

## 31. MAURITIUS CANE INDUSTRY AUTHORITY

- 31.1 The Mauritius Cane Industry Authority (MCIA), which operates under the *aegis* of the Ministry of Agro-Industry and Food Security, was set up as a body corporate under the Mauritius Cane Industry Authority Act No. 40 of 2011 with a view to promoting the development of the cane sector and its clusters to meet current and future challenges. The main objects of the Authority are to: promote and support the sustainable development, efficiency and viability of the cane industry; formulate and implement policies and strategies in relation thereto; and ensure its technical progress and efficiency.
- 31.2 Following reforms brought in the sugar sector and the implementation of the Multi Annual Adaptation Strategy (MAAS), the functions of the six ex-Service providing institutions (SPIs) namely: the Cane Planters and Millers Arbitration and Control Board; Farmers' Service Corporation; Mauritius Sugar Authority (MSA); Mauritius Sugar Industry Research Institute (MSIRI); Mauritius Sugar Terminal Corporation (MSTC); and Sugar Planters Mechanical Pool Corporation, have been taken over by the MCIA. Moreover, following a Government decision, the Authority has been entrusted the additional responsibility of overseeing the activities of the ex-Bagged Sugar Storage and Distribution Co. Ltd.
- 31.3 At present, the organisation structure of the MCIA comprises three main departments namely: Control and Arbitration; Mauritius Sugarcane Industry Research Institute and Farmers Service Agency as well as two sub-departments viz the Agricultural Mechanisation Unit and the Sugar Storage and Handling Unit. The Chief Executive Officer as administrative and technical head is responsible for the execution of the policy of the Board and for the control and management of the day to day business of the Authority. He is assisted by three Directors, each responsible for a main department. Officers in a multitude of grades at various levels provide support services.
- 31.4 The Bureau wishes to highlight that in the context of the 2013 PRB Report, employees of the defunct institutions were provided their revised personal salaries save for the ex-MSIRI and ex-MSA which were not governed by the terms and conditions of the PRB as they were operating along private lines. To this effect, following a Cabinet decision the PRB was appointed to act as an independent Salary Commission with the following Terms of Reference:
- (i) to review the salaries and conditions of service of employees of the ex-MSIRI and ex-MSA opting to join the PRB; and
  - (ii) to review the salaries and conditions of service of employees of the ex-MSIRI and ex-MSA opting to maintain their present conditions of service.

- 31.5 The Commission published its Report in March 2015 to the satisfaction of all parties concerned. Consequently, an Implementation Committee was set up under the Chairmanship of the Ministry of Civil Service and Administrative Reforms to look into genuine errors and omissions arising out of the implementation of the recommendations made in the Report. However, the Committee was shortly disbanded in view of the fact that officers/employees of the ex-MSIRI and ex-MSA who had not opted for the Report should irrevocably be governed by their present conditions of employment.
- 31.6 The Ministry of Agro-Industry and Food Security has recently apprised the Bureau that the Ministry has agreed to allow all employees of the ex-MSIRI opting to join the PRB to draw their converted salary, including increments for the year 2013, 2014 and 2015. The Bureau has further been requested to consider providing personal salaries to employees of the ex-MSIRI and to address genuine anomalies following the Salary Commission's Report as well as make recommendations on specific conditions of service for the smooth conduct of research work.
- 31.7 It is worth mentioning here that the above request is not receivable as it does not fit into the framework of the Bureau. **We are, therefore, recommending that this issue should be dealt with administratively.**
- 31.8 In the context of this Report, Management and Staff Associations have apprised that while the defunct institutions have retained their core activities, their staff size was pruned by almost 50%. Employees are now required to perform diverse tasks, at times not falling within their normal duties. Management has equally informed that further to a Government decision, the Mauritius Sugarcane Industry Research Institute (MSIRI) would no longer operate under the purview of the MCIA once the MCIA Act is amended.
- 31.9 During consultations, Management as well as union members have submitted that the present organisation structure should be reviewed to allow for a better delivery of a cohesive and seamless service and also to transform the cane industry into a viable and sustainable one. In this respect, we have been apprised that the Agricultural Mechanisation Unit and Sugar Storage and Handling Unit would be converted from sub-departments to main ones, each under the responsibility of a Director. To this end, a strengthening of the organisation structure has been requested, through the creation of appropriate grades at different levels. In addition, the main representations have been geared towards the restyling of grades to reflect the actual nature of duties performed, amendment of schemes of service to allow appointment of serving qualified officers, merger of grades where much overlapping of duties is prevalent, upgrading of salaries at managerial levels and payment of an array of allowances.

- 31.10 Whilst studying the representations made by both Staff Associations and Management we have kept in mind the main orientation of this Report, namely the transformation of the public sector for an enhanced service delivery to meet citizens', non-citizens' and other stakeholders' needs and the fact that since the 2008 PRB Report, no change has been brought to the organisation structure of the ex-service providing institutions as a major reform in the sugar sector was underway. To this effect, we are consolidating the organisation structure through the creation of a few grades to enable the MCIA to better achieve its mandate; restyling grades to more appropriate job appellations and merging grades where much overlapping of duties have been observed. In addition, we are reviewing the scheme of service of certain grades while providing a form of compensation to officers in cases where promotion prospects are quite meagre. We are also, to the extent it is possible, providing for a standard cadre in the fields of Human Resource, Finance, Procurement and Supply and Internal Control for alignment with what obtains in the Civil Service and maintaining the payment of existing allowances. Our recommendations, in this Report, have been geared towards enhanced service delivery, motivation of officers in post, promotion of safe and conducive working environment and career path/earnings.
- 31.11 It is also to be noted that following the integration of the ex- Bagged Sugar Storage and Distribution Co. Ltd into the MCIA, Management submitted proposed schemes of service in respect of grades obtainable at the former organisation for salary grading purposes. Whilst studying the structure, we have observed that the majority of these grades as well as the salaries granted do not fit in the Bureau's framework as the organisation was not governed by PRB's recommendations. Under this set up, the integration of these grades into our structure and the revision of salaries would require an in-depth study and a complex lengthy exercise. **In this perspective, we deem it more appropriate to conduct same on an *ad hoc* basis, the moreso, employees are due for a salary revision in July 2016, as per a private consultant's Report.**

#### **AGRICULTURAL MECHANISATION UNIT**

- 31.12 The Agricultural Mechanisation Unit (AMU) is responsible for the mechanisation of lands within the sugar industry. It operates primarily as a land preparation contractor with a staffing complement of around 200 employees. An Assistant Director is at the head of the Unit, who in turn reports to the Director of the Farmers Service Agency. The activities are organised under two main sections: Field and Workshop.
- 31.13 Both Management and Staff Associations have requested for a Directorate structure at the AMU with a view to facilitating its autonomy in effecting transactions and operations. In addition, a reinforcement at operational levels

has been demanded along with the payment of a few allowances and a restyling of certain job titles.

- 31.14 After duly examining the proposals, we consider that the structure of the AMU should be reinforced to enable it to better achieve its objectives. We are, therefore, making appropriate recommendations to that end.

### **Director, Agricultural Mechanisation Unit (New Grade)**

#### **Recommendation 1**

- 31.15 **We recommend the creation of a grade of Director, Agricultural Mechanisation Unit. Appointment thereto; should be made by selection from among candidates possessing a Master's Degree in Agriculture or Accountancy or Business Administration or Management or Finance or Engineering or an equivalent qualification acceptable to the Board and reckoning at least 10 years' post qualification experience at administrative/management level in an agriculture related organisation.**

- 31.16 Incumbent would be required, *inter alia*, to: advise the CEO on matters pertaining to the Unit and ensure that targets and objectives set are met within the approved time frame; ensure compliance with existing legislations relating to the MCI; and organise and/or advise on appropriate training courses for subordinate staff.

