

14. PRIME MINISTER'S OFFICE

Introduction

- 14.1 The Prime Minister's Office (PMO) which is administratively headed by the Secretary to Cabinet and Head of the Civil Service has, as main objectives, to: advise and support the Prime Minister in formulating policy proposals and ensure their implementation; ensure that people in the Republic feel safe and secure in their homes and day-to-day lives, particularly through more visible and responsive policies; and address issues with regard to the internal affairs of the country. To this end, it envisions contributing in building a modern and fair society by upholding good governance principles and consolidating democratic fundamentals.
- 14.2 The activities of the PMO are conducted through the Cabinet Office, Defence and Home Affairs Division and the Private Office and Ceremonials. While the Cabinet Office is responsible for assisting the Cabinet in discharging its duties, the Private Office has the responsibility to deal with all requests pertaining to appointments/meetings/courtesy calls, messages, interviews and correspondences to and from the Prime Minister as well as overseas missions. Both Offices are under the overall responsibility of the Secretary to the Cabinet and Head of the Civil Service.
- 14.3 On the other hand, the Defence and Home Affairs Division is headed by the Secretary for Home Affairs and has the main responsibility to ensure law and order, enhance national security and protect the country from terrorist attacks and other security threats.
- 14.4 The PMO has also under its portfolio the Mauritius Police Force, the Mauritius Prison Services, the Meteorological Services and other governmental organisations like the Forensic Science Laboratory and the Civil Status Division.

Administrative Cadre

- 14.5 The core duties of officers of the Administrative cadre, besides administration and management, are to: provide administrative support to the machinery of government in designing, formulating and implementing government policies; and advise and support the Ministers on current government business, including their parliamentary duties, among others. The cadre operates under the headship of the Secretary to Cabinet and Head of the Civil Service. Other grades in the cadre comprise the Senior Chief Executive, Permanent Secretary, Deputy Permanent Secretary and Assistant Permanent Secretary.

- 14.6 In the context of this Review, the submissions from the Association of Public Administrators pertained to upgrading/alignment of salaries and provision of certain allowances. During consultation, parties were informed that upgrading/alignment of salaries would be examined horizontally taking into consideration, amongst others, the relative levels of responsibility, accountability and scope of activities. As regards provision of allowances, these would be looked into generally.
- 14.7 The submissions have been analysed in depth and the Bureau considers that the present salary structure is appropriate. We are therefore not bringing any change to it.

Assistant Permanent Secretary

- 14.8 As per existing provision, the Assistant Permanent Secretaries are allowed to proceed incrementally up to salary point Rs 58775 in the master salary scale, subject to certain conditions. This provision is being maintained while the salary point is being revised.

Recommendation 1

- 14.9 We recommend that Assistant Permanent Secretaries be allowed to proceed incrementally up to salary point Rs 62950 in the master salary scale through the grant of one increment every year provided they:**
- (i) have drawn the top salary for a year;**
 - (ii) have been efficient and effective in their performance during the preceding year; and**
 - (iii) are not under report.**

Deputy Permanent Secretary

- 14.10 The Deputy Permanent Secretaries are also allowed to move incrementally up to salary point Rs 86000 in the master salary scale subject to satisfying certain criteria. We are maintaining this provision and revising the salary point.

Recommendation 2

- 14.11 We recommend that Deputy Permanent Secretaries having reached the top of their revised salary scale should be allowed to proceed incrementally up to salary point Rs 92000 in the master salary scale through the grant one increment every year provided they have:**
- (i) drawn their top salary for a year;**
 - (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years i.e. have displayed skills and competence as relevant in**

(a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and

(iii) not been adversely reported upon on ground of conduct.

Permanent Secretary

Appointment

14.12 In its previous Reports, the Bureau recommended that the post of Permanent Secretary be filled by selection from a wider range of talents and competencies and appointment thereto be made with the concurrence of the Prime Minister. As this provision is still valid, we are replicating same.

Recommendation 3

14.13 We recommend that:

(i) subject to the provisions of paragraph 4 of section 89 of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Principal Assistant Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having proven leadership capabilities; and

(ii) Government considers the advisability to make the selection process more transparent, to call for applications requiring potential leaders to state the extent to which they possess the attributes and competencies to match the required leadership capabilities prior to seeking the concurrence of the Prime Minister.

Tenure of Office

14.14 The 2013 PRB Report provides for the appointment to or filling of the post of Permanent Secretary on contractual terms or on assignment basis for a period of two years and after the expiry of the two-year period, incumbent on establishment be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

14.15 The High Powered Committee has, at its meeting of 12 December 2015, approved that serving officers should be appointed directly in a substantive capacity, without having to go through the period of two years of assignment. We are recommending accordingly.

Recommendation 4

14.16 We recommend that appointment to or filling of the position of Permanent Secretary should be:

- (i) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister; and**
- (ii) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence.**

Remuneration

Recommendation 5

14.17 The salary of the Permanent Secretary on contractual terms shall continue to be as determined for the substantive position. The package shall include a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other terms and conditions of employment shall be as recommended for Contract Officers.

