

## **2. CHIEF COMMISSIONER'S OFFICE**

2.0.1 The Chief Commissioner's Office is responsible for the overall implementation of the Regional Government programmes and objectives. It coordinates the activities of all Commissions of the Rodrigues Regional Assembly whilst providing the overall policy direction.

2.0.2 The areas of responsibility falling under the Chief Commissioner's Office are the following:

Central Administration

Legal Services

State Lands

Town and Country Planning

Registration

Statistics in respect of Rodrigues

Customs and Excise (Administration)

Postal Services (Administration)

Marine Services (Administration)

Civil Aviation

Meteorological Services

Rodrigues Fire and Rescue Service

Education

Judicial (Administration)

Civil Status

Agriculture

Food Production

Plant and Animal Quarantine

Prisons and Reforms Institutions

Probation Service

## **2.1 Central Administration**

- 2.1.1 Headed by the Island Chief Executive, the Central Administration is responsible for the administration of the staff. It encompasses, among others, the Human Resource Section, Secretariat of the Executive Council, Finance, Procurement and Supply Unit, Internal Control Unit, Transport/Booking/Residency and Registration Unit.
- 2.1.2 The Island Chief Executive has the overall responsibility of all staff of the Rodrigues Regional Assembly and the efficient discharge of such functions as may be assigned to him. He is supported in his tasks by the Departmental Head.

### **Island Chief Executive**

- 2.1.3 In the previous PRB Reports, we recommended that appointment to or filling of the post of Island Chief Executive should be made on contractual terms from outside candidates or assignment basis from among officers holding a substantive post of Departmental Head along more or less similar lines with what obtains for the grades of Permanent Secretary and Senior Chief Executive in the Civil Service. **This provision is being maintained.**

### **Departmental Head**

- 2.1.4 At present, appointment to or filling of the position of Departmental Head is on contractual terms or on an assignment basis for a period of two years and after the expiry of a five-year period, incumbents on establishment and those employed on contract may be appointed in a substantive capacity, subject to their performance and the continued relevance of their competence. **We are maintaining this provision.**

### **Administrative Officer**

- 2.1.5 At present, the Administrative Officers are allowed to proceed incrementally up to salary point Rs 58775 in the master salary scale through the grant of one increment every year subject to performance criteria. We are maintaining this provision.

### **Recommendation 1**

- 2.1.6 **We recommend that Administrative Officers 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 have**
- (i) drawn their top salary for a year;**
  - (ii) been efficient and effective in their performance during the preceding year;**  
**and**
  - (iii) are not under report.**

## **Human Resource Management Section**

2.1.7 In the 2013 PRB Report, we recommended the creation of a three level structure comprising the grades of Human Resource Officer/Senior Human Resource Officer, Assistant Manager, Human Resources and; Manager, Human Resources to better equip the RRA to discharge its Human Resource functions. Given that the prevailing number of levels is adequate, we are maintaining the present structure.

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

2.1.8 Human Resource Officer/Senior Human Resource Officers possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification are allowed to move incrementally in the master salary scale up to salary point Rs 39275 provided they have drawn the top salary for a year and met the performance criteria. We are maintaining this recommendation and providing the salary point in accordance with the new scale.

### **Recommendation 2**

**2.1.9 We recommend that incumbents in the grade of Human Resource Officer/Senior Human Resource Officer possessing a Diploma in Human Resource Management or a Diploma with 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 have:**

- (a) drawn the top salary for a year; and**
- (b) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years and have not been adversely reported upon on ground of conduct.**

## **GENERAL SERVICES**

### **General Services Officer (RRA)**

### **General Services Executive (RRA)**

2.1.10 Both Management and the staff side have made a request for the grades of General Services Officer (RRA) and General Services Executive (RRA) to be restyled Management Support Officer and Office Management Assistant respectively given that the qualification requirement and duties of both grades are similar to their counterparts in Mauritius. As there is need for harmonization of similar positions particularly where the qualification, duties and responsibilities are concerned, we are making appropriate provision to that end.

### **Recommendation 3**

**2.1.11 We recommend that the grades of General Services Officer (RRA) and General Services Executive (RRA) be restyled Management Support Officer (Personal) and Office Management Assistant respectively.**

### **Higher Executive Officer (Rodrigues)**

2.1.12 Presently, appointment to the grade of Higher Executive Officer (Rodrigues) is made by promotion of Executive Officers (Rodrigues) reckoning at least two years' service in a substantive capacity. Given that all the officers in the latter grade have already joined the grade of Office Management Assistant *formerly General Services Executive*, recruitment to the grade of Higher Executive Officer (Rodrigues) would, henceforth, no longer be made. Besides, the RRA has in the 2013 PRB Report and EOAC Report, already been provided with a new three level structure for general services. As the need for the level of Higher Executive Officer (Rodrigues) is no longer warranted, we are making the grade evanescent.

### **Recommendation 4**

**2.1.13 We recommend that the grade of Higher Executive Officer (Rodrigues), be made evanescent. Personal salaries are being provided for incumbents.**

### **Principal Executive Officer (Rodrigues)**

2.1.14 A monthly pensionable allowance of Rs 1500 is presently payable to the Principal Executive Officer (Rodrigues) for combining duties of Head of Executive cadre and the responsibility for personnel functions. At the time this particular allowance was introduced, the RRA did not have a structured cadre to manage its human resource. Such is no longer the case as the RRA has now a proper cadre to discharge its human resource functions. Besides, the grade of Assistant Manager, Human Resources has already been filled. In view thereof, the need for the payment of this allowance is no longer warranted. **This allowance should, accordingly, lapse.**

## **SECRETARIAL CADRE**

### **Confidential Clerk/Senior Confidential Clerk**

2.1.15 Request has been made for the grade of Confidential Clerk/Senior Confidential Clerk to be restyled Confidential Secretary in line with what obtains in the Civil Service. As the duties and responsibilities of both grades are very much similar, we are agreeable to the proposal.

### **Recommendation 5**

**2.1.16 We recommend that the grade of Confidential Clerk/Senior Confidential Clerk be restyled Confidential Secretary.**

## **FINANCIAL OPERATIONS CADRE**

2.1.17 In line with recommendations made for the civil service, the Financial Operations cadre is being consolidated and restructured with the creation of an additional level, making it more amenable to the efficient and effective delivery of procurement and supply services.

## **Principal Financial Operations Officer (New Grade)**

### **Recommendation 6**

- 2.1.18** We recommend the creation of a grade of Principal Financial Operations Officer on the establishment of the Financial Operations Cadre. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Financial Operations Officer/Senior Financial Operations Officer possessing a Diploma in Public Sector Financial Management or Accountancy or Finance from a recognised institution or an equivalent qualification and reckoning at least four years' service in a substantive capacity in the cadre.

### **Assistant Manager, Financial Operations**

- 2.1.19** Consequent to the creation of the grade of Principal Financial Operations Officer in the Financial Operations Cadre, the mode of appointment to the grade of Assistant Manager, Financial Operations should be amended to address the salary levelling in the grading structure of the Financial Operations cadre. We are, therefore, making provision for a grade of Assistant Manager, Financial Operations (Future Holder) with new qualification requirements.

### **Recommendation 7**

- 2.1.20** We recommend that appointment to the grade of Assistant Manager, Financial Operations (Future Holder) should be filled by selection from among incumbents in the grade of Principal Financial Operations Officer (New Grade) possessing a Degree in Public Sector Financial Management or Accountancy or Finance or Mathematics or Statistics from a recognised institution or an equivalent qualification or a pass at the final examination required for admission to membership of a recognised professional accounting body and reckoning at least four years' service in a substantive capacity in the grade or an aggregate of four years in the grades of Financial Officer/Senior Financial Officer and Principal Financial Operations Officer (New Grade).
- 2.1.21** We also recommend that the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Financial Operations Officer (Personal) now restyled Principal Financial Operations Officer (Personal) to officers in post as at 31.12.15) until complete phasing out of the latter grade. Thereafter, the grade of Assistant Manager, Financial Operations should be made evanescent.
- 2.1.22** We further recommend that the grade of Manager, Financial Operations should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager, Financial Operations carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager, Financial Operations should thereafter be filled by promotion, on the basis of merit and experience, of officers

**in the grade of Assistant Manager Financial Operations (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.**

#### **Financial Officer/ Senior Financial Officer**

##### **Recommendation 8**

**2.1.23 We recommend that incumbents in the grade of Financial Officer/Senior Financial Officer possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Finance from a recognised institution 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 year; and**
- (iii) are not under report.**

#### **Principal Internal Control Officer (New Grade)**

##### **Recommendation 9**

**2.1.24 We recommend the creation of a grade of Principal Internal Control Officer on the establishment of the Internal Control Cadre. Appointment thereto should be made by promotion, on the basis of experience and merit, of incumbents in the grade of Internal Control Officer/Senior 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 and reckoning at least four years' service in a substantive capacity in the cadre.**

#### **Internal Control Officer/Senior Internal Control Officer**

##### **Recommendation 10**

**2.1.25 We recommend that incumbents in the grade of Internal Control Officer/Senior 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 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 year; and**
- (iii) are not under report.**

## **Procurement and Supply Cadre**

- 2.1.26 In line with recommendations made for the civil service, the Procurement and Supply cadre is being consolidated and restructured with the creation of an additional level, making it more amenable to the efficient and effective delivery of procurement and supply services.

### **Principal Procurement and Supply Officer (New Grade)**

#### **Recommendation 11**

- 2.1.27 **We recommend the creation of the grade of Principal Procurement and Supply Officer. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer possessing: either a Diploma in Purchasing and Supply Management reckoning at least two years' service in a substantive capacity in the cadre or a Certificate in Purchasing and Supply Management from a recognised institution obtained before 30 June 2008 together with at least seven years' service in a substantive capacity in the cadre.**
- 2.1.28 Incumbent would be required, *inter alia*, to: be in charge of warehouse operations in Ministry/Department; perform procurement and warehousing operations in compliance with the Financial Management Kit and Public Procurement Act and Regulations; and formulate proposals for review of procurement procedures to the Procurement Policy Office, as may be required.

### **Assistant Manager (Procurement and Supply) (Future Holder)**

- 2.1.29 With the creation of the grade of Principal Procurement and Supply Officer and to address issues of salary levelling, consequential amendments need to be brought in the grading structure of the Procurement and Supply cadre. **We, therefore, recommend that a grade of Assistant Manager (Procurement and Supply) (Future Holder) with new entry requirements be established.**

#### **Recommendation 12**

- 2.1.30 **We recommend that the grade of Assistant Manager (Procurement and Supply) (Future Holder) should be filled by selection from among Principal Procurement and Supply Officers (New Grade) possessing a Degree in Purchasing and Supply Management and reckoning an aggregate of at least four years' service in a substantive capacity in the grade or an aggregate of four years' in the grades of Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer (New Grade).**
- 2.1.31 **We further recommend that the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Senior Procurement and Supply Officer (Personal) now restyled Principal Procurement and Supply Officer (Personal to officers in post as at 31.12.15) until complete phasing out of the latter**

grade. Thereafter the grade of Assistant Manager (Procurement and Supply) should be made evanescent.