### **Head, Agricultural Machinery Operator (New Grade)**

#### **Recommendation 2**

- 31.17 **We recommend the creation of a grade of Head, Agricultural Machinery Operator. Appointment, thereto, should be made by selection from among employees in the grade of Agricultural Machinery Operator and Agricultural Machinery Operator (Personal) reckoning at least three years' service in a substantive capacity.**

- 31.18 Incumbent would be required, *inter alia*, to : operate any machine and/or drive any vehicle of the Authority as instructed by the supervising officers; perform mechanical land preparation tasks; report and be responsible to the senior officers for the upkeep of machinery, equipment, caravan, etc.; refuel, lubricate and carry out such other duties pertaining to the machines; and coach, guide and train employees under his supervision.

### **Chief Mechanic (New Grade)**

#### **Recommendation 3**

- 31.19 **We recommend the creation of a grade of Chief Mechanic. Appointment thereto should be made by selection from among employees in the grades of Mechanic and Multi-Skilled Tradesman who reckon at least 10 years'**

**service in their respective grade or an aggregate of at least 10 years' service in the grades of Mechanic and Multi-Skilled Tradesman and who possess the NTC Level 3 in a trade related to mechanics or heavy mechanics awarded by the Mauritius Institute of Training and Development or an equivalent qualification and a valid driving licence to drive car/van.**

- 31.20 Incumbent would be required, *inter alia*, to: perform repairs, major overhauling, maintenance and servicing on all type of tractors, mechanical equipment, support vehicles, among others; assist and be responsible to the supervising officer for the proper operation and maintenance of all tractors, equipment, vehicles and tools; support, supervise and direct the works of mechanics and provide necessary training; write simple factual reports; and identify replacement parts required and make requests to the supervising officer.

#### **Multi-Skilled Tradesman (New Grade)**

- 31.21 Both Management and Union members have submitted that the services of different Tradesmen (Mechanic, Welder, Electrician, Fitter, Panel Beater and Turner/Machinist) are required in fields for the repair of tractors and other equipment. In this context, request has been made for the creation of a polyvalent grade to perform duties related to more than one trade.
- 31.22 We consider that this practice would increase efficiency and improve service delivery whilst allowing the organisation to gainfully utilise available resources. We are, therefore, providing for a grade of Multi-Skilled Tradesman.

#### **Recommendation 4**

- 31.23 We recommend the creation of a grade of Multi-Skilled Tradesman. Appointment thereto, should be made by selection from among employees in the grades of Mechanic, Electrician, Fitter, Welder, Panel Beater and Turner/Machinist who reckon at least three years' experience in any one trade; have knowledge/competencies in at least two other trades and possess a valid driving licence to drive a car/van.**
- 31.24 Incumbent would be required, *inter alia*, to: drive the Authority's vehicles; identify mechanical defects and carry out repairs, maintenance, servicing and overhaul of equipment, vehicles and machines of the Authority; recondition parts and rebuilding of implements, involving fitting and soldering works; and identify electrical defects and carry out electrical works on all vehicles and agricultural machines of the Authority.

## **Restyling of Grades**

- 31.25 Management has submitted that the present job appellation of the grade of Field Manager does not reflect the duties performed by the incumbent given that he is responsible for mechanical land preparation works including planning of tractor allocations. Request has, therefore, been made to restyle the grade to a more appropriate job appellation. The Bureau has equally been apprised that with the restyling of the grade of Field Manager, there is also need to restyle the grade of Field Superintendent and Field Officer/Senior Field Officer (Agricultural Mechanisation) for the sake of harmonisation in the cadre.
- 31.26 We consider the abovementioned requests to be fully justified and are recommending accordingly.

## **Recommendation 5**

**31.27 We recommend that the following grades be restyled as hereunder:**

<b>From</b>	<b>To</b>
<b>Field Manager</b>	<b>Operations Manager (Agricultural Mechanisation)</b>
<b>Field Superintendent</b>	<b>Operations Superintendent (Agricultural Mechanisation)</b>
<b>Field Officer/Senior Field Officer (Agricultural Mechanisation)</b>	<b>Operations Officer (Agricultural Mechanisation)</b>

## **Movement in Salary Scale – Technical and Mechanical Officer/Senior Technical and Mechanical Officer**

- 31.28 In line with our general philosophy of providing enhanced career earnings to officers of the technical cadre who are required to provide support to officers in professional grades where the scope of promotion is limited, we are making a provision allowing incumbents to move beyond their top salary. We believe that this measure would act as a motivation factor, the more so the organisation is making optimal use of the skills and knowledge of these officers.

## **Recommendation 6**

- 31.29 We recommend that officers in the grade of Technical and Mechanical Officer/Senior Technical and Mechanical Officer possessing a degree in Mechanical Engineering or Mechatronics or Manufacturing Engineering should, on reaching the top of their salary scale, move incrementally in the Master Salary Scale by two increments 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.

#### **Allowance to Workshop/Vehicle/Machinery Attendant**

31.30 The Bureau has observed that the grade of Workshop/Vehicle/Machinery Attendant compares to that of Tradesman's Assistant in the Civil Service in terms of duties performed and salary granted. In both cases, their next promotional level is Tradesman. In the Civil Service, Tradesman's Assistants are given an incentive, upon acquiring higher skills/certificate to benefit from enhanced career earnings. In the same breath, we believe that it would be fair to extend the same provision to incumbents in the grade of Workshop/Vehicle/Machinery Attendant.

#### **Recommendation 7**

**31.31 We recommend that Workshop/Vehicle/Machinery Attendants who have successfully completed the NTC 3 and have served for at least four years in the same grade as from the date of obtention of the NTC 3 and are performing duties pertaining to the trade, be paid a non-pensionable allowance equivalent to two increments at the point they have reached in their salary scale, pending their appointment to the grade of Tradesman (Electrician, Fitter, Mechanic, Panel Beater, Turner/Machinist and Welder).**

#### **CONTROL AND ARBITRATION DEPARTMENT**

31.32 The Control and Arbitration Department (CAD) has taken over the activities of the former Cane Planters and Millers Arbitration and Control Board following reforms in the sugar sector. It is mainly responsible for controlling the milling activities, arbitration of disputes among millers, planters and other stakeholders and determining the quantum of sugar and by-products accruing to producers. The Department is headed by a Director who is assisted in his daily activities by the Manager, Cane Payment and other professionals.

31.33 The main representations made by the staff side and Management include the creation of a grade of Lead Sugar Technologist, restoration of the on-call allowance previously being granted to officers of the ex-Control Board, grant of a crop season allowance, and strengthening of the structure at operational level. We have duly examined the proposals and only those deemed meritorious have been considered.

**Assistant Director, Control and Arbitration Department  
formerly Manager, Cane Payment**

31.34 Representations have been made to the effect that the Manager, Cane Payment is responsible to assist the Director, Control and Arbitration Department in the day-to-day administration of the department and also deputise for the Director in his absence. In this respect, request has been made to restyle the grade to a better job title which would reflect the true nature of duties performed and responsibilities devolving upon the incumbent. We view that the proposal is fully substantiated and are, therefore, restyling the grade.

**Recommendation 8**

**31.35 We recommend that the grade of Manager, Cane Payment be restyled Assistant Director, Control and Arbitration Department.**

31.36 Management has submitted that as per the present arrangement during crop season, the department is manned mainly by officers from the Ministry of Agro-Industry and Food Security. However, this practice is found to be unsuitable as it may lead to staffing difficulties in the future. Moreover, with the implementation of the new cane testing system by the Infracana Cane Analyser, the nature of work at the CAD requires full-time employees. In view thereof, request has been made for the creation of appropriate grades and levels to enable the department to adequately discharge its functions. We are agreeable to the proposals and are accordingly making appropriate recommendations.

**Area Superintendent (New Grade)**

**Recommendation 9**

**31.37 We recommend the creation of a grade of Area Superintendent. Appointment thereto, should be made by selection from among candidates possessing a Degree in Agriculture or Sugar Technology or an equivalent qualification and reckoning at least two years' experience.**

31.38 Incumbent would be responsible, *inter alia*, for: the testing, verification and control of machines and peripherals used for the weighing of cane, sugar and other related products; the control of cane weighing; carrying out investigations concerning the delimitation of factory areas and their sub-regions; dealing with disputes among planters and millers and exercising general supervision over the laboratories of the Control and Arbitration Department.

