers are required to carry out field duties.

- 5.14.8 (1) An officer on contract, shall, at the beginning of the contract, opt either for duty deferred facilities for the purchase of a car or a car allowance in lieu thereof.
- (2) The option under sub-paragraph (1), once exercised, shall, subject to negotiation, be irrevocable for a period of five or seven years, as applicable.
- 5.14.9 (1) An officer on contract appointed in the capacity of an Accounting/Responsible Officer of a Ministry/Department against an established post shall be entitled to an official Government vehicle and car benefits as at paragraph 5.9.1 or 5.10.1 as appropriate.
- (2) Where an officer on contract is eligible for an official Government vehicle under sub-paragraph (1), he shall not be allowed to purchase the official Government vehicle allocated to him at the expiry of his contract unless he has served in the capacity of an Accounting/Responsible Officer for a continuous period of five years.
- (3) An officer on contract who has been appointed in an executive capacity against an established post other than an Accounting/Responsible Officer shall be granted, except for loan facilities, the same car benefits as applicable for corresponding grades in the Service.
- 5.14.10 (1) An adviser or an officer on contract employed in the capacity of a professional under paragraph 5.11.3 (1), shall be eligible for travelling allowance as at paragraph 3.5.8 (3) (a) and 3.5.8 (6).
- (2) An adviser or an officer on contract who is not entitled to 100% duty remission on a car and who draws salary in the range of *Rs 29,000* and up to *Rs 40,000* shall be eligible to a monthly travel grant of *Rs 5,500* for using his car to attend duty.
- 5.14.11 (1) An adviser or an officer on contract, of Mauritian nationality as well as expatriates employed on contract, may be granted loan facilities in accordance with what obtains for officers in corresponding grades/salary levels in the Service, subject to the production of a bank guarantee covering the full amount of the loan.
- (2) Where an adviser or the officer on contract of Mauritian nationality or the expatriate does not subscribe to a bank guarantee, he may be granted loan

facilities up to maximum of 12 months' salary at interest rate of 7.5% per annum refundable in 48 consecutive monthly instalments subject to the conditions that he is legally bound to reimburse, forthwith, the outstanding loan on termination or on expiry of contract.

- (3) An adviser or an officer on contract who has taken advantage of loan facilities from the Treasury and benefited from duty remission for the purchase of a car, shall reimburse the outstanding loan and/or proportionate duty, if any, within a month as from the date the contract expires/is terminated.
- (4) An adviser or an officer on contract who has benefited from duty remission on the purchase of a car shall pay proportionate duty if his contract expires/is terminated or if the car is sold within four years as from the date of purchase of the car.

5.14.12 Where an adviser or an officer employed on contract is a retired public officer who has purchased the official Government vehicle allocated to him or has benefited from 100% excise duty remission on the purchase of a car and, but for this paragraph, would have qualified for another official Government vehicle or duty-remitted car on his employment on contract, he shall not be allowed to purchase another official Government vehicle or duty-free car within a period of five or seven years as appropriate, from the last date of purchase.

5.14.13 (1) Subject to sub-paragraph (3), an officer on contract shall be eligible for end-of-contract gratuity in lieu of pension *equivalent to two months' salary*. The gratuity shall be payable after 12 months' satisfactory service, if the contract is for more than 12 months.

- (2) For contract employment of shorter duration than one year which is either extended or renewed, the end-of-year gratuity shall be payable on completion of an aggregate of 12 months' satisfactory service, provided that –
 - (a) in the case of renewal the interval between one contract and the other does not exceed 28 days; and
 - (b) the monthly remuneration package of the contract officer has not been computed inclusive of end-of-year contract gratuity,
- (3) An officer on contract who has already taken loan facilities without subscribing to a bank guarantee would be allowed to draw gratuity subject to the condition that he is legally bound to reimburse any outstanding loan on termination or expiry of his contract.
- (4) An adviser or an officer on contract who has not contracted any loan with the Treasury as well as an adviser or an officer on contract who has been granted loan facilities and subscribed to a bank guarantee covering the full amount of the loan, shall be eligible for gratuity after each year of contract.

Section 15: End-of-Year Bonus

- 5.15.1 An end-of-year bonus equivalent to one month's salary shall be payable to an officer as well as students, trainees or apprentices who draw an allowance instead of salary or wage, whether on a monthly or daily basis, and who have served for a full calendar year and are still in employment on 31 December.
- 5.15.2 (1) An end-of-year bonus on a pro-rata basis in respect of the period actually served in a calendar year shall be paid to an officer who -
- (a) reckons less than one year's service and is still in employment on 31 December;
 - (b) has retired during the year;
 - (c) was on approved leave without pay during the year and has resumed duty; or
 - (d) has joined a parastatal body and is still in employment on 31 December, provided he has not resigned from the Service.
- (2) An officer, who is on approved leave on half pay during the whole or part of the calendar year, shall be eligible for a proportion of the end-of-year bonus which the monthly salary actually drawn by him during the year bears to the total annual salary.
- 5.15.3 (1) An end-of-year bonus shall be payable to the following categories of employees who reckon continuous employment with their employer for whole or part of the year and are still in employment on 31 December –
- (a) a substitute employee who is employed on an “on and off basis” and who is paid on a daily basis;
 - (b) a resource person who is employed on a sessional basis and who is paid on a month-to-month basis; and
 - (c) a person who is employed on a sessional basis under a Bank Scheme.
- (2) The employees mentioned under sub-paragraph (1) above shall be eligible to a proportion of the bonus which the salary/wage/allowance/fee actually drawn during the year in respect of normal hours of work bears to the total annual salary/wage of the corresponding grade or where there is no corresponding grade, to a proportion of the bonus which the fees actually drawn during the year bear to the total annual fees of an employee who would have worked full time.
- 5.15.4 (1) Subject to sub-paragraph (2), an end-of-year bonus shall not be paid to an officer who has resigned or has been dismissed from the service or is under interdiction.

(2) Where an officer has been reinstated, he may be paid an end-of-year bonus in respect of the period of interdiction, subject to the approval of the Ministry of Finance and Economic Development.

5.15.5 As from 1 July 2003, on the death of an officer, an end-of-year bonus on a pro-rata basis in respect of the period actually served in the year, shall be paid to his heirs.

