

18.13 UNIFORMS

Uniform and Uniform Allowances

Present Position

- 18.13.1 Staff of Disciplined and Semi-Disciplined forces/organisations as well as those of some other organisations, are entitled to the free issue of items of uniforms.
- 18.13.2 Certain other categories of eligible officers are paid cash allowances (including cardigan every alternate year) in lieu of uniforms according to the nature of their duties.
- 18.13.3 Uniforms are issued or Uniform Allowances are paid to all eligible officers on a yearly basis. The quantum of allowance is adjusted every year on the basis of the changes in prices of all the relevant items of uniform as determined by Statistics Mauritius and also considering whether cardigans are due in the year or not. The Standing Committee on Uniforms, comprising representatives of the Ministry of Civil Service and Administrative Reforms, Ministry of Finance and Economic Development and PRB, determines the eligibility for the grant of uniforms to new grades; decides on the provision of boots and new items of protective clothing and equipment; and applies such regulations or principles as may be necessary to deal with the issue.
- 18.13.4 For the year 2016, the cash allowances (excluding cardigan) paid for normal entitlement to eligible officers in lieu of uniforms are as hereunder:
- (i) **Category 1**
A uniform allowance of Rs 4000 payable to eligible officers *whose nature of duties warrants a means of identification/authority;*
 - (ii) **Category II**
A uniform allowance of Rs 3750 payable to eligible officers *whose nature of duties requires them to wear uniform as and when the need arises; and*
 - (iii) **Category III**
A rapid wear and tear allowance of Rs 3635 payable to eligible officers *whose nature of duties causes excessive wear and tear clothing.*
- 18.13.5 In addition to the cash allowances paid for normal entitlement, eligible officers on the establishment of the Rodrigues Regional Assembly benefit from an additional allowance on account of the working environment, specificity and topography of the island.
- 18.13.6 Eligible officers appointed on a probationary or on a temporary/casual capacity are also entitled to uniform allowance after having served for an initial period of six months.

18.13.7 A mechanism also exists to enforce the wearing of uniform and the use of protective item/clothing.

Representations received

18.13.8 Staff associations have, in the context of this Report, made representations that uniform allowance should be indexed every year and paid according to the market value of items and that protective clothing/equipment should be issued on quality basis to avoid recurrences of accident and contamination. They were apprised of the current practice of computing uniform allowances and how protective clothing/equipment are provided to safeguard eligible officers from bodily injury or bad weather, on the basis of recommendations of officers of the Safety and Health Unit.

Observations of the Bureau

18.13.9 It has been observed that, so far, the *modus operandi* adopted for the determination of uniform allowance and its subsequent increases as well as the different categorisation of beneficiaries and quanta of allowances have given expected yields. We are maintaining same and recommending as follows:

Recommendation 1

18.13.10 We recommend that the quantum of the revised uniform allowances for each category of beneficiaries which would be payable with effect from 01 January 2016 should be as per the table below. In arriving at the different uniform allowances and Wear and Tear allowance, the Bureau has taken into account the increase in the costs of items of uniform for the period January to December 2015.

Uniforms Allowances – effective from 01 January 2016		
Category	Allowance excluding Cardigan	Additional Allowances (Rodrigues)
I	4280	1375
II	4010	1305
III	3890	1265

Recommendation 2

18.13.11 We further recommend that the quantum of allowance for subsequent years should continue to be adjusted on the basis of the changes in the prices of all relevant items of uniform as determined by Statistics Mauritius for the preceding year and also considering whether cardigans are due in the year or not.

Recommendation 3**18.13.12 We also recommend that:**

- (i) the Standing Committee on Uniforms should continue to determine the eligibility for the grant of uniforms to new grades and devise such regulations or principles as may be necessary to deal with the issue of uniforms; and**
- (ii) where it is considered that officers in a new grade or in a grade other than those already eligible, should wear uniform to exercise authority or on grounds of tradition and/or international etiquette, the Responsible Officer should seek the approval from the Standing Committee on Uniforms. Thereafter, on consultation with the appropriate stakeholders, the Responsible Officer should arrange for the supply of all items of Uniform to such eligible officers in a cost-effective manner.**

Protective Items

18.13.13 Grades whose nature of work expose incumbents to risk of injury or health hazards or damage to clothing are granted protective clothing.

18.13.14 All requests for boots and protective item/equipment are submitted to the Standing Committee, which are firstly investigated upon by the officers of the Safety and Health Unit to determine their eligibility. On the basis of the recommendations of the Safety and Health Report, the Standing Committee decides on the appropriateness of the items of protective item/equipment to be granted to eligible officers.

18.13.15 It has been reported that this process of going through the Committee for approval is time consuming and officers are not being issued the protective item/equipment on time.

18.13.16 In order to expedite matters in such cases, we are making an appropriate recommendation.

Recommendation 4**18.13.17 We recommend that:**

- (i) the Ministry of Civil Service and Administrative Reforms in consultation with the relevant Ministries/Departments/Organisations should, on the advice tendered by officers of the Safety and Health Unit, decide on the provision of boots and new/additional items of protective clothing/equipment to eligible officers/new grades.**
- (ii) cases which cannot be resolved at the level of the MCSAR should be dealt with by the Standing Committee.**

Recommendation 5

18.13.18 We further recommend that:

- (i) officers whose nature of work requires the wearing of items of protective clothing and equipment should be provided with such items promptly; and**
- (ii) Responsible Officers should make necessary arrangements for the timely issue of items of protective clothing/equipment to eligible officers who should wear/use them.**

Recommendation 6

18.13.19 We also recommend that:

- (i) where the nature of work of casual/temporary employees warrants the wearing of protective clothing/item to protect them from bodily injury, supervising officers should ensure that the protective clothing/item is issued promptly and is of good quality; and**
- (ii) eligible officers, appointed on a probationary or on a temporary/casual basis, should be entitled to Uniforms allowance after having served for an initial period of six months.**

Internal Audit System on wearing of Uniform

18.13.20 The existing procedures, in case of non-compliance by eligible officers who have to wear uniforms and to use protective clothing/item in the performance of their duties, are being maintained as hereunder:

- (a) the eligible officer concerned should be verbally cautioned for failing in his undertaking to wear uniforms/protective clothing/protective item;**
- (b) in case of further non-compliance, the attention of the eligible officer concerned should be drawn in writing to this effect. The officer should 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 the officer still fails to abide by the written instructions within the given delay, payment of the uniform allowance should be stopped/withdrawn and the eligible officer concerned should, in such circumstance, be required to furnish written explanations following which appropriate action may be taken, as deemed necessary, by Management.**