**Technical Officer/Senior Technical Officer (Control and Arbitration) (New Grade)**

**Recommendation 10**

**31.39 We recommend the creation of a grade of Technical Officer/Senior Technical Officer (Control and Arbitration). Appointment thereto, should be made by selection from among candidates possessing a Diploma in**

**Agriculture or Sugar Technology or any related equivalent qualification in Sugar Technology.**

- 31.40 Incumbent would be required, *inter alia*, to: perform technical duties in connection with cane testing and related products; control weighbridge and milling activities; attend to grievances and/or complaints from planters and other stakeholders; and assist supervising officers in the performance of their duties.

**Sampler (New Grade)**

**Recommendation 11**

- 31.41 We recommend the creation of the grade of Sampler. Appointment thereto, should be made by selection from among candidates who show proof of having sat for the Cambridge School Certificate Examination or the General Certificate of Education "Ordinary Level" Examination in at least five subjects.**

- 31.42 Incumbent would be required, *inter alia*, to: collect cane and juice samples, using core samplers or other sampling equipment, collect and label sample tickets; transport samples to laboratory; prepare samples by use of shredders and sub-sampling; carry out weighing operations under supervision; and help Senior Test Chemists (Personal) and Principal Test Chemists (Personal) in any other related duties.

**Principal Test Chemist (Personal)**

**Senior Test Chemist (Personal)**

- 31.43 Representations have been made from Staff Associations to merge the grades of Senior Test Chemist (Personal) and Principal Test Chemist (Personal) in view of considerable overlapping of duties and lack of promotion prospect.
- 31.44 We have studied the request and consider that there is need for a supervisory level such that the grades cannot be merged. We are, however, providing for another mechanism to compensate officers in the grade of Senior Test Chemist (Personal) in line with our general philosophy favouring career earnings and for shouldering higher responsibilities.

**Recommendation 12**

- 31.45 We recommend that officers in the grade of Senior Test Chemist (Personal) who have drawn their top salary for a year should be allowed to proceed incrementally in the salary scale of the grade of Principal Test Chemist (Personal) provided they:**
- (i) **have been efficient and effective in their performance during the preceding year; and**

(ii) are not under report.

**31.46 We further recommend that Senior Test Chemists (Personal) should perform the duties and assume the responsibilities of the grade of Principal Test Chemist (Personal) upon moving in the higher salary scale.**

#### **FARMERS SERVICE AGENCY**

31.47 The Farmers Service Agency (FSA) is mainly responsible to provide organised training/seminars to the planters' community; ensure supply of materials to planters and provide mechanical land preparation/derocking services to the planters. A Director and an Assistant Director are at the apex of the Agency. Officers of various levels provide support to the Directorate.

31.48 Representations made were mainly geared towards an upgrading of salaries; merging of levels; restyling of grades of the Office Attendant cadre; and grant of travelling benefits. After carefully analysing all the demands, we have acceded to only those deemed justified.

#### **Technical Assistant/Senior Technical Assistant**

31.49 At present, appointment to the grade of Technical Assistant/Senior Technical Assistant is made by selection from among candidates possessing a Cambridge School Certificate, with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts.

31.50 Management and Staff Associations have submitted that with the phasing out of the grade of LAMU/Nursery Coordinator in the context of the sugar sector reforms, a few of its duties have been entrusted to officers in the grade of Technical Assistant/Senior Technical Assistant. In this context, request has been made for a review of the scheme of service of the grade of Technical Assistant/Senior Technical Assistant to include the duties of the evanescent grade of LAMU/Nursery Coordinator.

31.51 Upon examination of the duties being carried out by Technical Assistant/Senior Technical Assistants, we have observed that only part of the duties of the former grade of LAMU/Nursery Coordinator are concerned. However, we have also noted that through efflux of time, the duties of the Technical Assistant/Senior Technical Assistant have evolved and thereby warranting an upgrade in the qualification requirements. We are making provision to address both issues.

#### **Recommendation 13**

**31.52 We recommend that, in future, appointment to the grade of Technical Assistant/Senior Technical Assistant should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and**

**Mathematics or Principles of Accounts and a Cambridge Higher School Certificate with passes in at least two subjects.**

- 31.53 We further recommend that Technical Assistant/Senior Technical Assistants who are required to perform duties of the evanescent grade of LAMU/Nursery Coordinator be paid a monthly allowance equivalent to two increments at the salary point reached in their salary scale.**

#### **Manager, Extension and Training Centre**

- 31.54 During consultation, the Bureau has been apprised that further to the restructuring exercise, Managers, Extension and Training Centre have been assigned additional duties owing to the setting up of various projects and the abolition of the former grade of Training Manager at the ex-Farmers Service Corporation. In this respect, we have been requested to revise the salary of the grade.
- 31.55 After duly examining the request, we hold the considered view that it would be more appropriate for **Management to review the duties of the grade, taking into consideration the new duties being performed by incumbents. In the same vein, the establishment size of Manager, Extension and Training Centre should be increased for a better delivery of service.**

#### **MAURITIUS SUGARCANE INDUSTRY RESEARCH INSTITUTE**

- 31.56 The Mauritius Sugarcane Industry Research Institute (MSIRI) is mainly responsible to carry out research and development on canes with a view to enhance competitiveness of the cane industry and conduct research on technical and engineering fields for improving efficiency of factories and for value addition to co-products. The Institute is headed by a Director who is assisted by professionals in the field of research.
- 31.57 The Bureau has received numerous representations mainly from the staff side. However, we observed that most of the issues could be addressed administratively, especially those relating to the grant of allowances which were being paid at the former MSIRI and to the review of duties. Other requests were mainly geared towards the restyling and merging of grades and upgrading of salaries. We have acceded to proposals which have been fully substantiated.

#### **Research Officer/Senior Research Officer**

- 31.58 At present, recruitment to the grade of Research Officer/Senior Research Officer is made by selection from among candidates possessing a degree in the field of agriculture or science or an equivalent qualification and reckoning at least four years' experience in the field of research and development in agricultural projects and laboratory techniques.

- 31.59 Management has submitted that officers in the technical cadre should be given the opportunity to join the professional cadre in an attempt to make effective and judicious use of their work experience. In this perspective, request has been made to review the scheme of service of the grade of Research Officer/Senior Research Officer to which the Bureau subscribes.
- 31.60 We are, therefore, reviewing the mode of appointment to the grade of Research Officer/Senior Research Officer to enable qualified and experienced officers of the technical grade to join the professional cadre with a view to facilitating their career progression. We are recommending accordingly.

#### **Recommendation 14**

- 31.61 We recommend that, in future, appointment to the grade of Research Officer/  
Senior Research Officer should be made by selection from among officers in the grade of Technical Officer/Senior Technical Officer (Research) reckoning at least five years' service in a substantive capacity in the grade and possessing a Master's Degree in the field of agriculture or science or an equivalent qualification acceptable to the Board. In the absence of qualified serving officers, appointment should be made by selection from among candidates possessing the required qualification.**

#### **Technical Assistant/Senior Technical Assistant (Research) *formerly Technical Assistant (Research)* *Senior Technical Assistant (Research)***

- 31.62 Management and Staff Associations have submitted that there is a major overlapping of duties between the grades of Technical Assistant (Research) and Senior Technical Assistant (Research) and that the supervisory element is almost superfluous at the senior level. Request has thus been made for the two grades to be merged and restyled, to which the Bureau subscribes.

#### **Recommendation 15**

- 31.63 We recommend that the grades of Technical Assistant (Research) and Senior Technical Assistant (Research) be merged and restyled Technical Assistant/  
Senior Technical Assistant (Research).**

#### **Restyling of Grades**

- 31.64 Representations have been obtained from both Management and Union members that a few grades should be restyled in line with the level of duties being carried out by incumbents.
- 31.65 We have studied the request in line with our general philosophy favouring career earnings and responsibilities currently devolving upon incumbents. We

consider that there is full justification in the proposal made. We are, therefore, recommending accordingly.