5.15.6 An end-of-year bonus on a pro-rata basis in respect of actual period served shall be paid to advisers/officers whose contract of employment are not renewed or who give the appropriate notice for termination of their employment provided they have served for at least six months in that calendar year in the organisation and the end-of-year bonus was not provided and integrated in their monthly emoluments.

5.15.7 An end-of-year bonus shall be payable to officers acting in a higher grade for a continuous period of 12 months on the basis of aggregate earnings (i.e. salary of the substantive post plus any acting allowance) provided the officer has been in actingship for the whole of the calendar year and is still in employment on 31 December.

Section 16: Funeral Grant

5.16.8 A funeral grant of Rs 3,000 shall be paid to a public officer's heirs or nearest relatives who have borne the funeral expenses in addition to the salary in respect of the month in which the officer passes away while still in service subject to the officer holding a substantive appointment and having completed one year's continuous service.

Paragraph 5.1.2

**Guidelines for the Submission of Proposals for the
Creation of Posts and Filling of Vacancies**

1. GENERAL PRE-REQUISITES

- (a) It is the responsibility of the Supervising Officer to ensure that optimum use is made of the human resources, taking into consideration the need to meet the priority objectives and services (outputs) as set in the Programme-Based Budget of his Ministry/Department. In particular, he must ensure that –
 - (i) manpower requirements match the prevailing workload; and
 - (ii) the human resources of the organisation are fully utilised at the level at which they are expected to operate.
- (b) Supervising Officers should encourage managers/supervisors of administrative units at all levels to continuously monitor staff requirements and ensure that individual officers have well-defined functions and tasks directed towards the accomplishment of organisational goals and objectives.

2. CREATION OF NEW POST

- (a) The need for the creation of a new post under a Programme/Sub-Programme must be fully established and justified.
- (b) It must be clearly stated whether the creation of the new post is warranted as a result of –
 - (i) functions linked to a new (or a change in) policy goal/objective or to the implementation of a project/ Programme/Sub-Programme; and
 - (ii) a new level of responsibility which must be created within an existing structure to increase organisational effectiveness and efficiency.
- (c) Information must be provided on the activities/operations/tasks associated with the new post and what they are intended to achieve. Wherever possible, the benefits to be derived must be assessed and quantified.
 - (c) The creation of the post must be envisaged only after the following possibilities of carrying out the new function have been explored –

APPENDIX 5A (Cont.)

- (i) re-allocation of duties;
 - (ii) redeployment of staff;
 - (iii) improvement of work methods;
 - (iv) use of new equipment, including ICT;
 - (v) passing the work on to another organisation within the public sector where it can be done more efficiently and economically;
 - (vi) depending on priority of needs, postponing the work for another budget;
 - (vii) reorganisation; and
 - (viii) contracting out.
- (e) The number of posts to be created and their concomitant levels must also be fully justified. An organisational chart depicting clearly its linkages within the broader organisation of the Ministry/Department should also be submitted.
- (f) The duties, responsibilities, qualifications (i.e. knowledge, skills and abilities), experience and personal qualities required for the post must be accurately and clearly spelt out. A draft scheme of service should preferably be submitted.
- (g) The following practices must be avoided –
- (i) multi-layering, i.e. the creation of grades without taking into account the scope of the work and levels of responsibility involved. A new level is created only when it brings added value to the work;
 - (ii) creation of supervisory posts for the mere sake of giving promotion;
 - (iii) creation of isolated posts which are not integrated in a career structure; and
 - (iv) creation of permanent posts to meet temporary needs.

3. CREATION OF ADDITIONAL POST/S

- (a) Additional posts are normally created when there is substantial increase in the volume and complexity of work. This can only be ascertained after a job inspection has been carried out. The request should be backed by facts and figures.
- (b) The creation of additional posts under a Programme/Sub-Programme must be resorted to after all the possibilities listed at paragraph 2(d) have been exhausted.

4. FILLING OF VACANCIES

- (a) Existing vacancies in posts falling under a Programme/Sub-Programme must be filled only if there is a need to do so.

APPENDIX 5A (Cont.)

- (b) Before vacancies are filled, it must be ascertained:
 - (i) whether the objectives they purport to meet are still valid;
 - (ii) in case of promotional posts, whether the structure is still the appropriate one;
and
 - (iii) whether the work may not be carried out by such other ways as spelt out at paragraph 2(d).

5. WEEDING OUT OF POSTS

All posts, appearing in the budget, which have not been filled for the past years and which are no longer useful to the organisation, should be removed from the budget.

Paragraph 5.1.3

Proposal for Creation of New Post(s)

1. Ministry/Department
2. Title
Salary
No. of Posts
Additional annual cost
3. Proposed Duties and Qualifications Attach statement (if necessary)	
4. Has proposal been discussed in Departmental Whitley Council or with Staff Association and if so, with what result?	
5. What arrangements are made for Carrying out the duties at present?	
6. Reasons for creation of post/s. state why reallocation of work or redeployment of existing staff cannot be effected	
7. State whether post/s to be filled by (i) first appointment (ii) promotion and from what grade (iii) on contract	
8. Has any candidate been sent on training to qualify for appointment to the post/s?	

Date:.....

.....

Head of Department

PTO

APPENDIX 5B (Contd.)

9.	Ministry's Comments (Where applicable)
Date:.....
	Supervising Officer
10.	Recommendations of Ministry of Civil Service and Administrative Reforms
Date:.....
	Senior Chief Executive Ministry of Civil Service and Administrative Reforms
11.	Ministry of Finance and Economic Development's Decision

	Financial Secretary

**Recommendation for Creation of Additional Post(s)
in an Existing Establishment**

1. Ministry/Department
2. Title Salary Scale Present number of Posts Additional post(s) required Additional annual cost
3. Reasons for the increase (to be supported by statistics where applicable)	
4. Has proposal been discussed in Departmental Whitley Council and if so, with what result?	

Date:.....

.....

Head of Department

PTO

APPENDIX 5C (Contd.)