2.1.32 We also recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) carrying pre-PRB 2016 salary scale of Rs 31475 x 900 – 34175 x 1200 – 37775 x 1500 – 54275 and reckoning at least three years' service in a substantive capacity in the grade. On complete phasing out of the latter grade, the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Future Holder) reckoning at least three years' service in a substantive capacity in the grade.

#### **Procurement and Supply Officer/Senior Procurement and Supply Officer**

2.1.33 At present, Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the master salary scale up to salary point Rs 39275 subject to certain conditions. We are maintaining this recommendation and revising the salary point.

#### **Recommendation 13**

2.1.34 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the master salary scale up to the revised 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.

#### **Statistical Unit**

##### **Statistical Assistant Cadre**

2.1.35 The Statistical Assistant cadre at the RRA comprises the grades of Statistical Assistant and Senior Statistical Assistant. Both Management and the staff side have requested that the grades' appellation of the cadre be aligned as in Mauritius.

2.1.36 We have examined the submission along with the job descriptions and the scheme of service which have revealed that the responsibilities, nature of duties and entry requirement for appointment to the grades of Statistical Assistant and Senior Statistical Assistant are similar to those of the grades of Statistical Officer and Senior Statistical Officer. On the basis of our findings and in line with our policy to provide lean and harmonised structures across the public service, we are making appropriate recommendations for aligning these two grades with their counterparts in the Civil Service.

## Recommendation 14

2.1.37 We recommend that :

- (i) the grades of Senior Statistical Assistant and Statistical Assistant be restyled Senior Statistical Officer and Statistical Officer respectively;
- (ii) recruitment to the grade of Statistical Officer formerly Statistical Assistant be made by selection from officers who hold a substantive appointment in the grade of the newly created grade of Clerical Officer, Clerical Officer/Higher Clerical Officer or Management Support Officer, and who possess a Cambridge Higher School Certificate with a pass at 'Principal level' in Mathematics or possess in at least two subjects including Mathematics obtained on one Certificate at General Certificate of Education 'Advanced level' or an equivalent qualification acceptable to the Public Service Commission;
- (iii) appointment to the grade of Senior Statistical Officer *formerly Senior Statistical Assistant* should be by promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade and who possess the Higher Certificate in Statistics of the United Kingdom Royal Statistical Society or have been exempted therefrom or an equivalent qualification acceptable to the Public Service Commission, possess supervisory and problem solving skills and have the ability to work in a team and to take initiatives; and
- (iv) the duties in the scheme of service of the grade of Statistical Officer be aligned with that of the Statistical Officers at Statistics Mauritius.

## Transport Section

2.1.38 The Transport Section is responsible for ensuring proper public transport facilities to the Rodriguan population; planning transport services to respond better to changes in demand patterns; and implement successfully the free travel scheme. We consider the present structure to be appropriate and same is being maintained.

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 02 000 106  | <p style="text-align: center;"><b>CHIEF COMMISSIONER'S OFFICE</b></p> <p style="text-align: center;"><b>CENTRAL ADMINISTRATION</b></p> <p>Rs 122000<br/>Island Chief Executive</p> |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 02 000 100  | <b>Rs 101000</b><br>Departmental Head   |
| 01 090 094  | <b>Rs 72400 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b><br>Head, Finance   |
| 02 069 085  | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Senior Analyst, Rodrigues Regional Assembly   |
| 08 070 085  | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager, Human Resources  |
| 08 064 081  | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Assistant Manager, Human Resources  |
| 08 050 071  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b><br>Human Resource Officer/Senior Human Resource Officer                                    |
| 02 061 085  | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Administrative Officer (Personal)                                       |
| 02 055 081  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Administrative Officer  |
| 18 044 074  | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Safety and Health Officer/Senior Safety and Health Officer |
| 08 065 084  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 61325</b><br>Principal Executive Officer (Rodrigues) (Personal)                                    |
| 08 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Senior Executive Officer (Rodrigues)   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 08 050 069  | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Higher Executive Officer (Rodrigues) (Personal)  |
| 08 049 070  | Rs 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575<br>Office Management Assistant<br><i>formerly General Services Executive (RRA)</i>  |
| 08 038 072  | Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325<br>Citizen's Advice Bureau Organiser                                       |
| 08 056 076  | Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425<br>Office Management Executive   |
| 08 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Office Supervisor   |
| 11 036 059  | Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 29400<br>Housekeeper   |
| 08 043 069  | Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i>               |
| 08 027 062  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Management Support Officer (Personal)<br><i>formerly General Services Officer (RRA)</i> |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal)                                     |
| 23 034 070  | Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575<br>Social Worker, Rodrigues Regional Assembly                                    |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 10 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Audio Visual Assistant</p>  |
| 08 036 062  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Senior Word Processing Operator</p>   |
| 25 041 060  | <p><b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Chief Tradesman<br/>Foreman</p>   |
| 08 026 059  | <p><b>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</b></p> <p>Word Processing Operator</p>                            |
| 22 021 054  | <p><b>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 – 25525</b></p> <p>Receptionist/Telephone Operator</p>                     |
| 24 036 056  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Senior Field Supervisor</p>   |
| 16 024 058  | <p><b>Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b></p> <p>Machine Minder (Bindery) (Rodrigues) (Personal)</p>     |
| 24 030 054  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Driver (Heavy Vehicles above 5 tons)<br/>Driver (Mechanical Unit)</p> |
| 24 036 052  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Head Office Care Attendant<br/><i>formerly Senior/Head Office Caretaker</i></p>                   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b></p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 25 023 052  | <p><b>Rs 13010 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23975</b></p> <p>Cabinet Maker<br/>Carpenter<br/>Electrician<br/>Mason</p>                     |
| 24 023 052  | <p><b>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</b></p> <p>Driver (Roster)</p>   |
| 24 036 052  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Head Gardener/Nursery Attendant</p>   |
| 24 027 051  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Field Supervisor</p>  |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>  |
| 24 022 047  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21000</b></p> <p>Senior Gardener/Nursery Attendant</p>   |
| 21 019 046  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 045  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b></p> <p>Gardener/Nursery Attendant</p>  |

| Salary Code          | Salary Scale and Grade   |
|----------------------|--|
| 24 018 044           | <b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b><br>Security Guard  |
| 24 017 043           | <b>Rs 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Handy Worker (Special Class)                                |
| 24 016 043           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b><br>Stores Attendant                              |
| 24 016 042           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Stone Breaker                                 |
| 25 016 042           | <b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18825</b><br>Tradesman's Assistant                         |
| 24 015 041           | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                                  |
| 24 015 040           | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Gateman<br>Lorry Loader<br>Sanitary Attendant |
| 24 001 038           | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker       |
| <b>FINANCE CADRE</b> |  |
| 01 070 085           | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager, Financial Operations  |

| Salary Code                   | Salary Scale and Grade   |
|-------------------------------|--|
| 01 064 082                    | <p><b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b></p> <p>Assistant Manager, Financial Operations</p>   |
| 01 064 081                    | <p><b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b></p> <p>Assistant Manager, Financial Operations (Future Holder)</p>   |
| 01 058 078                    | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –51575</b></p> <p>Principal Financial Operations Officer (Personal)<br/> <i>formerly Senior Financial Operations Officer (Personal to Senior Financial Operations Officers in post as at 31.12.12)</i></p> |
| 01 058 074                    | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Principal Financial Operations Officer (New Grade)</p>   |
| 01 050 071                    | <p><b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b></p> <p>Financial Officer /Senior Financial Officer</p>   |
| <b>INTERNAL CONTROL CADRE</b> |  |
| 01 058 078                    | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –51575</b></p> <p>Principal Internal Control Officer (Personal)<br/> <i>formerly Senior Internal Control Officer (Personal to Senior Internal Control Officers in post as at 31.12.12)</i></p>             |
| 01 058 074                    | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Principal Internal Control Officer (New Grade)</p>   |
| 01 038 071                    | <p><b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b></p> <p>Internal Control Officer/ Senior Internal Control Officer</p>   |

| Salary Code                                    | Salary Scale and Grade  |
|--|---|
| <b>PROCUREMENT AND SUPPLY CADRE</b>            |   |
| 21 070 085                                     | <b>Rs 39575 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Manager (Procurement and Supply)  |
| 21 064 082                                     | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 58075</b><br>Assistant Manager (Procurement and Supply)  |
| 21 064 081                                     | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Assistant Manager (Procurement and Supply) (Future Holder)  |
| 21 058 078                                     | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b><br>Principal Procurement and Supply Officer (Personal)<br><i>formerly Senior Procurement and Supply Officer (Personal to officers in post as at 31.12.12 )</i> |
| 21 058 074                                     | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Principal Procurement and Supply Officer (New Grade)   |
| 21 050 071                                     | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b><br>Procurement and Supply Officer/Senior Procurement and Supply Officer  |
| <b>ECONOMIC PLANNING &amp; MONITORING UNIT</b> |   |
| 02 054 081                                     | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Analyst, Rodrigues Regional Assembly  |
| 20 054 081                                     | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Statistician  |
| 20 050 069                                     | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Senior Statistical Officer<br><i>formerly Senior Statistical Assistant (Rodrigues)</i>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 20 038 063  | <p>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</p> <p>Statistical Officer<br/><i>formerly Statistical Assistant (Rodrigues)</i></p> <p style="text-align: center;"><b>TRANSPORT SECTION</b></p>     |
| 26 050 077  | <p>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950</p> <p>Head, Transport<br/><i>formerly Officer-in-Charge, Transport</i></p>  |
| 08 026 060  | <p>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</p> <p>Transport Accounts Clerk</p> <p style="text-align: center;"><b>CULTURAL AND LEISURE CENTRES</b></p> |
| 22 032 065  | <p>Rs 15450 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</p> <p>Technician (Light and Sound)</p>  |

\* \* \* \* \*

## **2.2 Civil Aviation**

- 2.2.1 The Civil Aviation of Rodrigues is responsible, among others, to develop the infrastructure of the Sir Gaëtan Duval Airport; ensure that Civil Aviation operations are compliant with ICAO standards and practices, and provide safe and expeditious flow of air traffic as well as safety and security of premises.
- 2.2.2 The Civil Aviation works in close collaboration with the Department of Civil Aviation of Mauritius and the Ministry of External Communications for the provision of best aviation services of Rodrigues. The department is manned by officers in the grades of Air Traffic Controller Grade I, Assistant Air Traffic Controller, Flight Data Officer, Assistant Ground Supervisor, Patrol Officers, Officers of the Firefighter Cadre and others.
- 2.2.3 It has been submitted that with the taking over of part of the management of the airport by the Airports of Rodrigues, certain staffing issues have not yet been sorted out. In certain cases the matter is still under consideration by the parties concerned.
- 2.2.4 We have re-examined the structure of the department which is appropriate and is being maintained. However, we are making provision for the payment of a height allowance to Electricians working in similar conditions as their counterparts in Mauritius and maintaining the payment of Risk Allowance to officers of the Firefighter cadre who perform operations duties.