**Recommendation 16**

**31.66 We recommend that the following grades be restyled as hereunder:**

From	To
Scientific Information and Publication Officer	Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer
Mechanical Workshop and Transport Officer	Mechanical Workshop and Transport Officer/Senior Mechanical Workshop and Transport Officer

31.67 The Bureau has further been informed that there is no clear demarcation between the duties of the grades of General Worker/Field Worker and General Worker/Gardener. In this perspective, union members have requested for a proper restyling of the grades, the moreso, the same qualification is required.

31.68 After examining the issue in-depth, we view that there is merit in the case. We are, therefore, merging the two grades under a new appellation.

**Recommendation 17**

**31.69 We recommend that the grades of General Worker/Field Worker and General Worker/Gardener be merged and restyled General Worker/Field Worker/ Gardener.**

31.70 Staff Associations have equally represented that there exists a major overlapping of duties between the grades of Attendant (Office/Lab/Field/Mess) and Senior Attendant (Office/Lab/Field/Mess) whereby incumbents in these grades are required to perform multi-functional duties. To this end, request has been made to merge the two grades under a new appellation of Research Attendant.

31.71 We have examined the representations and consider that there is merit in the proposal. However, we are providing for another appellation in view of the multifunctional nature of the duties performed.

**Recommendation 18**

**31.72 We recommend that the grades of Attendant (Office/Lab/Field/Mess) and Senior Attendant (Office/Lab/Field/Mess) be merged and restyled General Attendant.**

**31.73 We further recommend that the scheme of service for the grade of General Attendant should include duties related to office, laboratory, field and mess.**

### **SUGAR STORAGE AND HANDLING UNIT**

31.74 The Sugar Storage and Handling Unit (SSHU) of the MCIA is responsible for the storage, handling and export of sugar. It is also involved in the reception of non-originating sugar for refining purposes. Following the integration of the ex-Bagged Sugar Storage and Distribution (BSSD) Co. Ltd. into the MCIA, the functions of the SSHU have been enlarged to include warehousing and distribution of bagged sugar produced locally for both the local and export markets. At present, a Technical Manager is at the head of the Unit. Officers in professional, technical and manual grades provide support to Management.

31.75 During consultations, requests have been, among others, to consolidate the structure at the top level, merge the grades of Terminal Operator Grade I and II, upgrade qualification requirements of certain professional and technical grades and review upward salaries. After duly examining all the requests only those proved fully justifiable have been acceded to.

#### **Director, Sugar Storage and Handling Unit (New Grade)**

31.76 In view of the expanded role of the SSHU, Management has submitted that there is need for a Director to oversee its proper functioning. We have examined the request and are agreeable to the proposal in view of enhancing service delivery. We are, therefore, making an appropriate recommendation to that end.

#### **Recommendation 19**

**31.77 We recommend the creation of the grade of Director, Sugar Storage and Handling Unit. Appointment, thereto, should be made by selection from among candidates possessing a Master's Degree in Agriculture or Accountancy or Business Administration or Management or Finance or Engineering or an equivalent qualification acceptable to the Board and reckoning at least 10 years' post qualification experience at administrative/management level in an agriculture related organisation.**

31.78 Incumbent would be responsible for the management and control of all activities at the SSHU and would be required, *inter alia*, to: provide technical direction, guidance and assistance to subordinate staff; exercise surveillance of the operation and maintenance of the department; formulate and maintain administrative procedures for the staff under his supervision; and prepare

reports and recommendations on the operations, maintenance and development of the Department.

**Terminal Operator Grade II (Civil/Electrical/Mechanical)**

**Terminal Operator Grade I (Civil/Electrical/Mechanical)**

31.79 Staff Associations have made representations for a merger of the grades of Terminal Operator Grade II (Civil/Electrical/Mechanical) and Terminal Operator Grade I (Civil/Electrical/Mechanical) into a single grade of Terminal Operator (Civil/Electrical/Mechanical) due to a major overlapping of duties between the grades and absence of the supervisory element. Management has also made submission along the same lines.

31.80 We have examined the request and consider that there is merit in the case. We are, therefore, making appropriate recommendations to that end.

**Recommendation 20**

**31.81 We recommend that the grades of Terminal Operator Grade II (Civil/Electrical/Mechanical) and Terminal Operator Grade I (Civil/Electrical/Mechanical) be merged and restyled as follows:**

From	To
Terminal Operator Grade II (Civil)	Terminal Operator (Civil)
Terminal Operator Grade I (Civil)	
Terminal Operator Grade II (Electrical)	Terminal Operator (Electrical)
Terminal Operator Grade I (Electrical)	
Terminal Operator Grade II (Mechanical)	Terminal Operator (Mechanical)
Terminal Operator Grade I (Mechanical)	

**31.82 We further recommend that incumbents possessing a valid driving licence for wheel loaders should be allowed to proceed beyond the QB inserted in the salary scale of the restyled grades of Terminal Operator (Electrical) and Terminal Operator (Mechanical).**

**31.83 We also recommend that, in future, appointment to the grade of Terminal Operator (Civil), Terminal Operator (Electrical) and Terminal Operator (Mechanical) should be made by selection from among employees in the grade of Terminal Attendant and Terminal Attendant/Gardener possessing the NTC Level 3 in the relevant trade. In the absence of qualified serving**

**officers, appointment to the grade should be made from outside candidates possessing the required qualifications.**

- 31.84 We further recommend that employees in the grade of Welder at the ex-MSTC and who prior to the coming into operation of the MCIA reckoned at least five years' service in the grade should exceptionally be allowed to apply for the post of Terminal Operator (Mechanical).**

**Movement in Salary Scale – Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil).**

- 31.85 Management has proposed for an upgrading of the qualification requirements of the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) from a Diploma to a Degree on the ground that prior to the setting up of the MCIA, incumbents had the opportunity to be promoted to the grade of Engineer and were providing technical assistance to the latter.

- 31.86 Whilst studying the proposal, the Bureau has examined the duties of the grades. We have observed that the nature and level of these duties do not warrant candidates to imperatively possess a Degree in the field. However, we do acknowledge the additional contribution that may be brought during the performance of these duties by officers possessing a relevant Degree. In this perspective, we are allowing this category of officers to move beyond their top salary, in line with our general policy of rewarding incumbents in technical grades providing direct support to professionals.

#### **Recommendation 21**

- 31.87 We recommend that officers in the grades of Terminal Operations and Maintenance Officer (Mechanical), Terminal Operations and Maintenance Officer (Electrical) and Terminal Cleaning and Maintenance Officer (Civil) possessing a Degree in Mechanical Engineering or Electrical Engineering or Civil Engineering respectively should, on reaching the top of their respective salary scale, move incrementally in the Master Salary Scale by two increments 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.**

31.88 Management has also requested for the creation of a grade of Manager to oversee the activities of ex-BSSD which have been regrouped under the SSHU. We have been apprised that at present a Technical Manager is overseeing the activities of the SSHU as well as those of the ex-BSSD. We view that given an exercise regarding the integration of the grades of ex-BSSD into our framework as well as salary revision would be conducted on an *ad hoc* basis, it would be more appropriate to consider this request at a later stage. Meanwhile, the present arrangements may continue to prevail. **However, we also view Management should consider the advisability of granting an allowance to the Technical Manager for shouldering the additional responsibilities in connection with the ex-BSSD.**

### **Policy and Planning Unit**

#### **Analyst/Senior Analyst formerly Analyst**

31.89 At present, there are two officers in post in the grade of Analyst at the Policy and Planning Unit. Management has submitted that the duties performed by each officer are completely different. While one is required to look after issues relating to sugar and the environment, the other has to perform duties related to field and land development. In this respect, the Bureau has been requested to create a grade of Policy Analyst/Senior Policy Analyst in the respective fields.