5.	<p style="text-align: center;">Ministry's Comments (Where applicable)</p> <p>Date:.....</p> <p style="text-align: right;">..... Supervising Officer</p>
6.	<p style="text-align: center;">Recommendations of Ministry of Civil Service and Administrative Reforms</p> <p>Date:.....</p> <p style="text-align: right;">..... Senior Chief Executive Ministry of Civil Service and Administrative Reforms</p>
7.	<p style="text-align: center;">Ministry of Finance and Economic Development's Decision</p> <p style="text-align: right;">..... Financial Secretary</p>

Recommendation for Restyling/Regrading of Post(s)

1. Ministry/Department
2. Existing Title Proposed Title (where applicable) Number of Posts Present Salary Proposed Salary (where applicable) Additional annual cost
3 Reasons for restyling/regrading	
4. Present Scheme of Service (attach statement, if necessary)	
5. Proposed Scheme of Service (attach statement, if necessary)	
6. Has proposal been discussed in Departmental Whitley Council and if so, with what result?	

Date:.....

.....

Head of Department

PTO

7.	Ministry's Comments (Where applicable)
Date:.....
	Supervising Officer
8.	Recommendations of Ministry of Civil Service and Administrative Reforms
Date:.....
	Senior Chief Executive Ministry of Civil Service and Administrative Reforms

Paragraph 5.2.1 (2)

Short-term Measures normally resorted to by public sector organisations to tackle recruitment and/or retention problems can be broadly classified under the following four categories –

1. Employment Practices

- (a) Employment on contract or consultancy basis of locals and expatriates
- (b) Employment on sessional basis
- (c) Employment on a month-to-month basis under delegated powers of the Public Service Commission
- (d) Setting up of Internal and External Bank Schemes of officers for employment on sessional basis.

2. Training Schemes

- (a) Mounting of appropriate courses locally
- (b) Setting up of training schemes for recruitment of cadets/trainees for local and overseas training

3. Organisational Remedies

- (a) Assignment of duties to existing staff
- (b) Restructuring existing schemes of service to widen scope of recruitment e.g consideration to be given also to candidates who lack part of the basic pre-professional qualification.
- (c) Insertion of first intake provision to give consideration to officers who have been performing the duties of the grade
- (d) Reduction in the duration of training period for trainee grades
- (e) Waiving of age limit
- (f) Assignment of duties to less qualified persons

4. Reward Strategies

- (a) Grant of privilege of private practice as a joining –in inducement, subject to certain conditions and ministerial approval
- (b) Improvement of career structures to enhance the scope of promotion
- (c) Negotiable point of entry in salary scales
- (d) Grant of allowances for performance of additional duties.

Alternative Modes of appointment which can be considered as a means to overcome the problem of shortage of experts or skilled personnel in specific areas

1. Fixed-term Appointments

Fixed-term appointments (FTAs) are appointments which are made for a specified period of time for a specific task or project. Such arrangements are presently being used in the Civil Service only where there is a genuine management need to make an appointment of limited duration, rather than a permanent appointment. For example, the task may be of limited duration or there is a short-term need to employ staff for a particular period.

2. Casual Appointments

Casual appointments are temporary appointments to meet short-term needs. Departments may use casuals only where there is a genuine management need to employ people for a short period, rather than make a permanent appointment. For example, they may need to cover unexpected increases in workload, maternity leave, prolonged sick leave or to help redeploy staff in the case of the closure of an office. In general, the maximum length of a continuous casual appointment is 12 months, but it can of course be less.

3. Recurring Temporary Appointments

These are arrangements under which staff are contracted to work for short periods each year. The dates for employment for each year and the number of years of which the employment is offered are agreed in advance and set out in the letter of appointment. Such appointments can be useful when a department needs extra staff at certain periods of the year, for example to cover peak periods of work or to provide back-up when staff are absent on leave and work cannot be held over. The temporary option helps maintain organisational flexibility and may avoid unnecessary workforce adjustment costs particularly overtime.

5. Employing People to Work at Short Notice

This arrangement allows managers to employ people to work at short notice, usually for short periods at a time. It may be used when a department needs extra staff to cover unforeseen or temporary shortages of permanent staff, or to deal with tasks which occur on an irregular basis. This might include covering prolonged sick absences or annual leave, covering short-term peaks of work or offering work to former members of staff who have retired but would still like to work for short periods.

6. Standby Appointments

This is a more formal arrangement than short notice employment. Under standby appointments, people contract to make themselves available for work for short period each year and to accept work whenever they are called upon, subject to an agreed period of notice. The dates of employment for each year, the number of years for which

APPENDIX 5E (Contd)

employment is offered and the period of notice before each work assignment are all agreed in advance and set out in the letter of appointment.

6. Part-time Employment

Part-time employees are those working less than the standards hours (inclusive of lunch time) a day. Because this employment type can increase resource flexibility, it is done by approving requests of existing full-time employees who voluntarily wish to work part-time hours and by staffing more vacancies on a part-time basis.

7. Specified Period (term) Employment

Term appointments are made for a specific period of time to deal with such things as specific projects, workload fluctuations, and programmes which have sunset funding. Term appointments are also used to deal with organisational change or downsizing.

Extracts of Employment Rights Act 2008

PART II – AGREEMENTS

4. Discrimination in employment and occupation

- (1)
 - (a) No worker shall be treated in a discriminatory manner by his employer in his employment or occupation.
 - (b) No person shall be treated in a discriminatory manner by a prospective employer in respect of access to employment or occupation.
- (2) Any distinction, exclusion or preference in respect of a particular occupation based on the inherent requirements thereof shall not be deemed to be discrimination.
- (3) A person does not discriminate against another person by imposing, proposing to impose, on that other person, a condition, requirement or practice that has, or is likely to have, a disadvantaging effect, where the condition, requirement or practice is reasonable in the circumstances.
- (4) The matters to be taken into account in determining whether or not a condition, requirement or practice is reasonable in the circumstances include –
 - (a) the nature and extent of the disadvantage resulting or likely to result, from the imposition or proposed imposition of the condition, requirement or practice;
 - (b) the feasibility of overcoming or mitigating the disadvantage; and
 - (c) whether the disadvantage is proportionate to the result sought to be achieved by the person who imposes, or proposes to impose the condition, requirement or practice.
- (5) For the purpose of this section –
 - (a) “discrimination” includes affording different treatment to different workers attributable wholly or mainly to their respective descriptions by age, race, colour, caste, creed, sex, sexual orientation, HIV status, religion, political opinion, place of origin, national extraction or social origin, which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation;
 - (b) “employment” or “occupation” includes access to vocational training, access to employment and to particular occupations, and terms and conditions of employment.