Allowance

14.18 We also recommend that a public officer on permanent establishment assigned the duties of the position of Permanent Secretary would continue to be eligible for an allowance representing the difference between the pay of the Permanent Secretary and the substantive salary of the officer . On the officer's retirement, the pensionable emoluments shall be those of the Permanent Secretary provided that he has:

- (i) successfully served for a period of not less than twelve months;**
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and**
- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);**

OR

- (iv) he has successfully served for a minimum period of six months and has reached compulsory retirement age.**

Senior Chief Executive

14.19 As per existing provision, enlistment to the grade of Senior Chief Executive is made by selection from among officers of the level of Permanent Secretary or Head of a Professional/Technical cadre drawing a monthly salary of Rs 102000 and above and from among other Chief Executives of other services with proven leadership capabilities. **This provision is being maintained and we are revising the salary point of Rs 102000 to Rs 110000.**

Tenure of Office

14.20 At present, appointment to or filling of the post of Senior Chief Executive is on contractual terms or on assignment basis for a period of two years and after the expiry of the two-year period, incumbent on establishment is appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

14.21 The High Powered Committee has, at its meeting of 12 December 2015, approved that serving officers should be appointed directly in a substantive capacity, without having to go through the period of two years of assignment. We are recommending accordingly.

Recommendation 6

14.22 We recommend that appointment to or filling of the position of Senior Chief Executive should be:

- (i) on contractual terms for a period of two years and after the expiry of the two years period, the contract may be renewed subject to his performance, the continued relevance of his competence and the approval of the Prime Minister; and**
- (ii) from serving officers who should be appointed in a substantive capacity subject to their performance and continued relevance of their competence.**

Remuneration

14.23 We are replicating the provision regarding the salary of Senior Chief Executive on contractual terms.

Recommendation 7

14.24 We recommend that the salary of the Senior Chief Executive on contractual terms shall be as determined for the substantive position. Incumbent on contract would also be eligible for a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service.

14.25 We further recommend that a public officer on permanent and pensionable establishment assigned the duties of the position of the Senior Chief Executive may, at the start of the assignment, opt not to take the gratuity and, in return, the period he would serve as Senior Chief Executive shall be deemed to be pensionable service, provided he has:

- (i) successfully served for a period of not less than twelve months;**
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and**
- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);**

OR

he has successfully served for a minimum period of six months and has reached compulsory retirement age.

Secretary for Home Affairs

14.26 Provision exists for the post of Secretary for Home Affairs to be filled on an assignment basis by an incumbent of the rank of Senior Chief Executive against payment of a responsibility allowance. On his retirement, the allowance becomes pensionable, subject to certain conditions. He should continue to be paid the allowance during the assignment and be eligible to the accruing pension benefits as per the recommendation hereunder:

Recommendation 8

14.27 We recommend that:

- (a) an officer who has been assigned the duties of Secretary for Home Affairs, should continue to be granted an allowance equivalent to the difference between his salary and that of the Secretary for Home Affairs; and**
- (b) in the event the officer retires in the capacity of Secretary for Home Affairs or is reverted to his substantive post, the allowance becomes pensionable provided that he has:**
 - (i) successfully served for a period of not less than twelve months;**
 - (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or has not been reverted at his own request; and**

- (iii) at the time of his retirement/ reversion reached the age of 55 (or for an officer in post as at 30 June 2008, he had reached the age at which an officer may retire with the approval of the relevant Service Commission);**

OR

he has successfully served for a minimum period of six months and has reached compulsory retirement age.

Appointment of Chief Executives

Recommendation 9

14.28 We recommend that the provisions regarding mode of appointment, tenure of office and the appropriate leadership capabilities be also considered for Chief Executives of public departments, Parastatal Bodies and Local Authorities. However, where Deputies to Chief Executives have been appointed by selection, appointment to the position of Chief Executives could continue to be by promotion, subject to the approval of the appropriate authorities according to the promotion framework at Chapter 11 of Volume 1 of this Report.

Personal Secretary

14.29 Duties devolving on the Personal Secretary attached to the Office of the Prime Minister include among others, ensuring a comprehensive secretarial and confidential service to the Prime Minister across a wide range of his responsibilities. The officer who is assigned this responsibility belongs to the General Services and is paid a monthly allowance. In view of the importance of this function, we are maintaining this arrangement and the provision for the allowance to be reckoned as pensionable emolument.

Recommendation 10

14.30 We recommend that, subject to the approval of the High Powered Committee, the allowance paid to the officer who has been assigned the duties of Personal Secretary may be reckoned as pensionable emoluments provided that incumbent has performed in that position for a continuous period of three years and has not been the subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.

PRIME MINISTER'S OFFICE

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 111	Rs 200000 Secretary to Cabinet and Head of the Civil Service
02 000 109	Rs 164000 Secretary for Home Affairs
02 000 108	Rs 152000 Senior Chief Executive
02 000 106	Rs 122000 Permanent Secretary
02 086 095	Rs 64800 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 86000 Deputy Permanent Secretary
02 055 081	Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Assistant Permanent Secretary
02 000 105	Rs 119000 Director-General, Counter-Terrorism Unit
02 000 102	Rs 110000 National Security Adviser
02 075 089	Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450 Principal Co-ordinator, Security Matters
02 061 085	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Co-ordinator, Security Matters

Salary Code	Salary Scale and Grade
20 057 085	Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 Statistician/Senior Statistician
02 079 094	Rs 53200 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000 Conference and Social Functions Manager (Personal)
02 054 081	Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450 Migration Analyst
26 044 072	Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325 Facilities and Maintenance Officer
08 061 075	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 Personal Secretary
08 026 060	Rs 13790 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175 Receptionist/Guide
25 023 052	Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975 General Assistant
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
24 016 043	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200 Stores Attendant

Salary Code	Salary Scale and Grade
24 016 042	Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825 Liftman
24 001 038	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 General Worker