31.90 Whilst examining the duties, we have noted that their nature is the same with the only difference in the area of operation. We have further observed that the level of duties actually performed is not in consonance with the salary recommended. Against this background and taking into account the policy of the Bureau regarding delayering, we deem it more appropriate to maintain a single generic appellation which would reflect the level of responsibilities shouldered by incumbents.

### **Recommendation 22**

**31.91 We recommend that the grade of Analyst be restyled Analyst/Senior Analyst.**

31.92 The Bureau has taken into consideration the duties presently devolving upon incumbents in arriving at the recommended salary of the grade.

#### **Supervisor (Sugar Industry Project) formerly Field Officer**

31.93 The Bureau has been requested to restyle the grade of Field Officer as incumbent performs duties related to the supervision and follow-up of projects of the sugar industry. Given that his current job appellation is not commensurate with the duties performed, we are agreeable to the proposal.

### **Recommendation 23**

**31.94 We recommend that the grade of Field Officer be restyled Supervisor (Sugar Industry Project).**

#### **Air Pollution and Monitoring Unit**

31.95 The newly created Air Pollution and Monitoring Unit is responsible to monitor the gaseous emissions by the sugar industry and other sectors of the economy and the quality of air surrounding an activity in accordance with the regulations of the Environment Protection Act. In order to enable the Unit to effectively and efficiently discharge its functions, creation of appropriate levels have been requested, to which the Bureau subscribes. We are, therefore, making appropriate recommendations to that end.

#### **Air Monitoring Officer (New Grade)**

### **Recommendation 24**

**31.96 We recommend the creation of a grade of Air Monitoring Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Environment or Health or Science related field or an equivalent qualification acceptable to the Board and reckoning at least three years' experience in laboratory or scientific related duties.**

31.97 Incumbent would be responsible for the smooth operation of the air quality monitoring system and carry out tests as per standard procedures and would be required, *inter alia*, to: prepare the annual air monitoring work plan and programme; carry out tests at any time given that a number of industries, including sugar factories operate round the clock; prepare a maintenance schedule of the whole air monitoring system; and prepare and submit air pollution test reports and interview results.

#### **Technical Assistant (Air Monitoring) (New Grade)**

### **Recommendation 25**

**31.98 We recommend the creation of a grade of Technical Assistant (Air Monitoring). Appointment thereto, should be made by selection from among candidates possessing a Cambridge Higher School Certificate with passes in at least two subjects including Biology or Chemistry or Physics and a Certificate in electronics or electrical or mechanical for troubleshooting and repairs of electronic and analytical instruments.**

31.99 Incumbent would be required, *inter alia*, to: assist in the smooth operation of the Air Quality Monitoring System and carry out tests on site and in the laboratory; carry out normal duties of environment quality monitoring; assist in the preparation of brief reports on the status of equipment; assist in the preparation

of a maintenance schedule of the mobile trailers; and ensure that the equipment are in good operating conditions at all times.

## **HUMAN RESOURCE/FINANCE/PROCUREMENT AND SUPPLY/INTERNAL CONTROL/GENERAL SERVICES**

### **Human Resource Cadre**

#### **Human Resource Management Officer (New Grade)**

31.100 At present, human resource functions are performed by the Manager, Human Resources and a Human Resource Officer who are in turn supported by officers of the General Services cadre. Management has submitted that with the expanded role of the MCIA, there is an imperative need for a professional level to take over the responsibility of the ever evolving and complex HR issues of the organisation including industrial relations issues. Request has thus been made for the creation of a grade of Human Resource Management Officer to facilitate formulation and implementation of HR strategies and to ensure the efficient functioning of the department.

31.101 We consider the proposal to be fully justified and are making an appropriate recommendation to that end.

### **Recommendation 26**

**31.102 We recommend the creation of a grade of Human Resource Management Officer. Appointment thereto, should be made by selection from among candidates possessing a Degree in Human Resource Management or Personnel Management or Management with specialisation in Human Resource Management or an equivalent qualification acceptable to the Board and reckoning at least four years' post qualification experience in Human Resource Management.**

31.103 Incumbent would be required, *inter alia*, to: collect and provide sound information to policy makers for evolving HR policies and practices; assist in carrying out studies and research work in problem areas; carry out Training Needs Analysis and to assist in the development of training plans; attend and/or act as Secretary to Committees whenever required; and formulate and implement Human Resource policies and procedures to be applied in the Authority.

### **Human Resource Officer/Senior Human Resource Officer formerly Human Resource Officer**

### **Recommendation 27**

**31.104 We recommend that the grade of Human Resource Officer be restyled Human Resource Officer/Senior Human Resource Officer.**

**31.105 We further recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer *formerly Human Resource Officer* possessing a Diploma in Human Resource Management or a Diploma in Human Resource Management as a major component or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided that 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**

### **Finance Division**

31.106 At present, the Finance Division is headed by a Manager, Finance. Officers in the grades of Senior Accounts Officer, Accounts Officer, Assistant Financial Officer and Accounts Clerk provide support services.

31.107 Management has submitted that given the MCIA is involved in voluminous and complex financial transactions of different nature, the Manager, Finance requires the assistance of professionals in this field. The Bureau has equally been apprised that there is a major overlapping of duties and responsibilities amongst the grades of Senior Accounts Officer, Accounts Officer, Assistant Financial Officer and Accounts Clerk. In view thereof and to ensure that the Finance Division is manned by versatile staff, proposal has been made for the creation of a grade of Financial Officer/Senior Financial Officer against abolition of these grades.

31.108 We have carried out an in-depth study of the representations and observed that there is a significant overlapping of duties among the different grades. We, therefore, view that it would be more appropriate to create a standard Financial Officer cadre in line with what obtains in the Civil Service and with our philosophy favouring flatter structures. Moreover, to facilitate transition, to the extent it is possible, we are making necessary provision for officers in the various grades to integrate the new structure. We also consider that there is need for a professional grade to oversee the core functions of the Finance Division. To this end, we are making appropriate recommendations.

### **Accountant (New Grade)**

#### **Recommendation 28**

**31.109 We recommend the creation of a grade of Accountant. Appointment thereto, should be made by selection from among candidates who are members of one of the following bodies:**

- (i) The Institute of Chartered Accountants of England and Wales;**

- (ii) **The Institute of Chartered Accountants of Scotland;**
  - (iii) **The Institute of Chartered Accountants of Ireland;**
  - (iv) **The Association of Chartered Certified Accountants;**
  - (v) **The Chartered Institute of Management Accountants;**
  - (vi) **The Chartered Institute of Public Finance and Accountancy;**
- and who are registered with the Mauritius Institute of Professional Accountants (MIPA).**

31.110 Incumbent would be required, *inter alia*, to; assist the Manager, Finance in establishing and maintaining proper accounting and financial control systems and procedures; maintain proper record of financial transactions and prepare financial statements; supervise the day to day running of the finance division; provide accurate and timely financial information and statistics to internal and external stakeholders as directed; and prepare and submit the annual estimates, final accounts and annual and periodical reports on financial matters of the Authority.

#### **Financial Officer/Senior Financial Officer (New Grade)**

##### **Recommendation 29**

**31.111 We recommend the creation of a grade of Financial Officer/Senior Financial Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of Assistant Financial Officers who reckon at least four years' service in a substantive capacity in the grade or an aggregate of four years' service in the grade of Assistant Financial Officer and the former grade of Accounts Clerk.**

31.112 Incumbent in the grade of Financial Officer/Senior Financial Officer would be required, *inter alia*, to: keep proper, complete and up-to-date records of all financial transactions, issue receipts through cash register/computer for all payments received; check daily and weekly recorder cards and keep same in safe custody; collect, verify, analyse and record all financial costings and budget data; attend to audit queries on financial issues; and ensure that the accounting arrangements of the Authority and collection of revenue is effected promptly.

**31.113 We further recommend that incumbents in the grade of Financial Officer/Senior Financial Officer possessing a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy from a recognised institution or an equivalent qualification may be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 provided they:**

- (a) have drawn the top salary for a year;**

- (b) have been efficient and effective in their performance during the preceding year; and
- (c) are not under report.