PART V – REMUNERATION

20. Equal remuneration for work of equal value

- (1) Every employer shall ensure that the remuneration of any worker shall not be less favorable than that of another worker performing the same type of work.
- (2) Where an employer has recourse to the services of a job contractor, the job contractor shall ensure that the remuneration of any worker shall not be less favourable than that of another worker performing the same type of work.

PART XI – VIOLENCE AT WORK

54. Violence at work

- (1) No person shall –
 - (a) harass, sexually or otherwise;
 - (b) assault;
 - (c) verbally abuse, swear at or insult;
 - (d) express the intention to cause harm;
 - (e) bully or use threatening behaviour towards;
 - (f) use aggressive gesture indicating intimidation, contempt or disdain towards;
 - (g) by words or act, hinder,a worker, in the course of or as a result of his work.
- (2) Any person who contravenes subsection (1) shall commit an offence and shall, on conviction, be liable to a fine not exceeding 75,000 rupees and to imprisonment for a term not exceeding 2 years.

61. Power to make enquiries

- (1) The Permanent Secretary may –
- (a) enter without previous notice, at any hour of the day or night, any place of work, other than premises used solely for residential purposes except with the permission of the occupier thereof;
 - (b) enter by day and without previous notice any premises which he has reasonable cause to believe to be a place of work other than premises used solely for residential purposes except with the permission of the occupier thereof;
 - (c) carry out any examination or enquiry which he may consider necessary in order to satisfy himself that this Act or any other enactment relating to labour or employment is being strictly observed;
 - (d) interview alone or in the presence of any other person, as he thinks fit, and at such place he deems appropriate, the employer or his representative and any person employed in the enterprise, regarding the application of this Act or any other enactment relating to labour or employment, and any such person shall answer such questions truly to the best of his ability provided that no such person shall be required to give any information tending to incriminate himself;

Extract of Employment Relations Act 2008

14. Officers and negotiators

- (1) No member shall be qualified to become or, having been so appointed or elected, continue to be an officer of a trade union where he –
- (a) is under the age of 18;
 - (b) has, within the 3 preceding years, been convicted of an offence involving fraud or dishonesty; or
 - (c) is not a member of that trade union.
- (2) No person shall act as –
- (a) negotiator of a trade union unless he has been appointed by the managing committee of the trade union; or
 - (b) an officer unless he is qualified under subsection (1).

APPENDIX 5F (Cont.)

- (3) A person who is not a member may be appointed as negotiator of a trade union.
- (4) Where a person, who is not a member, is appointed negotiator, he shall not, by that fact, become a member of that trade union.
- (5) A trade union shall communicate the name and address of the negotiator appointed under subsection (2) to the Registrar within 14 days of the appointment.
- (6) Every trade union shall cause the name and title of every officer to be prominently exhibited in its registered office and all of its branches within 7 days of the appointment.
- (7) Every trade union shall, not later than 7 days after the appointment or election of its officers, office bearers and auditors and of every change among its officers, office bearers, negotiators and auditors or in their titles, give written notice to the Registrar of the appointment, election or change.

ELEVENTH SCHEDULE
(section 85)

LIST OF INJURIES REQUIRING IMMEDIATE NOTIFICATION

1. Fracture of the skull, spine or pelvis.
2. Fracture of any bone—
 - (i) in the arm or wrist, but not a bone in the hand; or
 - (ii) in the leg or ankle, but not a bone in the foot.
3. Amputation of—
 - (i) a hand or foot; or
 - (ii) a finger, thumb or toe, or any part thereof if the joint or bone is completely severed.
4. The loss of sight of an eye, a penetrating injury to an eye, or a chemical or hot metal burn to an eye.
5. Either injury (including burns) requiring immediate medical treatment, or loss of consciousness, resulting in either case from an electric shock from any electrical circuit or equipment, whether or not due to direct contact.
6. Loss of consciousness resulting from lack of oxygen.
7. Decompression sickness.
8. Either acute illness requiring medical treatment, or loss of consciousness, resulting in either case from the absorption of any substance by inhalation, ingestion or through the skin.
9. Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
10. Any other injury which results in the person injured being admitted into hospital for more than 24 hours.

TWELFTH SCHEDULE
(sections 6 and 85)

LIST OF DANGEROUS OCCURRENCES

1. The collapse of, the overturning of, or the failure of any load bearing part of—
 - (a) any lift, hoist, crane, derrick or mobile powered access platform, but not any winch, teagle, pulley block, gin wheel, transporter or runway;
 - (b) any excavator; or
 - (c) any pile driving frame or rig having an overall height, when operating, of more than 7 metres.
2. Explosion, collapse or bursting of any closed vessel, including a boiler or boiler tube, in which the internal pressure was above or below atmospheric pressure, which might have been liable to cause the death of, or injury to any person, or which resulted in the stoppage of the plant involved for more than 24 hours.
3. Electrical short circuit or overload attended by fire or explosion which resulted in the stoppage of the plant involved for more than 24 hours and which, taking into account the circumstances of the occurrence, might have been liable to cause the death of, or injury to any person.
4. An explosion or fire occurring in any plant or place which resulted in the stoppage of that plant or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process materials, their by-products (including waste) or finished products.
5. The sudden, uncontrolled release of 500 kilogrammes or more of highly flammable liquid, flammable gas or flammable liquid above its boiling point from any system or plant or pipeline.
6. A collapse or partial collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scaffold falling or overturning; and where the scaffold is slung or suspended, a collapse or part collapse of the suspension arrangements (including any outrigger) which causes a working platform or cradle to fall more than 5 metres.

APPENDIX 5G (CONT.)

7. Any unintended collapse or partial collapse of—
 - (a) any building or structure under construction, reconstruction, alteration or demolition, or of any false-work, involving a fall of more than 5 tonnes of materials; or
 - (b) any floor or wall of any building being used as a place of work, not being a building under construction, reconstruction, alteration or demolition.
8. Either of the following incidents in relation to a pipeline—
 - (a) the bursting, explosion or collapse of a pipe-line or any part thereof; or
 - (b) the unintentional ignition of anything in a pipe-line, or of anything which immediately before it was ignited was in a pipe-line.
9. Any incident in which plant or equipment either comes into contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts, or causes an electrical discharge from such an electric line by coming into close proximity to it, unless in either case the incident was intentional.