### **Height Allowance**

#### **Recommendation 1**

- 2.2.5 **We recommend the grant of a non-pensionable height allowance to Electricians of the Department of Civil Aviation who are required to climb poles above 20 feet to be computed as follows:**
- (i) at twice the normal hourly rate for each hour of work performed, whenever required to climb above 20 feet and up to 150 feet; and**
  - (ii) at thrice the normal hourly rate for each hour of work performed at a height of above 150 feet.**

### **Risk Allowance**

- 2.2.6 At present, officers of the Firefighter Cadre on the establishment of the Civil Aviation of the Rodrigues Regional Assembly, performing operations duties, are paid a Risk Allowance in line with what is payable in the Rodrigues Fire and Rescue Service. We are maintaining the payment of the allowance.

## Recommendation 2

2.2.7 We recommend that a monthly Risk Allowance equivalent to 1½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 900 should be paid to Firefighters, Sub Officers and Station Officers performing operations duties.

## Allowance to drive Heavy Specialised Vehicles

## Recommendation 3

2.2.8 We recommend that officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialized vehicles, should be paid a monthly allowance equivalent to one increment at the initial point of their respective salary scale.

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade   |
|-------------|--|
|             | <b>CIVIL AVIATION</b>  |
| 03 059 077  | Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950<br>Air Traffic Controller Grade I (Rodrigues)   |
| 03 045 070  | Rs 20050 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575<br>Assistant Air Traffic Controller (Rodrigues)                                |
| 03 030 069  | Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350<br>Flight Data Officer |
| 22 050 072  | Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325<br>Senior Technician  |
| 07 058 074  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375<br>Airport Fire Officer   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 07 048 068  | Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125<br>Station Officer   |
| 07 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Sub-Officer   |
| 07 033 062  | Rs 15750 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 31725<br>Firefighter  |
| 03 033 063  | Rs 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500<br>Assistant Ground Supervisor (Rodrigues)   |
| 03 025 059  | 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 – 29400<br>Patrol Officer (Rodrigues)            |
| 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<br>Electrician<br>Motor Diesel Mechanic  |
| 25 026 055  | 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 – 26300<br>Electrician (Shift)<br>Fitter (Shift) |
| 24 023 052  | 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<br>Driver (Roster)                       |
| 24 018 044  | Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575<br>Security Guard  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                            |
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Sanitary Attendant                      |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker |

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## **2.3 Civil Status Division**

- 2.3.1 The responsibility to provide timely delivery of all birth, marriage and death certificates and issue of National Identity Cards rests with the Civil Status Division in Rodrigues. The Chief Commissioner's Office ensures efficiency in service delivery of the Division.
- 2.3.2 There are two Civil Status Offices in Rodrigues. The Officer-in-Charge, Civil Status reports to the Departmental Head for general administration issues and to the Registrar of Civil Status in Mauritius on technical matters. He is supported in his tasks by one Senior Civil Status Officer, four Civil Status Officers and officers of the General Services cadre.
- 2.3.3 No change is proposed in the current organisational structure and the quantum of existing allowances is being revised.

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

- 2.3.4 Officers of the Civil Status Officer cadre provide emergency service from 1200 to 1700 hours on Saturdays, Sundays and public holidays. They are paid an On-Call Allowance of Rs 220 per day, a travelling allowance of Rs 160 or appropriate mileage allowance at approved rates for official travelling on the distance travelled between residence and site of work each time they open office inclusive of the collection from and the handing over of keys to the police station, and an allowance of Rs 250 for each registration of death including the issue of burial/cremation permit.
- 2.3.5 The present arrangement is appropriate and the quantum of each fee is being revised.

### **Recommendation 1**

- 2.3.6 **We recommend that officers of the Civil Status cadre providing emergency service from 1200 hours to 1700 hours on Saturdays, Sundays and public holidays should continue to be paid:**
- (a) an On-Call Allowance of Rs 230 per day;**
  - (b) a travelling allowance of Rs 170 or appropriate mileage allowance at the approved rates for official travelling or distance travelled between residence and site of work each time they open office, inclusive of the collection from and the handing over of keys to Police Stations; and**
  - (c) an allowance of Rs 270 for each registration of death, including the issue of burial/cremation permit.**

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

2.3.7 For want of information from the Civil Status Division, on the determination of the allowance, the existing quantum of allowances payable to officers of the Civil Status cadre for celebration of civil marriages outside the Civil Status Offices is being maintained.

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

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

2.3.8 At present, an officer of the Civil Status cadre is on-call in each district to register deaths and issue of burial permit during cyclonic conditions class III and IV and is paid an On-Call Allowance of Rs 220 per day and an allowance of Rs 250 for each registration of death including the issue of burial permit.

2.3.9 Management of the Civil Status Division has to make arrangements with the Police Department for the conveyance of officers who are on call in each district to register deaths which require burial permit during cyclonic conditions Class III and IV.

2.3.10 The quantum of allowances are being revised while the present arrangement is to be continued.

### **Recommendation 2**

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

**(a) an On-Call Allowance of Rs 230 per day**

**(b) an allowance of Rs 270 for each registration of death including the issue of burial permit.**

2.3.12 **We further recommend that Management of the Civil Status Division should make proper arrangements, with the Police Department for the conveyance of officers on call to register deaths which requires burial permit during cyclonic conditions Class III and IV from their place of residence to office and back.**

## Loan Facilities

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

## Recommendation 3

2.3.14 We recommend that officers of the Civil Status cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down as per provision of paragraph 18.2.43 (g) of Volume 1 of the 2016 PRB Report and be paid the appropriate mileage allowance at the approved rates for official travelling on distance travelled between residence and site of work on Saturdays, Sundays and public holidays after 1200 hours.

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>CIVIL STATUS DIVISION</b>  |
| 18 058 075  | Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900<br>Officer-in-Charge, Civil Status   |
| 18 046 065  | Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350<br>Senior Civil Status Officer   |
| 18 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Civil Status Officer                                |
| 08 027 060  | Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175<br>Clerical Officer/Higher Clerical Officer (Personal) |
| 24 018 044  | Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575<br>Security Guard  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## **2.4 Judicial (Administration)**

- 2.4.1 The administration of justice in the island of Rodrigues devolves on the Judiciary, where the only court, the Court of Rodrigues is responsible to administer same.
- 2.4.2 The Court of Rodrigues exercises jurisdictions at the levels of the District Court, the Intermediate Court and at Supreme Court level, deals with Chambers Cases, Matrimonial Cases and Civil Cases.
- 2.4.3 A District Magistrate or Senior District Magistrate who is posted on a tour of service from Mauritius, presides the Court of Rodrigues. The Magistrate for Rodrigues, has within Rodrigues, the sole powers and jurisdiction as are conferred on every District Magistrate in Mauritius, to hear and dispose of any case, as well as to hear complaints of domestic violence as provided for by the Section of the Domestic Violence Act, and also small claims.
- 2.4.4 At present, the Court of Rodrigues is manned, apart from the District Magistrate or the Senior District Magistrate, by officers of the Court Officer cadre, Court Usher's cadre and other support staff for the day-to-day running of the judicial system in Rodrigues. Other members of the Upper Judiciary visit Rodrigues, as and when, required.
- 2.4.5 Since the present arrangements are meeting operational requirements, we are, in this Report, bringing no change to it.

### **SALARY SCHEDULE**

| <b>Salary Code</b> | <b>Salary Scale and Grade</b>   |
|--------------------|---|
|                    | <b>JUDICIAL (Administration)</b>  |
| <b>12 058 074</b>  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Principal Court Usher                                  |
| <b>12 050 070</b>  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 39575</b><br>Senior Court Officer                                    |
| <b>12 035 066</b>  | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b><br>Court Officer<br>Court Usher |
| <b>12 028 030</b>  | <b>Rs 14325 x 275 – 14875</b><br>Trainee Court Officer  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b></p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>                       |
| 08 026 059  | <p><b>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</b></p> <p>Word Processing Operator</p>                                    |
| 24 001 038  | <p><b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b></p> <p>General Worker</p>   |

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## 2.5 Legal Services

- 2.5.1 The establishment of the Rodrigues Regional Assembly comprises a Legal Section which is responsible to look after and advise on all legal matters of the Commissions of the RRA. The Section is manned by an Attorney-at-Law and a Legal Officer whose services have been retained either on a full-time basis or a part-time basis or on a contractual basis, depending upon operational requirements.
- 2.5.2 In the 2013 PRB Report, we provided for the remuneration of officers to be employed as Attorney-at-Law on a part-time basis, keeping in view the difficulty to attract and retain the services of qualified full-time Attorneys and Legal Officers by the RRA. Such officers who are employed on a part-time basis are being required to put in a minimum of 10 hours weekly.

### Allowance to Attorneys

- 2.5.3 At present, full-time Attorneys on the establishment of the RRA are entitled to an all-inclusive yearly allowance of Rs 24400, as an assistance to cover certain items of expenditure related to the exercise of the profession, along similar lines as counterparts on the permanent and pensionable establishment of the Attorney-General's Office, the Office of the Director of Public Prosecutions and those at the Municipal Councils. In this Report, we are maintaining the allowance and revising the quantum.
- 2.5.4 **We recommend that Attorneys employed on a full-time basis by the Rodrigues Regional Assembly be paid an all-inclusive yearly allowance of Rs 27720 as an assistance to cover certain items of expenditure related to the exercise of the profession.**

### SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade  |
|-------------------|---|
|                   | <b>LEGAL SERVICES</b>   |
|                   | <b>Rs 27720</b><br>Attorney (RRA) (Part-Time)<br>Legal Officer (RRA) (Part-Time)                                    |
| <b>12 065 085</b> | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Attorney (RRA)<br>Legal Officer (RRA) |

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## **2.6 Meteorological Services**

- 2.6.1 The Meteorological Services of the RRA envisions to be a proactive and highly efficient institution. Its overall mission is to provide accurate and timely weather information and meteorological products for the general welfare of the citizens of the Republic and the public at large.
- 2.6.2 The main services provided are to communicate daily weather information to the public, daily weather forecast to fishermen in Rodrigues, a five-day forecast to the agricultural community every Monday and Friday, fortnightly reports on rainfall distribution over Rodrigues and seasonal forecasts; cyclone warnings in case of cyclones; timely information and warnings about occurrences of extreme weather events such as cold spells, heat waves and torrential rain; advisories to ensure the protection and safety of aircrafts and ships; climatological data and exchange weather information and data at regional and international level.
- 2.6.3 A Principal Meteorological Technician from Mauritius is responsible for the day-to-day administration of the Meteorological Services. He is assisted by officers in the Meteorological Observer's cadre comprising the grades of Principal Meteorological Observer, Senior Meteorological Observer and Meteorological Observer.
- 2.6.4 Management and Staff Associations have made submissions to the effect that the grade of Meteorological Observer be restyled Meteorological Technician given that the training provided to incumbents in the grades of Meteorological Observer and Meteorological Technician is the same and nature of work performed are also similar. However, we have been apprised that the Meteorological Station in Rodrigues is primarily an observation station, mainly concerned with the collection of data, which in turn are interpreted by Meteorological Technicians in Mauritius owing to the unavailability of the relevant software in the RRA.
- 2.6.5 Moreover, during a recent site visit conducted at the Mauritius Meteorological Services at Vacoas, the Bureau has noted that there are various specialised sections where officers of the Meteorological Technician cadre are provided training in order to perform the duties of a Meteorological Technician. These sections are, among others, Climatology, Agrometeorology and Hydrometeorology, which do not exist at the RRA Meteorological Station.
- 2.6.6 In the event the services of a Principal Meteorological Technician would no longer be required at the RRA following technological improvements, the creation of a proper Meteorological Technician cadre may be envisaged. We are, therefore, in this Report maintaining the present organisation structure.

