

## CIVIL STATUS DIVISION

- 14.105 The main functions of the Civil Status Division (CSD) are to: issue civil status certificate; operate the computerized system in all its Civil Status Offices for the registration of births, deaths, marriages and any other matter relating to the Civil Status of the persons; maintain a civil status database for the generation of a unique identification number for each citizen at the time of birth registration and monitor the Central Population Database which holds basic information on all individuals registered in Mauritius and its Outer Islands.
- 14.106 These services are provided in forty four civil status sub offices in Mauritius, two in Rodrigues, one in Agalega and ultimately one in St Brandon. The Central Civil Status Office located in Port Louis, oversees the overall administration and control of all the Civil Status Offices both inland and outer islands.
- 14.107 The Registrar of Civil Status is responsible to the Secretary for Home Affairs for the general administration and management of the Civil Status Division. He is supported in his duties by the Deputy Registrar of Civil Status, officers of the Civil Status Cadre and those of the General Services Class.
- 14.108 In the context of this review exercise, staff side, supported by Management have made the following submissions: creation of the grade of Trainee; upgrading salaries of all the grades in the Cadre; merging of grades; payment of a black jacket allowance and duty free facilities for Civil Status Officers to purchase a car and revision of all existing allowances.
- 14.109 During consultations, both parties were apprised that provision already exists in the EOAC Report 2013 for the creation of the grade of Trainee. However, at a later stage this proposal was withdrawn by Management in view of foreseeable practical problems. Considerations that go in upgrading and merging of grades were explained. Reasons for the non-payment of a Black Jacket Allowance were also provided. As Civil Status Officers are already eligible for loan facilities for the purchase of a car, both Management and staff side were informed that this would be maintained.
- 14.110 In this Report, we are not bringing any change in the organisational structure, which we consider fit for its purpose. However, the allowances are being revised and **we are recommending the conduct of an HR Audit to identify the need for additional HR requirements and to prompt appropriate remedial measures.**

### **Allowance to open Civil Status Offices after office time**

- 14.111 At present, officers of the Civil Status Cadre provide emergency service from 1200 to 1700 hours on Saturdays, Sundays and Public Holidays. They are paid an On-Call Allowance of Rs 220 per day, a travelling allowance of Rs 160 or

appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to the Police Station, and an allowance of Rs 250 for each registration of death including the issue of burial/cremation permit.

14.112 We are maintaining the present arrangement and revising the quantum of allowances paid.

### **Recommendation 23**

**14.113 We recommend that officers of the Civil Status cadre providing emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and Public Holidays be paid:**

- (a) an On-Call Allowance of Rs 230 per day;
- (b) a travelling allowance of Rs 170 or appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to Police Stations; and
- (c) an allowance of Rs 270 for each registration of death, including the issue of burial/cremation permit.

### **Allowance for Registration of Religious Marriage to give civil effect**

14.114 The present quantum of allowances payable to officers of the Civil Status cadre for celebration of civil marriages outside the Civil Status Offices are being maintained.

	<b>Allowances (Rs)</b>
<b>A. <u>Where both of the intending spouses are citizens of Mauritius:-</u></b>	
<b>(i) Celebration of civil marriages at private residence</b>	<b>700</b>
<b>(ii) Celebration of civil marriages at premises other than office or private residence</b>	<b>1000</b>
<b>B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens</b>	<b>1500</b>

### **Registration of deaths for burial during cyclonic conditions Class III and Class IV**

- 14.115 At present, an officer of the Civil Status cadre is on-call in each district to register deaths and issue burial permit during cyclonic conditions class III and IV. He is paid an On-Call Allowance of Rs 220 per day and an allowance of Rs 250 for each registration of death including the issue of burial permit.
- 14.116 Management of the Civil Status Division also has to make arrangements with the Police Department for the conveyance of officers who are on call in each district to register deaths which require burial permit during cyclonic conditions Class III and IV.
- 14.117 The quantum of allowances are being revised while the present arrangement, which is effective, is to be continued.

### **Recommendation 24**

**14.118 We recommend that an officer of the Civil Status cadre should be on-call in each district to register deaths requiring burial permit during cyclonic conditions class III and IV and should be paid:**

- (a) an On-Call Allowance of Rs 230 per day**
- (b) an allowance of Rs 270 for each registration of death including the issue of burial permit.**

**14.119 We further recommend that Management of the Civil Status Division should make necessary transport arrangements, with the Police Department for the conveyance of officers from their place of residence to office and back when they are called upon to register deaths which requires burial permit during cyclonic conditions Class III and IV.**

### **Loan facilities**

14.120 Officers of the Civil Status cadre are granted loan facilities for the purchase of a car on the same terms and conditions as laid down at paragraph 18.2.46(g) of volume 1 of the 2013 PRB Report and are paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours. This provision is maintained.

### **Recommendation 25**

**14.121 We recommend that officers of the Civil Status cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per provision of paragraph 18.2.43 of Volume 1 of the 2016 PRB Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between**

**residence and site of work on Saturdays, Sundays and Public Holidays after 1200 hours.**

#### **Office Clerk**

14.122 Provision has been made in the EOAC 2013 Report for the MCSAR in collaboration with the Civil Service College to mount an appropriate award course for Office Clerk, the successful completion of which would entitle them to move incrementally in the master salary scale up to salary point Rs 25925, that is, by two increments. It is to be noted that the objective of the course is to equip the Office Clerks with relevant skills to effectively perform clerical duties which are being assigned to them.

14.123 The Office Clerks have drawn our attention to the high level set for the course which falls beyond their capacity and competence making it difficult for them to obtain the award. We are, therefore, making an appropriate recommendation to address the issue.

#### **Recommendation 26**

**14.124 We recommend that:**

- (i) the Ministry of Civil Service and Administrative Reforms should continue, in collaboration with the relevant authorities, to organize work oriented Award Course for Office Clerks.**
- (ii) Office Clerks who have successfully completed the course be allowed to move incrementally in the master salary scale up to salary point Rs 28625.**
- (iii) Office Clerks who have successfully completed the Award Course and who have attained compulsory retirement age before reaching the top salary of the scale should be granted an additional increment at the point reached for the computation of their pensionable emoluments.**
- (iv) the MCSAR should ensure that the level of the course set should also take into consideration the level of the duties as well as the profile of the Office Clerks.**

### **CIVIL STATUS DIVISION SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
18 095 097	<b>Rs 86000 x 3000 – 95000</b> Registrar of Civil Status

Salary Code	Salary Scale and Grade
18 068 090	<b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400</b> Deputy Registrar of Civil Status
18 058 075	<b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b> Principal Civil Status Officer
18 046 065	<b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b> Senior Civil Status Officer
18 027 060	<b>Rs 10450 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b> Civil Status Officer
08 022 056	<b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b> Office Clerk
16 025 067	<b>Rs 13550 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 QB 26300 x 775 – 31725</b> Machine Minder/Senior Machine Minder (Bindery)(Roster)
24 001 038	<b>Rs 7800 x 200 – 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b> General Worker

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