**31.114 We also recommend that the grade of Accounts Officer be restyled Financial Officer/Senior Financial Officer.**

**Principal Financial Officer (New Grade)**

**Recommendation 30**

**31.115 We recommend the creation of a grade of Principal Financial Officer. Appointment thereto, should be made by promotion, on the basis of experience and merit, of officers in the grade of Financial Officer/Senior Financial Officer who reckon at least two years' service in a substantive capacity and who possess the Diploma in Public Financial Management and Accounting or a Diploma in Accountancy or an equivalent qualification acceptable to the Board.**

31.116 Incumbent would be required, *inter alia* to: assist and advise on matters related to financial operations and management and transactions; ensure that financial, procurement and other relevant legislations and regulations are understood, correctly applied and fully complied; and prepare and submit financial statements/ returns.

**31.117 We also recommend that the grade of Senior Accounts Officer be restyled Principal Financial Officer.**

**Accounts Clerk**

**Recommendation 31**

**31.118 We recommend that the grade of Accounts Clerk be restyled Assistant Financial Officer.**

**Procurement and Supply Cadre**

31.119 At present, a Stores Superintendent is responsible to look after the day-to-day running of the Procurement and Supply Unit. He is assisted by officers in the grades of Procurement and Supply Officer and Assistant Procurement and Supply Officer. Management has submitted that in view of the increasing work load and level of transactions, coupled with growing responsibilities at the MCIA, there is a strong need to consolidate the structure of the procurement and supply cadre in compliance with the Public Procurement Act 2006 and Regulations 2008. To this end, request has been made for a complete alignment of the procurement and supply cadre with what obtains in the Civil Service.

31.120 We consider that the request is not fully substantiated as the existing structure is appropriate to enable the Procurement and Supply Unit to deliver an effective and efficient service. We are, however, restyling the grade of Procurement and Supply Officer to Procurement and Supply Officer/Senior Procurement and Supply Officer in line with the duties and responsibilities devolving upon incumbents. We are making recommendations in that direction.

**Procurement and Supply Officer/Senior Procurement and Supply Officer  
*formerly Procurement and Supply Officer***

**Recommendation 32**

31.121 We recommend that the grade of Procurement and Supply Officer be restyled Procurement and Supply Officer/Senior Procurement and Supply Officer.

31.122 We further recommend that incumbents in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, *formerly Procurement and Supply Officer*, possessing a Diploma in Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, provided they:

- (i) have drawn the top salary for a year;
- (ii) have been efficient and effective in their performance during the preceding period; and
- (iii) are not under report.

**Internal Control Cadre**

**Internal Auditor/Senior Internal Auditor  
*formerly Internal Auditor***

**Internal Control Officer/Senior Internal Control Officer  
*formerly Internal Control Officer***

31.123 At present the Internal Audit Section comprises the grades of Internal Auditor and Internal Control Officer. In view of the higher level of responsibilities devolving upon incumbents, Management has requested for a restyling of the grades along with an upgrading in salaries. We have studied the request and consider that there is merit in the case. We are, therefore, making appropriate recommendations in line with our general philosophy favouring career earnings and providing a mechanism to compensate incumbents possessing higher qualifications.

### **Recommendation 33**

**31.124** We recommend that the grades of Internal Auditor and Internal Control Officer be restyled Internal Auditor/Senior Internal Auditor and Internal Control Officer/Senior Internal Control Officer respectively.

**31.125** We further recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer, *formerly Internal Control Officer*, having successfully completed all Papers of Fundamentals (knowledge) and having obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and having obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification be allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325 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.

### **General Services Cadre**

**31.126** The grade of Office Management Assistant exists on the establishment of the MCIA. Prior to this Report, the Bureau was requested to review its mode of appointment due to certain specificities at the organisation. Concerned parties were informed that the issue would be addressed in this Report. After careful study, we are revisiting the qualification requirements of the grade of Office Management Assistant. In addition, we are reinforcing the structure of the General Services cadre through the creation of a grade of Clerical Officer.

### **Office Management Assistant**

#### **Recommendation 34**

**31.127** We recommend that appointment to the grade of Office Management Assistant should be made in line with the provisions made at paragraph 24 of Volume 2 Part II of this Report.

**31.128** We further recommend that:

- (i)** officers in the grade of Executive Officer, Executive Assistant and Clerk/Senior Clerk, in post as at 31 December 2015, should be given the option to join the grade of Office Management Assistant; and
- (ii)** the grades of Higher Executive Officer, Executive Officer, Executive Assistant and Clerk/Senior Clerk should be made evanescent.

## **Clerical Officer (New Grade)**

### **Recommendation 35**

**31.129 We recommend the creation of a grade of Clerical Officer in line with the provisions made at paragraph 23 of Volume 2 Part II of this Report.**

## **ALLOWANCES**

### **On-Call and In-Attendance Allowance to officers of the Control and Arbitration Department**

31.130 Management has informed that during the crop season, officers of certain grades at the CAD are required to be on call after normal working hours and have to attend their site of work, whenever needed, whilst being on call. In addition, we have been apprised that officers in the Test Chemist cadre and Technical Officer cadre are required to work on a roster basis during the crop season. In both cases, request has been made for the payment of appropriate allowances. Since these officers were being compensated for working under the same conditions at their former organisation, we are agreeable to the proposal of Management.

### **Recommendation 36**

**31.131 We recommend that officers of the Control and Arbitration Department be paid a monthly commuted allowance for being on-call as well as an in-attendance while being on-call inclusive of travelling time, during crop season as follows:**

<b>Grade</b>	<b>Amount (Rs)</b>
<b>Area Superintendent (New Grade)</b>	<b>830</b>
<b>Sugar Technologist/Senior Sugar Technologist</b>	<b>1135</b>
<b>Assistant Director, Control and Arbitration Department <i>formerly Manager, Cane Payment</i></b>	<b>1260</b>
<b>Director, Control and Arbitration Department</b>	<b>1500</b>

**31.132 We further recommend that officers in the grades of Senior Test Chemist (Personal) and Principal Test Chemist (Personal) and Technical Officer/Senior Technical Officer (Control and Arbitration) should be paid a monthly allowance equivalent to one increment at the initial of their respective salary scale for working on a roster basis during crop season.**

### **Bad Road Allowance**

31.133 At present, officers who regularly use their cars for official travelling on bad roads or their 4 x 4 or 2 x 4 vehicles or auto/motorcycles in the performance of

their duties on bad roads are paid a monthly bad road allowance. We are maintaining this provision.

### **Recommendation 37**

**31.134 We recommend that a Bad Road Allowance should be paid as hereunder:**

- (i) Rs 1575 monthly to officers who regularly use their cars for official travelling in the performance of their duties;**
- (ii) Rs 800 monthly to officers who regularly use 4 x 4 or 2 x 4 vehicles in the performance of their duties; and**
- (iii) Rs 225 and Rs 300 to employees who regularly use their autocycles and motorcycles respectively, in the performance of their duties.**

### **Allowance for distributing gas, oil and fuel to tractors**

31.135 Employees in the grade of Workshop/Vehicle/Machinery Attendant are presently paid a monthly allowance equivalent to one and a half increments at the initial of their salary scale for distributing gas, oil and fuel to tractors. Management has submitted that this allowance should be extended to the Attendants (Office/Laboratory/Field/Mess) for performing similar duties. To this effect we are reviewing this provision.

### **Recommendation 38**

**31.136 We recommend that officers in the grades of Workshop/Vehicle/Machinery Attendant and General Attendant *formerly Attendant (Office/Laboratory/Field/Mess) and Senior Attendant (Office/Laboratory/Field/Mess)*, should be paid a monthly allowance equivalent to one and a half increments at the initial of their respective salary scale for distributing gas, oil and fuel to tractors.**

### **Driving Allowance**

31.137 Officers in the Tradesman grade who effectively drive the organisation's vehicles to site of works are presently paid a daily driving allowance. We are maintaining this provision.