## SALARY SCHEDULE

| Salary Code                    | Salary Scale and Grade   |
|--------------------------------|--|
| <b>METEOROLOGICAL SERVICES</b> |  |
| <b>19 061 078</b>              | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425 QB 49950 x 1625 – 51575</b><br>Principal Meteorological Technician                               |
| <b>19 060 074</b>              | <b>Rs 30175 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Principal Meteorological Observer   |
| <b>19 035 069</b>              | <b>Rs 16400 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 38350</b><br>Meteorological Technician |
| <b>19 056 072</b>              | <b>Rs 27075 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Meteorological Observer  |
| <b>19 031 063</b>              | <b>Rs 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b><br>Meteorological Observer   |
| <b>19 024 026</b>              | <b>Rs 13270 x 260 – 13790</b><br>Trainee Meteorological Observer   |
| <b>24 023 052</b>              | <b>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</b><br>Driver (Roster)                     |
| <b>24 001 038</b>              | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker                         |

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## **2.7 Education (Administration)**

- 2.7.1 The Education Division envisions to have skilled, versatile, responsible and employable citizens in Rodrigues. Its mission is to promote education at all levels and act as a facilitator and catalyst for the promotion of capacity building.
- 2.7.2 The Division is responsible, *inter alia*, for the overall administration of education at Pre-Primary, Primary and Secondary level; implementation of policies pertaining to education as prescribed by the Ministry of Education and Human Resources, Tertiary Education and Scientific Research; and the provision of adequate infrastructure, equipment and furniture.
- 2.7.3 At present, the Division is headed by a Director of Education (RRA) who is supported by officers in the grades of Head of Education (Primary), Secondary School Inspector, Senior School Inspector, School Inspector, as well as officers of the Educator (Primary) cadre, among others.
- 2.7.4 In the context of this review exercise, both Management and staff side have made submissions to reinstate parity between grades on the Mauritian and Rodriguan establishment which have been disturbed by the 2013 EOAC Report. We are making appropriate recommendations to this effect.

### **Teacher/Senior Teacher**

#### **Educator (Primary)**

- 2.7.5 The primary education sector consists of three categories of Teachers, namely Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator Primary. This situation of having teachers with different appellations is creating much frustration among incumbents in the three grades. We are making appropriate recommendations to this effect.

### **Recommendation 1**

- 2.7.6 **We recommend that the grades of Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary) be merged and restyled Primary School Educator. Appointment thereto, should in future be made from among Trainee Primary School Educator formerly Trainee Educator (Primary) who have successfully completed their training course leading to a Teacher's Diploma.**
- 2.7.7 Consequent to changes for the grades of Teacher/Senior Teacher and Educator (Primary) as described above, **necessary amendments should be brought, by Management through the MCSAR, to relevant schemes of service for the cadre.**
- 2.7.8 We are also making appropriate provision for those incumbents in the grade of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* who have successfully followed the Diploma Course through insertion of a Qualification Bar in the relevant salary scales.

## Recommendation 2

**2.7.9 We recommend that officers in the grade of Primary School Educator *formerly Teacher/Senior Teacher, Teacher/Senior Teacher (ACE) and Educator (Primary)* possessing the Teacher's Diploma (Primary) should be allowed to move incrementally beyond the Qualification Bar inserted in the salary scale.**

### **Compensation for Diploma in Education Management (DEM) to Teacher/Senior Teacher**

2.7.10 Prior to this Report, distinct salary scales were provided to the former grades of Teacher/Senior Teacher; Teacher/Senior Teacher (ACE); AND Deputy Head Master; Deputy Head Master (CEM); Head Master and Head Master (ACEM). Transitional provisions in terms of additional increments were also provided for different levels of the hierarchy to motivate them to acquire the DEM qualification.

2.7.11 The Ministry of Education and Human Resources, Tertiary Education and Scientific Research has apprised that courses leading to the Advanced Certificate in Education (ACE), Certificate in Educational Management (CEM) and the Advanced Certificate in Education Management (ACEM) course would no longer be run. Henceforth, only the Diploma in Educational Management (DEM) would be run.

2.7.12 Moreover, the scheme of service for the post of Head Master has finally been prescribed on 08 September 2015 wherein the Diploma in Educational Management (DEM) is a requirement for eligibility to compete for the post of Head Master. **Since the DEM qualification is now a requirement for promotion in the cadre, the transitional provisions in terms of additional increments for all levels no longer hold and should therefore lapse. The Bureau recommends accordingly.**

### **Deputy Head Master**

#### **Health and Physical Education Instructor**

2.7.13 A Qualification Bar has been inserted in the salary scale for the grades of Deputy Head Master and Health and Physical Educator Instructor. **Incumbents should possess the Diploma in Educational Management (DEM) or Certificate in Educational Management (CEM) to proceed incrementally beyond the Qualification Bar (QB) in the salary scale recommended for the grade.**

### **Refund of Travelling by Bus to Trainee Primary School Educators**

2.7.14 Request was made for the refund of travelling to Trainee Educators (Primary) to be in line with that existing for Trainees in other sectors. We recommend accordingly.

## Recommendation 3

**2.7.15 We recommend that Trainee Primary School Educators *formerly Trainee Educators (Primary)* should be refunded travelling expenses incurred by bus from residence to the place of work/training and back.**

## SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>EDUCATION (Administration)</b>  |
| <b>06 077 092</b> | <b>Rs 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 77175</b><br>Director of Education (RRA)   |
| <b>06 069 085</b> | <b>Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Head of Education (Primary)<br>Secondary School Inspector  |
| <b>06 068 083</b> | <b>Rs 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 59700</b><br>Senior School Inspector  |
| <b>06 055 081</b> | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Educational Psychologist   |
| <b>06 064 080</b> | <b>Rs 33425 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b><br>School Inspector   |
| <b>02 055 081</b> | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Administrative Officer   |
| <b>06 061 078</b> | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 51575</b><br>Head Master (possessing Advanced Certificate in Educational Management or Diploma in Educational Management) |
| <b>06 059 076</b> | <b>Rs 29400 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Head Master   |
| <b>06 046 073</b> | <b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Mentor  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 06 052 073  | <p><b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 QB 42325 x 1525 – 43850</b></p> <p>Deputy Head Master<br/>Health and Physical Education Instructor</p>   |
| 06 044 070  | <p><b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275 QB 36200 x 925 – 37125 x 1225 – 39575</b></p> <p>Primary School Educator<br/><i>formerly Teacher/Senior Teacher<br/>Teacher/Senior Teacher (ACE)<br/>Educator (Primary)</i></p> |
| 06 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Support Teacher</p>  |
| 06 028 031  | <p><b>Rs 14325 x 275 – 15150</b></p> <p>Trainee Primary School Educator<br/><i>formerly Trainee Educator (Primary)</i></p>   |
| 08 038 063  | <p><b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500</b></p> <p>Senior School Clerk</p>  |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>School Clerk</p>   |
| 08 043 069  | <p><b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b></p> <p>Confidential Secretary<br/><i>formerly Confidential Clerk/Senior Confidential Clerk</i></p>   |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p>  |
| 08 026 059  | <p><b>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</b></p> <p>Word Processing Operator</p>   |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 027 052  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 23975</b></p> <p>Senior/Head School Caretaker</p>  |
| 04 030 064  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 33425</b></p> <p>ICT Support Officer</p>   |
| 24 023 052  | <p><b>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</b></p> <p>Driver (Roster)</p>   |
| 24 022 051  | <p><b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Driver</p>  |
| 25 023 052  | <p><b>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</b></p> <p>Electrician</p>   |
| 21 019 046  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Storekeeper (Rodrigues)</p>   |
| 24 019 048  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b></p> <p>Office Care Attendant/Senior Office Care Attendant<br/><i>formerly Office Caretaker</i></p> |
| 24 019 045  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b></p> <p>School Caretaker</p>  |
| 24 018 044  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575</b></p> <p>Security Guard</p>  |
| 24 016 043  | <p><b>Rs 11200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19200</b></p> <p>Stores Attendant</p>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 24 015 040  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18075</b><br>Sanitary Attendant                      |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker |

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## **2.8 State Lands - Cadastral Office**

- 2.8.1 The mission of the Cadastral Office is to provide unfaulted and coherent advice to decision makers on matters related to state lands and also to satisfy members of the public by providing them with a good and efficient service.
- 2.8.2 Its main objectives are, *inter alia*, to keep an update and complete record of all uses and occupation of all parts of state lands in Rodrigues; draw up all leases where approval has been conveyed within a reasonable delay; make optimum and prudent use of available resources; and control sustainable development.
- 2.8.3 At present, the Cadastral Office is manned by officers of the Surveyor and Cartographer cadres, among others. The present organisational structure is appropriate and is being maintained.

### **Allowance for the Principal Surveyor**

- 2.8.4 The monthly allowance of Rs 1220 paid to the Principal Surveyor for acting as Officer-in-Charge and for performing additional duties is being maintained.

### **Recommendation 1**

- 2.8.5 We recommend that the Principal Surveyor acting as the Officer-in-Charge of the Cadastral Office should continue to be paid a monthly allowance of Rs 1220.**

### **Plan Printing Operator**

- 2.8.6 At present, the qualification requirements of the grade of Plan Printing Operator are a School Certificate with passes in at least five subjects and a National Trade Certificate (Level 3) in Printing or a National Certificate (Level 3) in Print Finishing or an equivalent relevant qualification.
- 2.8.7 The Bureau has been apprised that in certain Ministries, the duties of Plan Printing Operators have evolved and become more complex, depending upon the type of technologies used. However, at other places, the mode of operation has remained the same. We have also been informed that knowledge in Autocad is essential in view of coping with the evolution in the duties.
- 2.8.8 Given that this situation is not prevalent in all the organisations where the grade of Plan Printing Operator exists, we believe that it would be more appropriate to compensate incumbents who possess a Certificate in Autocad. We are recommending along these lines.

## Recommendation 2

2.8.9 We recommend that Plan Printing Operators possessing a Certificate in Autocad or a relevant equivalent qualification should proceed beyond the top salary of their grade in the master salary scale by one increment 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.

## Health Surveillance

2.8.10 The Bureau has been informed that Plan Printing Operators are constantly exposed to substances emanating from the printing machines which are hazardous to health. In this context, we are recommending for Health Surveillance for incumbents.

## Recommendation 3

2.8.11 We recommend that Management should make necessary arrangements with the Health Authorities to enable Plan Printing Operators to undergo regular medical/health checkup free of charge.

## SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>CADASTRAL OFFICE</b>   |
| 26 075 089  | Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450<br>Principal Surveyor    |
| 26 069 085  | Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950<br>Senior Surveyor                      |
| 26 055 081  | Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450<br>Surveyor |
| 26 028 031  | Rs 14325 x 275 – 15150<br>Trainee Surveyor  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 26 058 074  | <p><b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Senior Cartographer (Personal salary for officers in post as at 31.12.12)</p>                   |
| 26 040 074  | <p><b>Rs 18025 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b></p> <p>Cartographer/Senior Cartographer</p>                  |
| 26 028 030  | <p><b>Rs 14325 x 275 – 14875</b></p> <p>Trainee Cartographer</p>  |
| 26 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Survey Technician</p>                                   |
| 24 037 058  | <p><b>Rs 17050 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b></p> <p>Head Survey Field Worker</p>  |
| 24 018 051  | <p><b>Rs 11710 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Survey Field Worker/Senior Survey Field Worker</p>      |
| 08 027 060  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Clerical Officer/Higher Clerical Officer (Personal)</p> |
| 08 026 059  | <p><b>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</b></p> <p>Word Processing Operator</p>              |
| 16 023 057  | <p><b>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 – 28750</b></p> <p>Plan Printing Operator</p>                |
| 22 021 054  | <p><b>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 – 25525</b></p> <p>Receptionist/Telephone Operator</p>       |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 023 052  | <b>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</b><br>Driver (Roster)  |
| 24 022 051  | <b>Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b><br>Driver   |
| 24 019 048  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475</b><br>Office Care Attendant/Senior Office Care Attendant<br><i>formerly Office Caretaker</i> |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker   |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker  |

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## **2.9 Town and Country Planning Unit**

- 2.9.1 The objectives of the Town and Country Planning Unit are to ensure that projects are in line with defined strategies; process applications for the transfer and extension of leases, pledges or rights on leases in a transparent manner; prepare planning guidelines and enforce planning regulations; and compile and manage data concerning land use.
- 2.9.2 Officers in the grades of Town and Country Planning Officer, Development Control Officer, Cadet Planner and Planning Assistant are presently responsible for the smooth running of the Unit. We are not bringing any change in the organisational structure.

### **SALARY SCHEDULE**

| <b>Salary Code</b> | <b>Salary Scale and Grade</b>   |
|--------------------|---|
|                    | <b>PLANNING UNIT</b>  |
| <b>26 059 081</b>  | <b>Rs 29200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 –56450</b><br>Town and Country Planning Officer            |
| <b>26 044 072</b>  | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Development Control Officer    |
| <b>26 053 055</b>  | <b>Rs 24750 x 775 – 32500 x 925 – 26300</b><br>Cadet Planner  |
| <b>26 029 062</b>  | <b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Planning Assistant |

\* \* \* \* \*

## ***2.10 Rodrigues Fire and Rescue Service***

- 2.10.1 The Fire and Rescue Service aims at rendering Rodrigues safe from disaster. Its mission consists in protecting lives and properties against destruction by fire; advising the population about fire preventions and advocating fire prevention legislation; providing humanitarian services to the community; and participating actively in the risk reduction and disaster activities in Rodrigues.
- 2.10.2 At present, there is only one fire station, located at Camp du Roi. An Officer-in-Charge is at the head of the Fire and Rescue Service, which comprises a six-level hierarchy.
- 2.10.3 In the last Report, we extended a few recommendations applicable in the Mauritius Fire and Rescue Service to the Fire Service in Rodrigues.
- 2.10.4 In the context of this Report, the Bureau has received strong representations from both Management and Unions to merge the grades of Sub Officer and Firefighter. The Bureau views that such a step would not be appropriate given that the elements of reporting, rank, status, control and authority which are of fundamental importance in a disciplined force, would disappear and hence cause hindrance in the smooth running of the Fire and Rescue Service. However, the Bureau is providing for another arrangement which would address the problem by designating an officer to take the lead in a team comprising only Firefighters during an intervention. We are also making provision for the payment of a Performance Bonus to operational staff and maintaining the existing allowances.

### **Lead Firefighter**

#### **Recommendation 1**

- 2.10.5 We recommend that Firefighters should be departmentally known as Lead Firefighter on completing 15 years of service in the grade, subject to being favourably reported on their performance, conduct and attendance. The Lead Firefighter should be given the responsibility of leading and taking charge of a team of Firefighters, whenever the situation requires.**
- 2.10.6 We further recommend that the Lead Firefighter should be paid a monthly allowance equivalent to two increments at the point reached in the salary scale.**

### **Performance Bonus**

- 2.10.7 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the

grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

## **Recommendation 2**

**2.10.8 We recommend that officers in the grade of Firefighter up to Senior Station Officer should be paid a one-off performance bonus equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:**

- (i) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) not been adversely reported upon on ground of conduct.**

2.10.9 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

## **Recommendation 3**

**2.10.10 We recommend that the above recommendation should take effect as from 01 January 2018.**

## **Risk Allowance**

### **Recommendation 4**

**2.10.11 We recommend that a monthly Risk Allowance equivalent to 1½ increments at the initial point of their respective salary scale, subject to a maximum of Rs 900, be paid to Firefighters, Sub Officers and Station Officers performing operations duties.**

## **Bank of Fire Officers Scheme**

### **Recommendation 5**

**2.10.12 We recommend that the allowance payable to officers of the Bank of Fire Officers Scheme should be revised to Rs 640 for the first three hours of work and on a *pro rata* basis for hours put in beyond the three hours.**

## **Time Off**

### **Recommendation 6**

**2.10.13 We recommend that officers of the Firefighter cadre who do not form part of the Bank of Fire Officers Scheme and are required to attend their site of work to cater for normal interventions whilst being on leave or off duty, should be granted equivalent time off for the number of hours put in. In the event time off cannot be granted within a period of four months, the officer should be paid an allowance**

based on his normal hourly rate for every hour put in, subject to a maximum four hours per day.

2.10.14 The above recommendation should, however not apply in cases of natural disasters, major emergencies and in times of crisis.

#### **Night Duty Allowance**

##### **Recommendation 7**

2.10.15 We recommend that the monthly Night Duty Allowance should be paid to officers of the Firefighter cadre who effectively perform night shift, equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.

#### **Maintenance and Repair Allowance**

##### **Recommendation 8**

2.10.16 We recommend that the monthly allowance payable to officers of the Firefighter cadre performing maintenance and repair duties in respect of radio telephone equipment and breathing apparatus should be revised to Rs 385.

#### **Allowance for driving Heavy Specialised Vehicles**

##### **Recommendation 9**

2.10.17 We recommend that officers possessing the heavy vehicle driver's licence and who are designated to drive heavy specialised vehicles, should be paid a monthly allowance equivalent to one increment at the initial point of their respective salary scale.

#### **Rent Allowance**

##### **Recommendation 10**

2.10.18 We recommend that Rent Allowance payable to eligible officers should be maintained as hereunder:

| <b>Grade</b>  | <b>Amount (Rs)</b> |
|---|--------------------|
| <b>Firefighter</b>                                      | <b>735</b>         |
| <b>Sub Officer</b>                                      | <b>790</b>         |
| <b>Station Officer</b>                                  | <b>815</b>         |
| <b>Senior Station Officer</b>                           | <b>915</b>         |
| <b>Divisional Officer</b>                               | <b>1010</b>        |
| <b>Officer-in-Charge, Fire and Rescue Service</b>       | <b>1180</b>        |
| <b>Airport Fire Officer (Civil Aviation Department)</b> | <b>1010</b>        |

## **Medical Examination**

### **Recommendation 11**

#### **2.10.19 We recommend that:**

- (i) Management should continue to make the necessary arrangements for all officers of the Firefighter cadre to undergo a complete medical check-up once every two years in view of ensuring their fitness for the job; and**
- (ii) an officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.**

#### **Early Retirement Scheme**

2.10.20 At present, officers of the Firefighter cadre who have been appointed with effect from 01 July 2008 are allowed to retire on a proportionate pension after completing 28¾ years of service and are eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service. However, officers in post as at 30 June 2008 benefit from the early retirement scheme applicable as at that date. **These provisions are being maintained.**

#### **General Observation on Training Issues**

- 2.10.21 The Bureau has received strong representations from several parties regarding the issue of training, namely the provision of relevant training to officers of the Firefighter cadre and the setting up of a Training Unit.
- 2.10.22 General recommendations regarding training have been made under the Chapter Training and Development, in Volume 1 of this Report.
- 2.10.23 However, Management in turn should come up with its training plan/programme and make necessary arrangements for the implementation of same. Similarly, the Chief Commissioner's Office may solicit the help and collaboration of the Chief Fire Officer of the Mauritius Fire and Rescue Service in this process and additionally seek the support of the Civil Service College to mount and dispense training to officers of the Fire and Rescue Service. The Chief Commissioner's Office can further discuss with the Mauritius Fire and Rescue Service and other relevant authorities on the possibility and availability of training opportunities abroad as spelt out in the Chapter 9 in Volume 1 of this Report.

## SALARY SCHEDULE

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>RODRIGUES FIRE AND RESCUE SERVICE</b>   |
| <b>07 066 081</b> | <b>Rs 35275 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Officer-in-Charge, Fire and Rescue Service   |
| <b>07 058 074</b> | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Divisional Officer  |
| <b>07 054 071</b> | <b>Rs 25525 x 775 – 32500 x 925 – 37125 x 1225 – 40800</b><br>Senior Station Officer   |
| <b>07 048 068</b> | <b>Rs 21475 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125</b><br>Station Officer   |
| <b>07 046 065</b> | <b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Sub Officer   |
| <b>07 033 062</b> | <b>Rs 15750 x 325 – 17700 x 375 – 19575 QB 20050 x 475 – 21950 x 625 – 23200 x 775 – 31725</b><br>Firefighter  |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |
| <b>21 019 046</b> | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b><br>Storekeeper (Rodrigues)   |
| <b>24 001 038</b> | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker                           |

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## **2.11 Prisons and Reforms Institutions (Administration)**

2.11.1 The Prisons and Reforms Institutions work towards the reduction of crime, suicide and protection of the public. They aim at serving the society by keeping detainees in safe, humane custody, preparing them for a useful and normal life and ensuring a safer republic through best correctional practice and rehabilitation.

### **Rodrigues Prison Service**

2.11.2 The main objectives of the Rodrigues Prison Service are to ensure improvement in prison standard for better custody and security of detainees; rehabilitate detainees through educational and vocational training; and develop an expanded and sustainable network of non-governmental organisations.

2.11.3 There is only one prison in Rodrigues, located at Pointe La Gueule. The population of detainees is about 45 against a staff strength of 39 Prisons Officers. An Assistant Superintendent of Prisons is responsible to manage the Prison. He is assisted by officers in the grades of Principal Prisons Officer (Male and Female), Prisons Officer Grade 1 and Prisons Officer/Senior Prisons Officer (Male and Female).

2.11.4 For this Report, the Bureau has received representations from both Unions and Management to further strengthen the structure in view of improving the Rodrigues Prison Service in line with international standards of human rights and providing a safe and healthy environment for the detainees and creating facilities for their rehabilitation and reintegration in society. Hence, the creation of the grades of Superintendent of Prisons, Senior Officer Cadet, Principal Prisons Welfare Officer and Prisons Welfare Officer has been proposed.

2.11.5 After careful analysis and taking into account the size of the establishment, the ratio of detainees to staff, the specificity of Rodrigues and scope of activities at the Rodrigues Prison, the Bureau considers that the present structure is appropriate. However, given the critical importance of the service and the fact that much emphasis is being laid on the rehabilitation of detainees, we deem it justified that the grades of Superintendent of Prisons and Prisons Welfare Officer be created. We are also providing for the departmental appellation of Lead Prisons Officer and the payment of a Performance Bonus. In addition, we are granting a Trade Allowance to Prison Officers, whilst maintaining the existing allowances.