THIRTEENTH SCHEDULE

(section 85)

REPORT OF ACCIDENT OR DANGEROUS OCCURRENCE

1. Name and address of employer:
2. Place of work and site of accident or dangerous occurrence*:.....
.....
3. Nature of business:
4. Date and time of accident or dangerous occurrence*:.....
5. Name and address of injured person:
-
6. (a) Sex..... (b) Age.....
(c) Occupation
7. Kind of work being performed at time of accident or dangerous occurrence*:
.....
8. Particulars of injury (whether fatal):
9. Cause and particulars of the accident or dangerous occurrence*:
-
10. Reasons for the accident or dangerous occurrence*:
.....
11. Names of witnesses, if any:
-

APPENDIX 5G (CONT.)

12. Any further particulars:
.....
.....

I certify that to the best of my knowledge that the information given above is correct.

Date.....

Name:.....

Status.....

Signature.....

Note: * Delete whichever is not applicable.

EXTRACT OF OCCUPATIONAL HEALTH AND SAFETY ACT

FOURTEENTH SCHEDULE

*(sections 2, 19, 77 and 86)***LIST OF NOTIFIABLE OCCUPATIONAL DISEASES**

- 1. Diseases caused by agents**
- 1.1 Diseases caused by Chemical agents
- 1.1.1 Diseases caused by beryllium or its toxic compounds
- 1.1.2 Diseases caused by cadmium or its toxic compounds
- 1.1.3 Diseases caused by phosphorus or its toxic compounds
- 1.1.4 Diseases caused by chromium or its toxic compounds
- 1.1.5 Diseases caused by manganese or its toxic compounds
- 1.1.6 Diseases caused by arsenic or its toxic compounds
- 1.1.7 Diseases caused by mercury or its toxic compounds
- 1.1.8 Diseases caused by lead or its toxic compounds
- 1.1.9 Diseases caused by fluorine or its toxic compounds
- 1.1.10 Diseases caused by carbon disulphide
- 1.1.11 Diseases caused by toxic halogen derivatives of aliphatic or aromatic hydrocarbons
- 1.1.12 Diseases caused by benzene or its homologues
- 1.1.13 Diseases caused by toxic nitro-and amino-derivatives of benzene or its homologues
- 1.1.14 Diseases caused by nitroglycerine or other nitric acid esters
- 1.1.15 Diseases caused by alcohols, glycols or ketones
- 1.1.16 Diseases caused by asphyxiants: carbon monoxide, hydrogen cyanide or its toxicderivatives, hydrogen sulphide
- 1.1.17 Diseases caused by acrylonitrile
- 1.1.18 Diseases caused by oxides of nitrogen
- 1.1.19 Diseases caused by vanadium or its toxic compounds
- 1.1.20 Diseases caused by antimony or its toxic compounds
- 1.1.21 Diseases caused by hexane
- 1.1.22 Diseases of the teeth due to mineral acids
- 1.1.23 Diseases due to pharmaceutical agents
- 1.1.24 Diseases due to thallium or its compounds
- 1.1.25 Diseases due to osmium or its compounds
- 1.1.26 Diseases due to selenium or its compounds
- 1.1.27 Diseases due to copper or its compounds
- 1.1.28 Diseases due to tin or its compounds
- 1.1.29 Diseases due to zinc or its compounds
- 1.1.30 Diseases due to methyl bromide

APPENDIX 5G (CONT.)

- 1.1.31 Diseases caused by irritants: benzoquinone and other corneal irritants
- 1.1.32 Diseases due to organic isocyanates
- 1.1.33 Diseases due to boron or its compounds
- 1.1.34 Diseases due to ozone, phosgene
- 1.1.35 Diseases caused by any other chemical agents not mentioned in the preceding items 1.1.1 to 1.1.34, where a link between the exposure of the worker to these chemical agents and the diseases suffered is established.

1.2 Diseases caused by physical agents

- 1.2.1 Hearing impairment caused by noise
- 1.2.2 Diseases caused by vibration (disorders of muscles, tendons, bones, joints, peripheral blood vessels or peripheral nerves)
- 1.2.3 Diseases caused by work in compressed air
- 1.2.4 Diseases caused by ionising radiation
- 1.2.5 Diseases caused by heat radiation
- 1.2.6 Diseases caused by ultra violet radiation
- 1.2.7 Diseases caused by extreme temperature (e.g. sunstroke, frostbite)
- 1.2.8 Diseases caused by any other physical agents not mentioned in the preceding items 1.2.1 to 1.2.7 where a direct link between the exposure of a worker to these physical agents and the diseases suffered is established.

1.3 Biological agents

- 1.3.1 Infections or parasitic diseases contracted in an occupation where there is a particular risk of contamination.

2. Diseases by target organ systems

2.1 Occupational respiratory diseases

- 2.1.1 Pneumoconioses caused by sclerogenic mineral dust (silicosis, anthracosis, asbestosis) and silicotuberculosis, provided that silicosis is an essential factor in causing the resultant incapacity or death
- 2.1.2 Bronchopulmonary diseases caused by hard metal dust
- 2.1.3 Bronchopulmonary diseases caused by cotton flax, hemp or sisal dust (byssinosis) and other fibres
- 2.1.4 Occupational asthma caused by the recognised sensitising agents or irritants inherent to the work process
- 2.1.5 Extrinsic allergic alveolitis caused by the inhalation of organic dusts
- 2.1.6 Siderosis
- 2.1.7 Chronic obstructive pulmonary diseases

APPENDIX 5G (CONT.)

- 2.1.8 Diseases of lung, due to aluminium
- 2.1.9 Upper airways disorders caused by recognised sensitising agents or irritants inherent to the work process
- 2.1.10 Bagassosis
- 2.1.11 Any other respiratory disease not mentioned in the preceding items 2.1.1 to 2.1.10, caused by an agent where a direct link between the exposure of a worker to this agent and the disease suffered is established
- 2.2. Occupational skin diseases**
- 2.2.1 Skin diseases caused by physical, chemical or biological agents not included under other items
- 2.2.2 Occupational vitiligo
- 2.3 Occupational musculo-skeletal disorders**
- 2.3.1 Musculo-skeletal diseases caused by specific work activities or work environment where particular risk factors are present. Examples of such activities or environment include-
 - (a) rapid or repetitive
 - (b) forceful exertion
 - (c) excessive mechanical force concentration
 - (d) Awkward or neutral position
 - (e) vibration(local or environmental cold may potentiate risks)
- 3. Occupational Cancer**
- 3.1 Cancer caused by the following agents
 - 3.1.1 Asbestos
 - 3.1.2 Benzidine and salts
 - 3.1.3 Bis chloro methyl ether (BCME)
 - 3.1.4 Chromium and chromium compounds
 - 3.1.5 Coal tars and coal tar pitches; soot
 - 3.1.6 Betanaphtylamine
 - 3.1.7 Vinyl chloride monomer
 - 3.1.8 Benzene or its toxic homologues

APPENDIX 5G (CONT.)