### **Recommendation 39**

**31.138 We recommend that an allowance of Rs 150 per day should be paid to Tradesmen who are required to drive the organisation's vehicles to their respective site of work in the performance of their duties.**

## **Allowance to Clerical Officers and Management Support Officers**

### **Recommendation 40**

**31.139 We recommend that officers in the grades of Clerical Officer and Management Support Officer who are required to collect and bank money should be paid an allowance of Rs 40 daily.**

## **Allowance for performing duties of Sprayer Operator**

### **Recommendation 41**

**31.140 We recommend that a responsibility allowance computed on a daily basis should be paid to General Workers whenever they are required to perform the duties of the grade of Sprayer Operator.**

## **Allowances for Extra Hours of Work**

**31.141 During crop season, officers in the grades of Engineer/Senior Engineer (Electrical); Terminal Operations and Maintenance Officer (Electrical), Terminal Operations and Maintenance Officer (Mechanical) and Terminal Cleaning and Maintenance Officer (Civil) who are required to put in additional hours of work during emergencies and for carrying out repairs during weekends and public holidays are paid an allowance. We are maintaining this provision.**

### **Recommendation 42**

**31.142 We recommend that officers in the grades listed below should be paid a monthly allowance, for putting in extra hours of work during the crop season, as hereunder:**

<b>Grade</b>	<b>Rs/month</b>
<b>Engineer/Senior Engineer (Electrical)</b>	<b>3325</b>
<b>Terminal Operations and Maintenance Officer (Electrical)</b>	<b>2600</b>
<b>Terminal Operations and Maintenance Officer (Mechanical)</b>	
<b>Terminal Cleaning and Maintenance Officer (Civil)</b>	

**31.143 We also recommend that officers who are required to supervise the arrival and departure of employees 15 minutes prior to the start of operations at the Sugar Storage and Handling Unit and after the closure time throughout the year, should be paid an allowance of Rs 1425.**

## **Allowance for attending duties at 4.45 a.m. during the Crop Season**

**31.144 At present, officers of the Terminal Operator cadre are called upon to attend duty at 4.45 a.m. on a roster basis by their own means of transport during the**

crop season against payment of a monthly allowance. We are maintaining this provision.

### Recommendation 43

**31.145 We recommend that officers of the Terminal Operator cadre who are required to attend duty at 4.45 a.m. on a roster basis by their own means of transport during the crop season should be paid allowances as hereunder:**

Grade	Allowance Rs/per month
<b>Senior Terminal Operator (Electrical)</b> <b>Senior Terminal Operator (Mechanical)</b>	<b>2300</b>
<b>Terminal Operator (Electrical)</b> <i>formerly Terminal Operator Grade I (Electrical)</i> <i>Terminal Operator Grade II (Electrical)</i>	<b>1500</b>
<b>Terminal Operator (Mechanical)</b> <i>formerly Terminal Operator Grade I, Mechanical)</i> <i>Terminal Operator Grade II (Mechanical)</i>	

**Allowance to Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) for attending duty at 4.45 a.m. during Crop Season.**

31.146 Officers in the grades of Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) are presently paid a monthly allowance when required to attend duty at 4.45 a.m. on a weekly roster basis. We are maintaining this provision.

### Recommendation 44

**31.147 We recommend that Engineer/Senior Engineer (Electrical), Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) who are required, to attend duty, during crop season at the Sugar Storage and Handling Unit at 4.45 a.m. on a weekly roster basis should be paid a monthly allowance of Rs 2800.**

### Allowance for attending to Emergencies

31.148 At present, officers in the grades of Terminal Operations and Maintenance Officer (Electrical) and Terminal Operations and Maintenance Officer (Mechanical) who are required to attend to emergencies after their normal

working hours during intercrop season are paid an appropriate allowance inclusive of travelling time. We are maintaining this provision.

#### **Recommendation 45**

**31.149 We recommend that Terminal Operations and Maintenance Officers (Electrical) and Terminal Operations and Maintenance Officers (Mechanical) who attend to emergencies after normal working hours during inter crop season should be paid an allowance of Rs 450 per call.**

#### **Allowances for Cross Functional and Wide Ranging Duties**

31.150 At present, officers in the grades of Terminal Operator (Civil) *formerly Terminal Operator Grade I (Civil) and Terminal Operator Grade II (Civil)* and Welder are paid a monthly allowance during crop season for performing cross functional and wide ranging duties. We are maintaining this arrangement.

#### **Recommendation 46**

**31.151 We recommend that Terminal Operators (Civil) *formerly Terminal Operator Grade I (Civil) and Terminal Operator Grade II (Civil)* and Welder who are called upon to perform cross-functional and wide range of duties during the crop season should be paid a monthly allowance of Rs 750.**

#### **Allowances for Cleaning of Receiving Station, Conveyor Galleries and Ship Loader, etc., at night during Crop Season**

31.152 Employees in the grades of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant are, at present, paid an allowance per fortnight for cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, among others, at night. We are maintaining this provision.

#### **Recommendation 47**

**31.153 We recommend that officers in the grade of Terminal Attendant, Terminal Attendant/Gardener and Sanitary Attendant for cleaning the Receiving Station, Conveyor Galleries/Belts and Ship Loader, etc., at night during the crop season, should continue to be paid a fortnightly allowance of Rs 750.**

#### **Mileage Allowance (Autocycle/Motorcycle)**

#### **Recommendation 48**

**31.154 We recommend that employees in the grades of Terminal Operator (Civil), Terminal Operator (Electrical), Terminal Operator (Mechanical), Senior Terminal Operator (Electrical) and Senior Terminal Operator (Mechanical) who use their autocycles and motorcycles to attend duty**

during crop season at such time when public transport is not available, should continue to be refunded mileage on a monthly basis in the following manner:

- (i) where the total distance covered on days the employees attend the Sugar Storage and Handling Unit is up to 400 km over a month, the whole distance covered should be computed at Rs 2.65 and Rs 3.25 per km for autocycles and motorcycles respectively; and
- (ii) where the total distance covered on days the employees attend the Sugar Storage and Handling Unit is more than 400 km over a month, refund of mileage should be computed at the rate of Rs 2.65/Rs 3.25 for the first 400 km and Rs 1.90/Rs 2.35 for mileage in excess of 400 km for autocycles and motorcycles respectively;

whichever is appropriate

OR

be refunded travelling expenses at bus fares, whichever is higher.

#### Other Allowances

- 31.155 The Bureau has been apprised that in addition to the allowances recommended in the PRB Report, there are other allowances which certain officers and employees of the MCIA were drawing at their former institutions. To this end, request has been made to make provision for the payment of these allowances in this Report.
- 31.156 We have examined the proposals and observed that the context in which these allowances have been granted may not be the same today under the MCIA. Furthermore, the rationale and justification for the grant of these allowances are unknown to the Bureau given that the organisations concerned operated along private lines. Against this background, we are not in a position to make firm recommendations in that respect.
- 31.157 Furthermore, we have equally been requested to grant responsibility allowances to officers of various grades on the plea that following the integration of the six ex SPIs into the MCIA, incumbents are called upon to perform additional duties. We wish to point out that recommendations for the payment of a responsibility allowance or an *ad hoc* allowance on account of additional duties performed already exists. In this perspective, the officers concerned should make their case administratively.

## Recommendation 49

31.158 We recommend that any request for the payment of *ad hoc* or a responsibility allowance not covered in this Report should be looked into administratively.