### **Superintendent of Prisons**

2.11.6 The Bureau views that there is justification to consolidate the structure at the top level. In practice, on the Mauritian establishment, an officer not below the level of a Superintendent of Prisons/Senior Superintendent of Prisons is entrusted the responsibility of taking charge of a prison. In Rodrigues, this responsibility befalls an Assistant Superintendent of Prisons. After due examination, we consider that owing to the specificity of the RRA and size of the prison in terms of population and infrastructure, the need for a merged level of Superintendent of Prisons/Senior Superintendent of Prisons is not warranted. Instead we are providing for a level of Superintendent of Prisons.

## **Recommendation 1**

- 2.11.7 We recommend the creation of the grade of Superintendent of Prisons. Appointment thereto should be made by promotion on the basis of experience and merit of officers in the grade of Assistant Superintendent of Prisons reckoning at least two years' service in a substantive capacity in the grade and having a sound knowledge of prisons duties and are well versed in prisons rules, regulation, legislations in force and standing orders.**
- 2.11.8 Incumbent would be responsible for the administration of the prisons and would be called upon to, among others, ensure that duties relating to security, safe custody, discipline and cleanliness are observed; devise and monitor rehabilitation programmes; perform duties as laid down in the Reform Institutions Act. Prison regulations, legislations in force and standing orders with a view to ensuring that appropriate orders, directives and guidance are given, as and when required, for the smooth running of the institutions.

## **Prisons Welfare Officer (New Grade)**

### **Recommendation 2**

- 2.11.9 We recommend the creation of the grade of Prisons Welfare Officer. Appointment thereto should be made by selection from among officers of the Rodrigues Prison Service who are members of the Disciplined Force, reckoning at least five years' service in a substantive capacity in the Rodrigues Prison Service and possessing a Diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Disciplined Forces Service Commission. In the absence of qualified officers, appointment should be made by selection from among candidates possessing a Diploma in Social Work from a recognised institution, along with proven experience in Social and Welfare work.**
- 2.11.10 Incumbent would be required, among others, to assist the Officer-in-Charge of the institution in the training and welfare of detainees, maintain contact between the detainees and their families; assist in updating the system for the overall rehabilitation of detainees; establish and maintain links with prospective employers and the Probation Service; prepare detainees for discharge; and deal with the legal, social and family problems of detainees and liaise with their families.

## **Lead Prisons Officer**

### **Recommendation 3**

- 2.11.11 We recommend that Prisons Officer/Senior Prisons Officers should be known "Lead Prisons Officer" on completing 15 years of service, subject to being favourably reported on their performance, conduct and attendance. The Lead Prisons Officers would, as and when required, be given the authority to control Prisons Officer/Senior Prisons Officers and be in charge of a ward or unit on night shift, among others.**
- 2.11.12 We further recommend that Lead Prisons Officers should be paid a monthly allowance equivalent to two increments at the point reached in their salary scale.**

## **Performance Bonus**

2.11.13 During consultations, the Bureau has been made aware of the constant challenges being faced by officers of the disciplined forces in a continuously changing environment. We consider that for the extraneous effort being deployed by these officers to cope with the new demands in their respective fields, incumbents should be provided with some kind of reward for their sustained performance. After careful study, the Bureau has opted for the grant of an allowance to officers performing at operational level in lieu of incremental movement beyond top salary, as the latter option would have led to distortions in pay relativities.

## **Recommendation 4**

**2.11.14 We recommend that officers in the grade of Prisons Officer/Senior Prisons Officer up to Principal Prisons Officer should be paid a one-off performance bonus equivalent to 12 times the value of one increment at the point reached in their respective salary scale provided that they have:**

- (i) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years; and**
- (ii) not been adversely reported upon on ground of conduct.**

2.11.15 However, since the grant of the bonus is linked to performance, we strongly believe that the payment of the one-off bonus should be deferred so as to give full substance to the recommendation.

## **Recommendation 5**

**2.11.16 We recommend that the above recommendation should take effect as from 01 January 2018.**

## **Trade Allowance**

2.11.17 At present, a Trade Allowance is paid to Prisons Officer/Senior Prisons Officers posted in the Trades Section, in line with what obtains in the Mauritius Prison Service. We are maintaining the payment of this allowance.

## **Recommendation 6**

**2.11.18 We recommend the continued payment of a monthly Trade Allowance of Rs 380 to Prisons Officer/Senior Prisons Officers posted in the Trades Section and regularly providing training to detainees and to other officers who effectively give vocational training and conduct rehabilitative work.**

## **Risk Allowance**

### **Recommendation 7**

**2.11.19 We recommend that a monthly Risk Allowance should be paid to staff of the Rodrigues Prison Service performing operations duties, up to the grade of Superintendent of Prisons, equivalent to 1½ increments at the initial of their respective salary scales, subject to a maximum of Rs 900.**

## **Bank of Prisons Officers Scheme**

### **Recommendation 8**

**2.11.20 We recommend that officers of the Bank of Prisons Officers Scheme who are called upon to attend duty in emergency cases, be paid an allowance of Rs 640 for the first three hours of work and on a *pro-rata* basis for additional hours of work put in.**

## **Attending duty during Emergencies**

### **Recommendation 9**

**2.11.21 We recommend that Prisons Officers, below the rank of Assistant Superintendent of Prisons, who are not scheduled to work but have to attend duty during cyclonic weather conditions and other emergencies, should continue to be paid, by way of an allowance, at the normal hourly rate, for such period of duty, if they cannot be granted time off within a period of four months.**

## **Special Allowance to Prisons Security Squad**

### **Recommendation 10**

**2.11.22 We recommend that officers of the Prisons Security Squad should continue to be paid a monthly Special Allowance of Rs 1400.**

## **Night Duty Allowance**

### **Recommendation 11**

**2.11.23 We recommend that a monthly Night Duty Allowance should be paid to officers of the Prisons Officer cadre who effectively perform night shift, equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours.**

## Night Attendance Bonus

### Recommendation 12

2.11.24 We recommend that the payment of the monthly Night Attendance Bonus to Prisons Staff up to Principal Prisons Officer, who attend duty on all scheduled nights during the month should be as follows:

| Grades  | Amount (Rs) |
|---|-------------|
| <b>Principal Prisons Officer reckoning</b>  |             |
| Up to 10 years' service   | 735         |
| Over 10 years' service  | 880         |
| <b>Prisons Officer Grade I (Personal) and Prisons Officer/<br/>Senior Prisons Officer reckoning:</b>                          |             |
| (i) an aggregate of up to 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer; | 600         |
| (ii) an aggregate of over 10 years' service as Prisons Officer Grade I (Personal) and Prisons Officer/Senior Prisons Officer. | 730         |

## Rent Allowance

### Recommendation 13

2.11.25 We recommend that eligible officers of the Prisons Service who perform operations duties and do not occupy Government quarters should be paid a monthly Rent Allowance as follows:

| Grade  | Amount (Rs) |
|--|-------------|
| <b>Superintendent of Prisons</b>   | 1365        |
| <b>Assistant Superintendent of Prisons</b>   | 1180        |
| <b>Principal Prisons Officer</b>   | 1010        |
| <b>Prisons Officer Grade I (Personal)</b>  | 815         |
| <b>Woman Prisons Officer/Senior Woman Prisons Officer<br/><i>formerly Female Prisons Officer/Senior Female Prisons Officer</i></b> | 815         |
| <b>Prisons Officer/Senior Prisons Officer</b>  | 815         |

## **Injury Leave**

### **Recommendation 14**

**2.11.26 We recommend that an officer of the Prisons Officer cadre who sustains injury, as a result of assault, on his way to attend duty or when returning home after leaving his site of work, should also be considered for Injury Leave as per provisions laid down at Chapter 18.4 in Volume 1 of this Report, provided the incident has occurred within two hours from the time duty starts or finishes.**

## **Medical Examination**

### **Recommendation 15**

**2.11.27 We recommend that:**

- (i) Management should make the necessary arrangements for all officers of the Prisons Officer cadre to undergo a complete medical examination once every two years to ensure their fitness for the job; and**
- (ii) an officer who elects to work beyond the age of 60 should be required to undergo a yearly medical examination on reaching this age, to certify his fitness for continued employment.**

## **Early Retirement Scheme**

### **Recommendation 16**

**2.11.28 We recommend that officers of the Prisons Officer cadre appointed with effect from 1 July 2008 should:**

- (a) be allowed to retire on a proportionate pension after completing 28¾ years of service; and**
- (b) be eligible to earn pension at an enhanced rate of 1/414<sup>th</sup> of pensionable emoluments for each additional month of service to enable them to qualify for full pension after completing 34½ years of service.**

**2.11.29 We also recommend that officers of the Prisons Officer cadre, in post as at 30 June 2008, should continue to benefit from the early retirement scheme applicable as at that date.**

## **Probation Service**

**2.11.30 The Probation Service works in collaboration with the Court, the Commission for Social Security and Family Welfare to, *inter alia*, counsel and provide support to members of the family in case of conflicts; assist the court in passing sentences and sensitising people on ways and means of preventing and reducing criminality.**

**2.11.31 The Probation Service is presently manned by an Officer-in-Charge, Probation Service restyled Head, Probation Service and is assisted by officers in the grades of Senior Probation Officer and Probation Officer.**

**2.11.32 The present structure of the Probation Service is appropriate.**

## Probation Officer

**2.11.33** A Qualification Bar (QB) has been inserted in the salary scale of the grade of Probation Officer. **Incumbent should possess a diploma in Social Work from a recognised institution or an equivalent qualification to proceed incrementally beyond the Qualification Bar in the salary scale recommended for the grade.**

### SALARY SCHEDULE

| Salary Code | Salary Scale and Grade  |
|-------------|---|
|             | <b>PRISONS AND REFORM INSTITUTIONS</b>  |
| 17 065 080  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 54825</b><br>Superintendent of Prisons (New Grade)   |
| 17 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Assistant Superintendent of Prisons  |
| 17 051 068  | <b>Rs 23200 x 775 – 32500 x 925 – 37125</b><br>Principal Prisons Officer  |
| 17 046 065  | <b>Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Prisons Officer Grade I (Personal)   |
| 17 034 065  | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Prisons Officer/Senior Prisons Officer<br>Woman Prisons Officer/Senior Woman Prisons Officer<br><i>formerly Female Prisons Officer/Senior Female Prisons Officer</i> |
| 17 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Prisons Welfare Officer (New Grade)  |
| 24 019 045  | <b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b><br>Prisons Attendant (Roster)   |
| 23 057 075  | <b>Rs 27850 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900</b><br>Head, Probation Service<br><i>formerly Officer-in-Charge, Probation Service</i>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 23 052 072  | <b>Rs 23975 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Senior Probation Officer  |
| 23 036 070  | <b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 QB 38350 x 1225 – 39575</b><br>Probation Officer |
| 24 015 041  | <b>Rs 10950 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 18450</b><br>Handy Worker                              |
| 24 001 038  | <b>Rs 7800 x 200 - 8000 x 205 – 8820 x 230 – 10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375</b><br>General Worker   |

\* \* \* \* \*

## **2.12 Agricultural Research and Extension Services**

- 2.12.1 The Department of Agricultural Research and Extension Services (ARES) provides support to the Commission for Agriculture to realise its objectives for sustainable agricultural growth and to create an enabling environment for “*Agriculture for Growth*”.
- 2.12.2 The ARES is striving to make agriculture the third pillar of the Rodriguan economy behind tourism and fishing. Its main objectives are, *inter alia*, to: strengthen human and institutional capacity and mobilise financial and technical resources for delivery of relevant agricultural services; formulate, review and implement national policies, plans, strategies and regulations, and enforce laws along the crop and livestock value chain; develop public infrastructure to support production; formulate appropriate policy framework; enhance the contribution of agricultural research and extension for sustainable agricultural productivity, competitiveness, food and nutrition security and poverty eradication; develop agricultural markets and products; and strengthen its research capacity and provide means for effective extension outreach to farmers.
- 2.12.3 The main services provided are, *inter alia*, production and sales of imported animal breed to local farmers; production and sales of livestock feed; sales of fruit trees and seeds; production and sales of queen bees; and provision of honey extractor and other related equipment to beekeepers.
- 2.12.4 The Manager, Agricultural Research and Extension Services is the technical head of the ARES. He is assisted by officers in the professional and technical grades.
- 2.12.5 Following submissions made by Management and Staff Associations coupled with the recommendations made by the Food and Agricultural Organisation, we are in this Report redesigning the organisation structure of the Agricultural Services through the restyling of certain grades to more appropriate job appellations, amending of qualification requirements where relevant and creating a level to enable the ARES to better deliver on its mandate. This re-engineering has also been brought to be in line with the structures prevailing in the Civil Service for similar cadres. In addition, we are introducing new allowances.