- 3.1.9 Toxic nitro-and amino-derivatives of benzene or its homologues
- 3.1.10 Ionising Radiation
- 3.1.11 Tar, pitch, bitumen, mineral oil, anthracene, or its compounds, products or residues of these substances
- 3.1.12 Coke oven emissions
- 3.1.13 Compound of nickel
- 3.1.14 Dust from wood
- 3.1.15 Cancer of the nasal cavity or associated air sinuses
- 3.1.16 Cancer of the urinary tract
- 3.1.17 Cancer caused by any other agents not mentioned in the preceding items 3.1.1 to 3.1.16, where a direct link between the exposure of a worker to this agent and the cancer suffered is established.

4. Other conditions

- 4.1 Miners' nystagmus
- 4.2 Heat Cataract
- 4.3 Decompression sickness
- 4.4 Toxic anemia
- 4.5 Toxic jaundice

Paragraph 5.4.3 (3)

Departmental Board Report

(G.O.A 526 to 531 - Injuries Committee)

- 1. Name of person injured
- 2. Residential Address:
- 3. Post Wages p.day/Salary p.year
- 4. Nature of injury
- 5. Description of accident
- (a) Date Place
- (b) How happened (very briefly)
-
- 6. Date up to which full wages/salary have been paid
- 7. Date from which absent Date of resumption
- 8. Period of absence supported by Medical Certificate (annexed) from to
(including stay at hospital). State how many certificates annexed
- 9. Period for which full wages/salary are recommended: fromto or
working days.
- 10. If period at 9 does not tally with period at 8 give reasons:-
.....
- 11. Statement(s) from witness(es) of the accident is/are annexed.

Report of Board:-

- (i) Did accident occur while person injured was on duty?
- (ii) Was accident due to fault of injured person?
- (iii) Was person injured acting in accordance with Departmental rules and regulations at time of accident?

.....

Signed

Chairman

.....

Member

.....

Member

Date:

Permanent Secretary, Ministry of Health and Quality of Life

Forwarded.

2. I concur in the Board's findings

.....

.....

3. I recommend that full wages/salary be paid for the time the employee was incapacitated:

from to orworking days at
Rs. or Rs.

Date

.....
Head of Ministry

Paragraph 5.7.1

List of Grades entitled for Free Government Quarters

Ministry/Department	Grade
Police	All disciplined staff
Mauritius Prisons Service	All disciplined staff
Agro Industry and Fisheries	
Forests	Deputy Forest Ranger
	Divisional Forest Assistant
	Forester
	Forest Guard
	Forest Ranger

**LIST OF GRADES ELIGIBLE FOR LOAN TO PURCHASE A 70% DUTY FREE CAR
FOR OFFICIAL TRAVELLING**

CIVIL SERVICE

MINISTRY/DEPARTMENT	GRADE
Judicial	Chief Court Usher Principal Court Usher Senior Court Usher Court Usher Official Receiver
National Audit Office	Senior Auditor Auditor
Electoral Commissioner's Office	Principal Electoral Officer Senior Electoral Officer Electoral Officer
Prime Minister's Office	Co-ordinator, Security Matters
Government Information Service	Senior Information Officer Information Officer
Forensic Science Laboratory	Forensic Scientist Senior Forensic Technologist Forensic Technologist
Civil Status Division	Deputy Registrar of Civil Status Principal Civil Status Officer
Pay Research Bureau	Survey Officer
Police	Chief Catering Administrator
Meteorological Services	Meteorologist
Deputy Prime Minister's Office, Ministry of Finance & Economic Development	
Management Audit Bureau	Senior Financial and Management Analyst Financial and Management Analyst

MINISTRY/DEPARTMENT**GRADE**

Treasury

Senior Accountant
Accountant

Valuation

Senior Government Valuer
Government Valuer
Chief Valuation Technician
Lead Property Referencer
formerly Principal Valuation Technician
Senior Property Referencer
*formerly Senior Valuation Technician*Ministry of Civil Service and
Administrative ReformsSafety and Health Officer/Senior Safety and
Health Officer
Head, Safety and Health Officer
*formerly Officer-in-Charge, Safety and
Health Unit*

Assay Office

Senior Technical Officer
Technical Officer
Assistant Director, Assay Office
*formerly Assistant Controller of Assay*Ministry of Agro Industry and
FisheriesSenior Agricultural Analyst
Senior Agricultural Superintendent
Senior Scientific Officer
*formerly Senior Research and Development
Officer*
Scientific Officer
formerly Research and Development Officer
Agricultural Superintendent
Senior Laboratory Technologist
Laboratory Technologist
Senior Technical Officer
Technical Officer
Controller, Fisheries Protection Service
Deputy Controller, Fisheries Protection Service
Assistant Controller, Fisheries Protection Service
Principal Fisheries Protection Officer
Senior Research and Development Officer
(Wildlife)
Scientific Officer
Senior Technical Officer
Technical Officer

MINISTRY/DEPARTMENT	GRADE
Cane Planters and Millers	Senior Area Superintendent
Arbitration and Control Board	Area Superintendent Senior Technical Officer Technical Officer Sugar Technologist
Forests	Assistant Conservator of Forests Divisional Forest Assistant
National Parks and Conservation Service	Research and Development Officer (Wildlife)
Ministry of Social Security, National Solidarity and Senior Citizens Welfare and Reform Institutions	Head, Disability Unit Senior Organizing Officer, Recreation Centre Disability Officer
Reform Institutions	Assistant Commissioner of Probation and After Care Principal Probation Officer Senior Probation Officer Probation Officer Assistant Commissioner, Social Security Principal Social Security Officer Senior Social Security Officer
Social Welfare	Deputy Social Welfare Commissioner Principal Social Welfare Officer Senior Social Welfare Officer
Ministry of Local Government	Chief Inspector Senior Inspector
Fire Services	Deputy Chief Fire Officer
Solid Waste, Beach Management and Field Services Unit	Principal Local Government Enforcement Officer Senior Local Government Enforcement Officer Local Government Enforcement Officer Technical Officer
Ministry of Environment and National Development Unit	
National Development Unit	Project Assistant