### 31. MAURITIUS CANE INDUSTRY AUTHORITY SALARY SCHEDULE

**MCIA 1 : 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

**MCIA 2 : Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075**

Sanitary Attendant  
Terminal Attendant

**MCIA 3 : Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825**

Workshop/Vehicle/Machinery Attendant

**MCIA 4 : Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050**

General Worker/Field Worker/Gardener  
*formerly General Worker/Field Worker*  
*General Worker/Gardener*  
Office Attendant  
Senior General Worker/Field Worker (Personal)  
Terminal Attendant/Gardener

**MCIA 5 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000**

Sampler (New Grade)  
Toolskeeper

**MCIA 6 : Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**

Driver  
Driver/Handy Worker  
Driver/Messenger

**MCIA 7 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200**

Field Supervisor

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 8 : 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 – 23975**

General Attendant  
*formerly Attendant (Office/Lab/Field/Mess)*  
*Senior Attendant (Office/Lab/Field/Mess)*

**MCIA 9 : 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**

Assistant Time Keeper  
Electrician  
Fitter  
Mechanic  
Panel Beater  
Turner/Machinist  
Welder  
Tradesman

**MCIA 10 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975**

Senior/Head Office Attendant

**MCIA 11 : 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 – 25525**

Radio/Telephone Operator/Receptionist

**MCIA 12 : Rs 13530 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**

Agricultural Machinery Operator  
Multi-Skilled Tradesman (New Grade)

**MCIA 13 : Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**

Operator (Personal)

**MCIA 14 : Rs 14875 x 275 - 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525**

Driver, Heavy Mechanical Unit  
Farm Machinery Operator (Personal)

**MCIA 15 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 26300**

Agricultural Machinery Operator (Personal to holders in post as at 31.12.12)  
Head Operator (Personal)

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 16 : Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075**

Timekeeper

**MCIA 17 : 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 – 28625**

Assistant Stores Officer (Personal)

**MCIA 18 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625**

Head, Agricultural Machinery Operator (New Grade)

**MCIA 19 : 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 – 29400**

Word Processing Operator

**MCIA 20 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**

Clerical Officer (New Grade)

**MCIA 21 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175**

Chief Mechanic (New Grade)

**MCIA 22 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**

Terminal Operator (Civil)

*formerly Terminal Operator Grade I (Civil)*

*Terminal Operator Grade II (Civil)*

**MCIA 23 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725**

Assistant Field Officer

Technical Assistant (Air Monitoring) (New Grade)

**MCIA 24 : Rs 12490 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500**

Terminal Operator (Electrical)

*formerly Terminal Operator Grade I (Electrical)*

*Terminal Operator Grade II (Electrical)*

Terminal Operator (Mechanical)

*formerly Terminal Operator Grade I (Mechanical)*

*Terminal Operator Grade II (Mechanical)*

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 25 : Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**

Clerk/Senior Clerk (Personal)

**MCIA 26 : Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**

Computer Support Officer

**MCIA 27 : Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**

Management Support Officer

**MCIA 28 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500**

Assistant Financial Officer

Assistant Financial Officer

*formerly Accounts Clerk*

Assistant Procurement and Supply Officer

Executive Assistant (Personal)

Executive Officer (Personal)

**MCIA 29 : Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 QB 35275**

Senior Terminal Operator (Electrical)

Senior Terminal Operator (Mechanical)

**MCIA 30 : Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 36200**

Technical Assistant/Senior Technical Assistant

Technical Assistant/Senior Technical Assistant (Research)

*formerly Technical Assistant (Research)*

*Senior Technical Assistant (Research)*

**MCIA 31 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200**

Senior Test Chemist (Personal)

**MCIA 32 : Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350**

Confidential Secretary

**MCIA 33 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575**

Office Management Assistant

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 34 : Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**

Internal Control Officer/Senior Internal Control Officer  
*formerly Internal Control Officer*

**MCIA 35 : Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800**

Human Resource Officer/Senior Human Resource Officer  
*formerly Human Resource Officer*  
Financial Officer/Senior Financial Officer (New Grade)  
Financial Officer/Senior Financial Officer  
*formerly Accounts Officer*  
Procurement and Supply Officer/Senior Procurement and Supply Officer  
*formerly Procurement and Supply Officer*

**MCIA 36 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**

Administrative Assistant  
Supervisor (Sugar Industry Project)  
*formerly Field Officer*  
IT Technician  
Safety and Health Officer/Senior Safety and Health Officer

**MCIA 37 : Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325**

Principal Test Chemist (Personal)

**MCIA 38 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375**

Principal Financial Officer (New Grade)  
Principal Financial Officer  
*formerly Senior Accounts Officer*

**MCIA 39 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**

Mechanical Workshop & Transport Officer /Senior Mechanical Workshop & Transport Officer  
*formerly Mechanical Workshop & Transport Officer*  
Operations Officer (Agricultural Mechanisation)  
*formerly Field Officer/Senior Field Officer (Agricultural Mechanisation)*  
Technical and Mechanical Officer/Senior Technical and Mechanical Officer  
Technical Officer/Senior Technical Officer (Control and Arbitration) (New Grade)

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

- MCIA 40 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425**  
Terminal Cleaning and Maintenance Officer (Civil)  
Terminal Operations and Maintenance Officer (Electrical)  
Terminal Operations and Maintenance Officer (Mechanical)
- MCIA 41 : Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –51575**  
Stores Superintendent
- MCIA 42 : Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 54825**  
Technical Officer/Senior Technical Officer (Extension)  
Technical Officer/Senior Technical Officer (Research)
- MCIA 43 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**  
Administrative Officer  
Human Resource Management Officer (New Grade)
- MCIA 44 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**  
Area Superintendent (New Grade)  
Air Monitoring Officer (New Grade)  
Systems Analyst
- MCIA 45 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**  
Accountant (New Grade)
- MCIA 46 : Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450**  
Operations Superintendent (Agricultural Mechanisation)  
*formerly Field Superintendent*
- MCIA 47 : Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**  
Analyst/Senior Analyst  
*formerly Analyst*

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 48 : Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

IT Manager  
Scientific Information and Publication Officer/Senior Scientific Information and Publication Officer  
*formerly Scientific Information and Publication Officer*  
Sugar Technologist/Senior Sugar Technologist

**MCIA 49 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

Internal Auditor/Senior Internal Auditor  
*formerly Internal Auditor*

**MCIA 50 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

Engineer/Senior Engineer (Electrical)  
Project Officer (Civil Engineering)

**MCIA 51 : Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

Research Officer/Senior Research Officer

**MCIA 52 : Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950**

Manager, Extension and Training Centre  
Operations Manager (Agricultural Mechanisation)  
*formerly Field Manager*  
Workshop Manager

**MCIA 53 : Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**

Administrative Manager  
Manager, Finance  
Manager, Human Resource  
Manager, Policy and Planning

**MCIA 54 : Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 x 1850 – 66650**

Manager Operations Research

**MCIA 55 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 72400**

Research Manager

**31. MAURITIUS CANE INDUSTRY AUTHORITY (Contd)**

**MCIA 56 : Rs 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –86000**

Assistant Director, Agricultural Mechanisation Unit  
*formerly Assistant Director, Farmers Service Agency (Agricultural Mechanisation)*

Assistant Director, Control and Arbitration Department  
*formerly Manager, Cane Payment*

Assistant Director, Farmers Service Agency  
*formerly Assistant Director, Farmers Service Agency (Extension and Training)*

Principal Research Manager

**MCIA 57 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –86000**

Technical Manager

**MCIA 58 : Rs 101000**

Director, Agricultural Mechanisation Unit (New Grade)

Director, Control and Arbitration Department

Director, Farmers Service Agency

Director, MSIRI

Director, Sugar Storage and Handling Unit (New Grade)

**MCIA 59 : Rs 113000**

Chief Executive Officer

***Ex-FARMERS' SERVICE CORPORATION***

***SALARY SCHEDULE***

***All salaries are personal to holders of the post***

***Ex-FSC 1 : Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325***

*LAMU/Nursery Co-ordinator (Personal)*

***Ex-FSC 2 : Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375***

*Internal Auditor (Personal)*

***Ex-FSC 3 : Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450***

*Technical Manager (Personal)*

**Ex- MAURITIUS SUGAR TERMINAL CORPORATION**

**Ex-MSTC 1 : Rs 66650 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 –  
86000**

*Administrative Manager (Personal)*

**Ex-SUGAR PLANTERS' MECHANICAL POOL CORPORATION**

**Ex-SPMPC 1 : Rs 101000**

*General Manager (Personal)*