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

- 2.12.6 The Bureau has been apprised that further to its policy of diversification, much emphasis is being laid on the development and growth of the Crops and Livestock Section as well as the Agro and Food Processing Section. In this perspective, Management has submitted that there is an imperative need for a professional level to be involved in these two specific fields.

2.12.7 At present, the grades of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) exist on the establishment of the RRA. With the creation of a grade of Scientific Officer in the two proposed fields, this would entail the creation of two additional levels in the structure, hence defeating our policy for layering. On the other hand, we consider that the organisation should be equipped with these professionals so as to give a boost to expanding and emerging sectors. After careful analysis, we deem it appropriate that instead of creating a grade of Scientific Officer in each field, we may maintain one grade with a generic appellation where the same requirements would prevail except that the fields in which a degree is required would differ, depending on the section the Scientific Officer is needed.

2.12.8 Moreover, taking into account the level of responsibilities devolving upon the grade of Scientific Officer, we are reviewing its appellation to Scientific Officer/Senior Scientific Officer and thereby allowing for enhanced career earnings. We are recommending along these lines.

### **Recommendation 1**

#### **2.12.9 We recommend that:**

- (i) the grade of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) be restyled Scientific Officer/Senior Scientific Officer;**
- (ii) the scheme of service of the generic grade of Scientific Officer/Senior Scientific Officer should be enlarged and make provision for the duties to be performed by a Scientific Officer/Senior Scientific Officer in the field of Crops and Livestock; Food Science; and Agro Processing in line with those of the former grades of Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry), now restyled Scientific Officer/Senior Scientific Officer;**
- (iii) in future, appointment to the grade of Scientific Officer/Senior Scientific Officer should be made by selection from among officers in the grades of Technical Officer (Agriculture) (Personal), Senior Technical Officer (Agriculture) and Agricultural Superintendent possessing a relevant degree in the field concerned. In the absence of qualified serving candidates, appointment thereto should be made from among candidates possessing a relevant degree in the field concerned.**

### **Assistant Manager, Agricultural Research and Extension Services (New Grade)**

2.12.10 At present, the Manager, Agricultural Research and Extension Services is responsible for the administration, management and proper functioning of the Agricultural Services. With an expansion in activities at the Agricultural Research and Extension Services, the Bureau has been apprised that there is need for a dedicated grade to assist the technical head in the manning of the Crops and Livestock and Agro Processing Sections. We consider the request to be justified and are recommending accordingly.

## **Recommendation 2**

- 2.12.11 We recommend the creation of the grade of Assistant Manager, Agricultural Research and Extension Services. Appointment thereto should be made by selection from Scientific Officer/Senior Scientific Officers formerly Scientific Officer (Agronomy) and Scientific Officer (Animal Husbandry) reckoning at least four years' service in a substantive capacity or an aggregate of four years' service in a substantive capacity in the grade of Scientific Officer/Senior Scientific Officer formerly Scientific Officer (Agronomy) and Scientific Officer (Husbandry) and/or Scientific Officer (Agronomy) or Scientific Officer (Animal Husbandry)**
- 2.12.12 Incumbent would be responsible, *inter alia*, to manage, plan and implement all activities related to the section under his responsibility; monitor all matters/projects pertaining to his field; develop appropriate strategies and prepare operational plans; provide advice, functional guidance and assistance on all policies; and provide proper guidance and training to subordinate staff.

### **Manager, Agricultural Research and Extension Services**

- 2.12.13 At present, the grade of Manager, Agricultural Research and Extension Services is filled by selection from among candidates possessing a Degree in Agriculture or Agronomy or Crop Science or Agricultural Economics or Agricultural Management or Agricultural Science or Animal Production or Animal Husbandry or Animal Science with at least six years' experience in the relevant field of study. With the creation of the grade of Assistant Manager, ARES, there is need to review its qualification requirements.

## **Recommendation 3**

- 2.12.14 We recommend that the mode of appointment to the grade of Manager, Agricultural Research and Extension Services should be amended so that in future, appointment should be made by promotion on the basis of experience and merit, of the Assistant Manager, Agricultural Research and Extension Services reckoning four years' service in a substantive capacity in the grade.**

### **Restructuring of the Technical Cadre**

- 2.12.15 It has been submitted that further to evolution in the agricultural sector, the duties of certain technical grades have become quasi superfluous. Furthermore, the qualification requirements in certain cases do not match with the level of duties being performed by incumbents, such that there is need to redesign the whole technical cadre.
- 2.12.16 After a careful examination, the Bureau views that there is ample justification for a major restructuring of the technical cadre when considering the importance of the agricultural sector in Rodrigues, the structure prevailing in the Civil Service and our policy for flatter structures. We are making a series of recommendations to that effect.

#### **Recommendation 4**

**2.12.17** We recommend that the grade of Technical Officer be made evanescent.

**2.12.18** A personal salary has been recommended for the grade of Technical Officer, whilst maintaining the grades of Senior Technical Officer and Agricultural Superintendent so as to allow the Technical Officers to continue moving in the hierarchy. However, these two latter grades should eventually phase out in the course of time.

#### **Agricultural Assistant (Personal)**

#### **Technical Assistant**

#### **Senior Technical Assistant**

#### **Recommendation 5**

**2.12.19** We recommend that:

- (i)** the grades of Technical Assistant and Agricultural Assistant (Personal) be merged and restyled Agricultural Support Officer ;
- (ii)** the grade of Senior Technical Assistant be restyled Senior Agricultural Support Officer;
- (iii)** in future, appointment to the grade of Agricultural Support Officer be made by selection from among candidates possessing a Diploma in Agriculture or Sugar Technology or related field;
- (iv)** Agricultural Support Officers and Senior Agricultural Support Officers possessing a Diploma in Agriculture or Sugar Technology or related field should be allowed to move beyond the Qualification Bar (QB) inserted in their respective revised salary scale;
- (v)** newly recruited Agricultural Support Officers possessing a Diploma should join the recommended salary scale at salary point Rs 19575.
- (vi)** Senior Agricultural Support Officers possessing a Diploma should join the recommended salary scale at salary point Rs 39150.
- (vii)** the duties of the newly restyled grades of Agricultural Support Officer and Senior Agricultural Support Officer should be enlarged to include those of the grade of Technical Officer (Personal) and Senior Technical Officer respectively.

#### **Movement for Technical Officers (Agriculture) (Personal)**

**2.12.20** At present, in the Civil Service, Technical Officers (Personal) are allowed to move beyond their top salary on grounds of performance. We consider that in all fairness, this provision should be extended to Technical Officers (Agriculture) (Personal) of the Rodrigues Regional Assembly. We are recommending accordingly.

## **Recommendation 6**

**2.12.21 We recommend that officers in the grade of Technical Officer (Agriculture) (Personal), who have drawn their top salary for a year, should proceed incrementally in the salary scale of the grade of Senior Technical Officer (Agriculture) provided they:**

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

**This recommendation should, however, not preclude Technical Officers (Agriculture) (Personal) from being promoted to the grade of Senior Technical Officer (Agriculture) before they have reached the top of their salary scale or on vacancy arising in the latter grade.**

**2.12.22 We further recommend that incumbents in the grade of Technical Officer (Agriculture) (Personal) should perform the duties and assume the responsibilities of the grade of Senior Technical Officer (Agriculture) upon moving in the higher salary scale.**

## **Field Assistant**

**2.12.23 Presently, Field Assistants who have drawn their top salary for a year are allowed to proceed in the salary scale of the grade of Senior Field Assistant (Personal) which exists on the Mauritian establishment, subject to satisfying certain conditions. We are maintaining this provision.**

## **Recommendation 7**

**2.12.24 We recommend that Field Assistants should be allowed to proceed incrementally in the salary scale of the grade of Senior Field Assistant (Personal) which is Rs 20525 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350 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.**

## **Posting of a General Worker at Port and Airport**

### **Recommendation 8**

**2.12.25 We recommend that a General Worker should be posted at the port and airport, whenever required, to provide assistance to the Technical Officers (Agriculture) (Personal) and Senior Technical Officers (Agriculture).**

## **Flexitime**

**2.12.26 The provision regarding the concept of flexitime in respect of officers working in the Extension Unit of the Agricultural Services is being maintained.**

## **Recommendation 9**

**2.12.27 We recommend that Management should introduce flexitime as deemed expedient for officers working in the Extension Unit of the Agricultural Services in accordance with the recommendations made at Chapter 18.5 of Volume 1 of this Report.**

### **Ad-hoc Allowance**

2.12.28 Management and Staff Associations have submitted that officers in the grades of Senior Technical Assistant, Technical Assistant and Field Assistant are regularly required to work on Crab Island for the tagging of wild animals. They are thus exposed to various kinds of hardship owing to the dangerous nature of trips endorsed and the fact that they operate in a hostile environment consisting of harmful insects and animals, where the risk of sustaining injuries is high. In this context, request has been made for the grant of an allowance as an inducement to these officers to work on Crab Island.

## **Recommendation 10**

**2.12.29 We recommend that officers in the grades of Senior Agricultural Support Officer formerly Senior Technical Assistant, Agricultural Support Officer formerly Technical Assistant and Agricultural Assistant (Personal) and Field Assistant who are regularly required to work on Crab Island be paid a monthly *ad hoc* allowance equivalent to one and a half increments at the initial of their respective salary scale.**

## **VETERINARY SERVICES**

2.12.30 The Veterinary Services operates under the Agricultural Research and Extension Services and provides essential veterinary services on a 24/7 basis. Its main objective is to help boosting the livestock sector in Rodrigues by ensuring the good health of the flock and preventing entry and spread of new diseases, which may eventually jeopardise the sector.