MINISTRY/DEPARTMENT**GRADE**

	Senior Regional Development Officer Regional Development Officer Assistant Regional Development Officer Assistant Citizen's Advice Bureau Coordinator
Department of Environment	Technical Officer/Senior Technical Officer (Environment) (Personal) Scientific Officer (Environment) Environment Officer Chief Inspector Senior Inspector
Ministry of Public Utilities Water Resources Unit	Senior Hydrological Officer Hydrological Officer Technical Officer
Energy Services Division	Chief Inspector Principal Inspector Senior Inspector Chief Technician Principal Technician Senior Technician
Deputy Prime Minister's Office, Ministry of Tourism and Leisure & External Communications Deputy Prime Minister's Office,	Senior Tourism Planner Tourism Planner Leisure Officer
Ministry of Public Infrastructure, Land Transport & Shipping Engineering Division	Chief Inspector of Works Superintendent of Works Senior Inspector of Works Materials Testing Officer Senior Technical and Mechanical Officer Technical and Mechanical Officer Principal Technical Officer (Civil Engineering) Senior Technical Officer (Civil Engineering) Technical Officer (Civil Engineering) Technical Officer Assistant Quantity Surveyor Senior Technical Officer (Materials Testing Laboratory) Technical Officer (Materials Testing Laboratory) Technical Officer (Electrical & Electronics) Chief Technician (Quantity Surveying)

MINISTRY/DEPARTMENT**GRADE**

National Transport Authority	Principal Technician (Quantity Surveying) Senior Technician (Quantity Surveying) Chief Draughtsman Principal Draughtsman Chief Road Transport Inspector Principal Road Transport Inspector Senior Road Transport Inspector Road Transport Inspector Assistant Transport Planner
Ministry of Labour, Industrial Relations & Employment Labour Administration and Industrial Labour	Principal Labour and Industrial Relations Officer Senior Labour and Industrial Relations Officer Labour and Industrial Relations Officer
Employment Service	Deputy Director, Employment Service Chief Employment Officer Senior Employment Officer
Boards and Commissions	Senior Remuneration Analyst Remuneration Analyst
Occupational Safety and Health Inspectorate	Divisional Occupational Safety and Health Officer <i>formerly Principal Occupational Safety and Health Inspector</i> Principal Occupational Safety and Health Officer <i>formerly Senior Occupational Safety and Health Inspector</i> Occupational Safety and Health Officer/Senior Occupational Safety and Health Officer <i>formerly Occupational Safety and Health Inspector</i>
Registry of Associations	Principal Inspector of Associations Senior Inspector of Associations Inspector of Associations
Ministry of Women's Rights, Child Development and Family Welfare and Consumer Protection	Senior Organising Officer, Women's Centre (Personal) Home Economics Organiser/Senior Home Economics Organiser Senior Home Economics Officer Home Economics Officer Psychologist

MINISTRY/DEPARTMENT**GRADE**

Consumer Protection Unit	Family Counselling Officer Coordinator Senior Family Welfare and Protection Officer Family Welfare and Protection Officer Senior Child Welfare Officer (Personal) Principal Consumer Protection Officer Senior Consumer Protection Officer Consumer Protection Officer
Ministry of Education and Human Resources	Music Organiser Physical Education Organiser Senior School Inspector <i>formerly Senior Primary School Inspector</i> School Inspector <i>formerly Primary School Inspector</i> Senior Supervisor Oriental Languages Supervisor Oriental Languages Assistant Supervisor Oriental Languages Assistant Supervisor (The Arts) Supervisor (The Arts) Senior Educational Psychologist Computer Technician (NCITRC) Inspector, Specialised Schools/Day Care Centres <i>formerly Superintendent, Specialised Schools</i> Educational Psychologist
Careers Guidance Service	Senior Careers Officer Careers Officer
Ministry of Health and Quality of Life	Chief Pharmacy Dispenser Transport Superintendent Chief Medical Imaging Technologist <i>formerly Chief Radiographer</i> Principal Medical Social Worker Chief Medical Laboratory Technician Medical Social Worker/Senior Medical Social Worker <i>formerly Medical Social Worker</i> Deputy Chief Health Inspector Nutritionist Principal Health Inspector Senior Health Inspector Principal Health Surveillance Officer

MINISTRY/DEPARTMENT**GRADE**

Senior Nurse Educator
Senior Health Engineering Officer
*formerly Senior Health Engineering
Assistant*
Health Engineering Officer
formerly Health Engineering Assistant
Health Promotion Co-ordinator
Senior/Principal Health Economist
Senior Speech Therapist and Audiologist
Speech Therapist and Audiologist
Clinical Psychologist
Occupational Therapist
Physiotherapist
Health Information, Education and Communication
Officer
Health Information, Education and Communication
Officer
*formerly Assistant Health Information,
Education and Communication Officer*
Senior Health Information, Education and
Communication Officer
Principal Health Information, Education and
Communication Officer
Senior Community Health Nursing Officer
Clinical Scientist (Biochemistry)
Clinical Scientist (Virology)
Principal Community Health Nursing Officer
Regional Health Services Administrator
Blood Donor Coordinator
formerly Blood Donor Organiser
Scientific Officer, Vector Biology and Control
Division (Personal)
Haemodialysis Supervisor
Specialized AIDS Nurse

Ministry of Arts and Culture

Chief Arts Officer
Principal Arts Officer
Senior Arts Officer
Arts Officer
Senior Culture Officer
formerly Senior Events Management Officer
Culture Officer
formerly Events Management Officer