2.12.31 The main activities of the Veterinary Services are, *inter alia*, the prevention of disease and treatment of sick animals, monitoring of import and export of live animals; prophylaxis and vaccination of poultry; disease surveillance and investigation; and provision of advice to local breeders.

### **Veterinary Officer**

2.12.32 In Mauritius, Veterinary Officers having reached the top of their salary scale are allowed to move in the salary scale of the grade of Senior Veterinary Officer on account of the continued scarcity of professionals in this field. In the same vein, we are allowing Veterinary Officers in Rodrigues to move in the senior professional scale though the grade of Senior Veterinary Officer does not exist on the establishment of the RRA and are making provisions for some flexibility in their remuneration system.

## **Recommendation 11**

**2.12.33 We recommend that Veterinary Officers who have reached the top of their salary scale should be allowed to proceed incrementally in the salary scale of Rs 38350 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950 , 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**
- (ii) are not under report.**

**2.12.34 We further recommend that the Ministry of Civil Service and Administrative Reforms may, subject to the approval of the High Powered Committee, approve a higher salary point for new entrants in the grade of Veterinary Officer based on their qualification and experience, and such adjustments in salary as may be required for officers in post.**

### **Special Professional Retention Allowance**

2.12.35 The Special Professional Retention Allowance (SPRA) was introduced in the 2008 overall review, more specifically in the EOC Report 2009, to curb recruitment and retention problems in the fields of Engineering/Architecture/Quantity Surveying and Veterinary Services which were considered as scarcity areas.

2.12.36 Based on the survey carried out by the Bureau in context of the 2013 PRB Report, the SPRA was maintained as it served its purpose of retaining professionals of high calibre. Following the publication of the 2013 EOAC Report, officers in several other grades were listed for eligibility for SPRA without any stated justification.

2.12.37 In the context of this review, Management, Unions and individual officers have made strong representations for maintaining SPRA and for extending same to other grades. The Bureau recently conducted a survey to determine the extent to which professionals of high calibre and possessing scarce skills are leaving the public sector, and also to assess the market value of these professionals. However, it is worth noting that the survey revealed that there are no serious recruitment and retention problems in the Engineering/Architecture/Quantity Surveying fields except in the Veterinary Science field.

2.12.38 It is also worth highlighting that some organisations have not responded to the survey carried out and as such the Bureau has not been able to ascertain whether these organisations are still encountering difficulties in recruiting and retaining professionals of right profile and calibre in the Engineering/Architecture/Quantity Surveying fields. Though some organisations did not respond to the survey, they have nevertheless made

representations for maintaining SPRA and extending it to other categories of professionals.

2.12.39 In the given circumstances and taking into consideration: (i) the findings of the survey; (ii) representations from stakeholders; and (iii) position of concerned organisations, we are in this Report maintaining the payment of the SPRA to eligible officers in post as at 31 December 2015 up to 31 December 2016.

#### **Recommendation 12**

2.12.40 **We recommend that Veterinary Officers eligible for the payment of the Special Professional Retention Allowance as at 31 December 2015 should continue to be paid same up to 31 December 2016 as specified in the following table:**

| <b>Salary</b>   | <b>SPRA<br/>% of monthly salary</b> |
|---|-------------------------------------|
| <b>Veterinary Officer reckoning at least 10 years' service in the grade</b> | <b>7</b>                            |

2.12.41 **We also recommend that those officers who:**

- (i) **leave the service prior to the age at which they may retire without the approval of the appropriate Service Commission (Table II at Chapter 15 of Volume 1) should refund the totality of the Special Professional Retention Allowance paid to them; and**
- (ii) **retire from the service on reaching the age at which they may retire without the approval of the appropriate Service Commission or thereafter, should refund only that part of the Special Professional Retention Allowance which they would have earned under this scheme after reaching the age at which they may retire without the approval of the appropriate Service Commission.**

**However, provisions made at (i) and (ii) above, should not apply to officers retiring as per their new compulsory retirement age or on medical ground.**

2.12.42 **All Veterinary Officers who are eligible for the payment of the Special Professional Retention Allowance as from 01 January 2016 and have been granted same prior to the publication of this Report should continue to draw the Special Professional Retention Allowance up to 31 December 2016.**

#### **On Call and In Attendance Allowance**

2.12.43 Veterinary Officers are presently paid on-call and in-attendance allowances owing to their nature of work, which requires them to work after normal working hours. We are maintaining this provision and reviewing the hours concerned.

**Recommendation 13**

**2.12.44 We recommend that the following allowances be paid to Veterinary Officers at the RRA who are required to be on-call after working hours to provide a 24-hour service:**

|  |                                |
|--|--------------------------------|
| <b>Weekdays</b><br>15.15 hours to 0800 hours the next day  | <b>Rs 425</b>                  |
| <b>Saturdays</b><br>Noon to 1800 hours<br>1800 hours to 0800 hours the following day                         | <b>Rs 200</b><br><b>Rs 330</b> |
| <b>Sundays and public holidays</b><br>0800 hours to 1700 hours<br>1700 hours to 0800 hours the following day | <b>Rs 275</b><br><b>Rs 375</b> |

**2.12.45 We also recommend that Veterinary Officers be paid an in attendance allowance of Rs 200 per hour when attending work while on call, subject to the following maxima:**

|                                    |                |
|------------------------------------|----------------|
| <b>Weekdays</b>                    | <b>Rs 1030</b> |
| <b>Saturdays</b>                   | <b>Rs 1240</b> |
| <b>Sundays and public holidays</b> | <b>Rs 1650</b> |

**SALARY SCHEDULE**

| <b>Salary Code</b> | <b>Salary Scale and Grade</b>  |
|--------------------|--|
|                    | <b>AGRICULTURAL RESEARCH AND EXTENSION SERVICES</b>  |
| <b>19 080 094</b>  | <b>Rs 54825 x 1625 – 62950 x 1850 – 68500 x 1950 – 74350 x 2825 – 80000 x 3000 – 83000</b><br>Manager, Agricultural Research and Extension Services        |
| <b>19 075 089</b>  | <b>Rs 46900 x 1525 – 49950 x 1625 – 62950 x 1850 – 68500 x 1950 – 70450</b><br>Assistant Manager, Agricultural Research and Extension Services (New Grade) |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 19 065 081  | <b>Rs 34350 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Veterinary Officer  |
| 19 055 085  | <b>Rs 26300 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 62950</b><br>Scientific Officer/Senior Scientific Officer<br><i>formerly Scientific Officer (Agronomy) (Rodrigues)</i><br><i>Scientific Officer (Animal Husbandry) (Rodrigues)</i> |
| 19 067 081  | <b>Rs 36200 x 925 – 37125 x 1225 – 40800 x 1525 – 49950 x 1625 – 56450</b><br>Agricultural Superintendent   |
| 19 061 076  | <b>Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 48425</b><br>Senior Technical Officer (Agriculture)   |
| 19 044 072  | <b>Rs 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b><br>Apicultural Officer<br>Technical Officer (Agriculture) (Personal)  |
| 08 058 074  | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 45375</b><br>Senior Executive Officer (Rodrigues)   |
| 08 050 069  | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Higher Executive Officer (Rodrigues) (Personal)   |
| 26 038 066  | <b>Rs 17375 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 35275</b><br>Technical Design Officer   |
| 08 027 060  | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal)  |
| 08 043 069  | <b>Rs 19200 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 37125 x 1225 – 38350</b><br>Confidential Secretary<br><i>formerly Confidential Clerk/Senior Confidential Clerk</i>  |

| Salary Code | Salary Scale and Grade   |
|-------------|--|
| 08 026 059  | <p><b>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</b></p> <p>Word Processing Operator</p>   |
| 22 021 054  | <p><b>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 – 25525</b></p> <p>Receptionist/Telephone Operator</p>  |
| 19 050 076  | <p><b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200 QB 37125 x 1225 – 40800 x 1525 – 48425</b></p> <p>Senior Agricultural Support Officer<br/><i>formerly Senior Technical Assistant</i></p>  |
| 19 029 072  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725 QB 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 42325</b></p> <p>Agricultural Support Officer<br/><i>formerly Technical Assistant</i><br/><i>Agricultural Assistant (Personal)</i></p> |
| 19 029 062  | <p><b>Rs 14600 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 31725</b></p> <p>Agricultural Laboratory Technician<br/><i>formerly Veterinary Pathological Laboratory Assistant</i></p>  |
| 19 028 058  | <p><b>Rs 14325 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 28625</b></p> <p>Field Assistant (Rodrigues)</p>  |
| 19 024 026  | <p><b>Rs 13270 x 260 – 13790</b></p> <p>Agricultural Trainee</p>   |
| 25 041 060  | <p><b>Rs 18450 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b></p> <p>Foreman</p>  |
| 24 036 056  | <p><b>Rs 16725 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 27075</b></p> <p>Senior Field Supervisor</p>  |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 030 054  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525</b></p> <p>Driver (Heavy Vehicles above 5 tons)</p>          |
| 24 025 054  | <p><b>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</b></p> <p>Agricultural Implement Operator</p> |
| 24 030 053  | <p><b>Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 24750</b></p> <p>Senior Stockman (Shift)</p>                       |
| 24 027 051  | <p><b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200</b></p> <p>Senior Stockman</p>   |
| 24 020 046  | <p><b>Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20525</b></p> <p>Stockman (Shift)</p>  |
| 24 019 045  | <p><b>Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 20050</b></p> <p>Insecticide Sprayer Operator</p>                                |

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## **2.13 Registration**

- 2.13.1 The Registration Unit in Rodrigues is responsible, among others, to register information regarding land ownership and obligations and to safeguard the interest of creditors and debtors and of parties in sales and leases of immovable properties; registration of particulars of deeds and documents presented by members of the legal, professional and the public including the transfer of vehicles; follow up action after reassessment of values of immovable properties by the Chief Government Valuer, including representations before the Tax Appeal Tribunal; and collection of annual tax payable by campement site owners and campement owners.
- 2.13.2 The Unit is presently headed by one Principal Registration Officer who reports to the Departmental Head for the general administration and to the Registrar General, Mauritius on technical matters. He is supported in his tasks by one Senior Registration Officer (Personal), three officers in the grade of Registration Officer/Senior Registration Officer and staff of the General Services.
- 2.13.3 The present structure is being maintained.

### **SALARY SCHEDULE**

| Salary Code       | Salary Scale and Grade   |
|-------------------|--|
|                   | <b>REGISTRATION</b>  |
| <b>18 058 073</b> | <b>Rs 28625 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 43850</b><br>Principal Registration Officer  |
| <b>18 050 067</b> | <b>Rs 22575 x 625 – 23200 x 775 – 32500 x 925 – 36200</b><br>Senior Registration Officer (Personal salary for officers in post as at 31.12.12)                           |
| <b>18 034 065</b> | <b>Rs 16075 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 32500 x 925 – 34350</b><br>Registration Officer/Senior Registration Officer                  |
| <b>08 027 060</b> | <b>Rs 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 30175</b><br>Clerical Officer/Higher Clerical Officer (Personal) |

| Salary Code | Salary Scale and Grade  |
|-------------|---|
| 24 019 048  | Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21475<br>Office Care Attendant/Senior Officer Care Attendant<br><i>formerly Office Caretaker</i> |

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