MINISTRY/DEPARTMENT**GRADE**

Board of Film Censors	Secretary, Board of Film Censors
Ministry of Industry, Small and Medium Enterprises, Commerce & Co-operatives	Manager, Industrial Co-ordination and SME Development (Personal) Senior Industrial Analyst Industrial Analyst
Cooperatives Division	Divisional Co-operative Officer Principal Co-operative Officer Senior Co-operative Officer Co-operative Officer Co-operative Development Officer
Commerce	Legal Metrologist Senior Technical Officer (Legal Metrology) Technical Officer (Legal Metrology) Senior Commercial Officer Commercial Officer
Ministry of Housing and Lands	
Survey Division	Senior Surveyor Surveyor
Planning Division	Principal Town and Country Planning Draughtsman Sociologist/Planner Senior Development Control Officer Development Control Officer
Central Information Systems Senior Division	Systems Analyst Systems Analyst
Attorney-General's Office	Curator of Vacant Estates
Ministry of Youth and Sports	Assistant Director of Youth Affairs Principal Youth Officer Senior Youth Officer Youth Officer Senior Sports Officer Sports Officer
Ombudsman's Office:	Senior Investigation Officer, Ombudsman's Office <i>Formerly Secretary, Ombudsman's Office</i>

RODRIGUES REGIONAL ASSEMBLY

In principle, officers in the grades mentioned below should be eligible for 70% duty-free car for the performance of their duties as their counterparts in Mauritius. Given the specificity in Rodrigues, namely its size, topography and the nature of the work carried out by these officers, the Island Chief Executive should ensure that it would be more economical for officers in such grades to use their own cars instead of the organisation's cars.

DEPARTMENT	GRADE
Chief Commissioner's Office	
Transport	Officer-in-Charge, Transport <i>formerly Transport Superintendent</i>
Fisheries	Officer-in-Charge (Fisheries) Scientific Officer (Fisheries)
Cadastral Division	Surveyor
Commerce	Consumer Protection Officer
Deputy Chief Commissioner's Office Arts and Culture	Arts Officer
Education	Senior Schools Inspector <i>formerly Senior Primary School</i> School Inspector <i>formerly Primary School Inspector</i>
Commission for Public Infrastructure, Environment, Housing, Marine Parks and Transport	
Environment Division	Environment Officer
Public Infrastructure	Chief Inspector of Works Senior Inspector of Works Technical Officer
National Transport Authority	Road Transport Inspector
Commission for Youth and Sports, Labour and Industrial Relations and Development	

DEPARTMENT**GRADE**

Youth and Sports

Principal Youth Officer
Senior Youth Officer
Youth Officer

Industrial Relations

Labour and Industrial Relations Officer

Occupational Safety and Health
InspectorateOccupational Safety and Health Officer/
Senior Occupational Safety and Health
Officer
*formerly Occupational Safety and
Health Inspector*Commission for Health,
Community Development,
Cooperatives, Fire Services,
Prisons and Reform Institutions

Medical & Health

Nutritionist
Senior Health Inspector
Supervisor/Senior Supervisor (Female)
(Family Planning)

Cooperatives

Officer-in-Charge, Cooperatives
Assistant Officer-in-Charge, Cooperatives
Senior Cooperative Officer
Cooperative Officer

Reform Institutions

Senior Probation Officer
Probation OfficerCommission for Agriculture, Food
Production, Plant and Animals
Quarantine, Water Resources and
Forestry

Agriculture

Scientific Officer
Agricultural Superintendent
Senior Technical Officer
Technical Officer

**LIST OF GRADES ELIGIBLE FOR LOAN TO PURCHASE A DUTY FREE
AUTOCYCLE/MOTORCYCLE FOR OFFICIAL TRAVELLING**

CIVIL SERVICE

MINISTRY/DEPARTMENT	GRADE
Ministry of Agro Industry and Fisheries	Senior Fisheries Protection Officer Fisheries Protection Officer Senior Park Ranger Park Ranger Assistant Park Ranger
Cane Planters and Millers Arbitration and Control Board	Test Chemist
Forests	Deputy Forest Ranger Forest Ranger Forester Forest Guard
Ministry of Education and Human Resources	Assistant Inspector of Works Inspector of Works Educational Social Worker <i>formerly Social Worker (Education)</i>
Ministry of Local Government	Inspector Assistant Inspector of Works
Ministry of Social Security and National Solidarity and Senior Citizens Welfare and Reform Institutions	Higher Social Security Officer
Social Welfare	Social Welfare Officer
Ministry of Public Utilities Energy Services Division	Inspector Foreman Chief Electrician Chief Plant Mechanic
Water Resources Unit	Gauge Reader
Deputy Prime Minister's Office,	Inspector of Works

MINISTRY/DEPARTMENT	GRADE
Ministry of Public Infrastructure, Land Transport & Shipping	Assistant Inspector of Works Senior Gangman Gangman Chief Tradesman Foreman
National Transport Authority	Senior Traffic Warden Traffic Warden
Traffic Management & Road Safety Unit	Senior Traffic Census Officer Traffic Census Officer
Sea Training School	Petty Officer
Ministry of Labour , Industrial Relations and Employment	Employment Officer
Ministry of Health and Quality of Life	Health Inspector Senior Health Surveillance Officer Health Surveillance Officer Supervisor, Rodent Control <i>formerly Rodent Control Supervisor</i> Assistant Supervisor, Rodent Control <i>formerly Rodent Control Assistant Supervisor</i> Rodent Control Attendant Motivator Time Keeper (Health) Community Health Development Motivator Community Health Rehabilitation Officer Senior Statistical Officer Statistical Officer
Deputy Prime Minister's Office, Ministry Of Finance and Economic Development Central Statistics Office	Senior Statistical Officer Statistical Officer
Ministry of Youth and Sports	Senior Coach Coach Senior Coach (Swimming) Coach (Swimming)

**List of grades eligible for loan to purchase a duty-free
autocycle/motorcycle for official travelling**

RODRIGUES REGIONAL ASSEMBLY

DEPARTMENT	GRADE
Rodrigues Regional Assembly	Field Assistant
	Agricultural Assistant
	Deputy Forest Ranger
	Forest Ranger
	Forester
	Forest Guard
	Principal Fisheries Protection Officer
	Senior Fisheries Protection Officer
	Fisheries Protection Officer
	Inspector of Works
	Assistant Inspector of Works
	Coach
	Chief Tradesman
	Foreman
	Senior Gangman
	Gangman
	Employment Officer
	Higher Social Security Officer
	Senior Statistical Assistant
	Statistical Assistant
	Health Inspector
	Hydrological Technician
	Chief Tradesman
	Foreman
	Senior Gangman
	Gangman