

18.1 CIVIL STATUS DIVISION

- 18.1.1 Falling under the *aegis* of the Prime Minister's Office, the main functions of the Civil Status Division (CSD) are the registration of all civil events in Mauritius and its dependencies; and issuance of birth, marriage as well as death certificates.
- 18.1.2 A Registrar of Civil Status heads the CSD and is assisted by a Deputy Registrar of Civil Status as well as supported by officers in the Civil Status Officer Cadre along with officers in the General Services grades and employees of the Workmen's Group.
- 18.1.3 Requests from the Unions pertain mainly to: review of the schemes of service and salary scales; upgrading of the qualifications requirement; merging of grades; grant of specific allowances; and review of existing allowances. Management made proposals for an upgrading of the salary scale of the grade of Civil Status Officer and to put an ending time for officers to be on on-call. During meetings, appropriate explanations/justifications were provided to parties on certain requests that could not be acceded to. The views of the Prime Minister's Office were equally sought on some requests.
- 18.1.4 Given that the existing structure is adequate, same is being maintained while the allowances payable to the officers are being revised.

Allowance to open Civil Status offices after normal working hours

- 18.1.5 Officers of the Civil Status Officer Cadre are required to provide emergency services after their normal working hours during Weekdays and as from 1200 hours on Weekends and Public Holidays, against payment of appropriate allowances. Management submitted that there is need to include an ending time, that is up to 2200 hours, for the officers to be on-call for registration of death. The Prime Minister's Office subscribes to the request of the Civil Status Division. We are, accordingly, making a recommendation to that effect.

Recommendation 1

- 18.1.6 **We recommend that officers of the Civil Status Officer Cadre providing emergency services after their normal working hours during Weekdays and after 1200 hours on Saturdays, Sundays and Public Holidays, up to 2200 hours be paid a revised:**
- (a) **On-call Allowance of Rs 275 per day; and**
 - (b) **All-inclusive Allowance of Rs 710 for each registration of death, including the issue of burial/cremation permit, travelling expenses and collection from and the handing over of keys to the Police Station.**

Allowance for Registration of Religious Marriage to give civil effect

- 18.1.7 Provisions exist for the payment of allowances to officers of the Civil Status Officer Cadre for the celebration of civil marriages outside the Civil Status offices after normal working hours, where both spouses are either citizens of Mauritius or non-citizens of Mauritius; and in private and non-private residence. Additionally, the officers are also paid an allowance to celebrate civil marriages during working hours, subject to the officers availing themselves of their leave entitlement/time-off facilities.
- 18.1.8 The Bureau also provided for an allowance on *ad hoc* basis, for celebration of civil marriages after normal working hours, where one of the intending spouses is a citizen of Mauritius and the other is a non-citizen, and the allowances were based on the venue where the civil marriage is being celebrated.
- 18.1.9 The above provisions should continue to prevail while the quantum of the allowances is being revised.

Recommendation 2

- 18.1.10 We recommend that the allowance for registration of religious marriage to give civil effect be revised as follows:

Celebration of Civil Marriages outside working hours	Allowances (Rs)
A. Where both of the intending spouses are citizens of Mauritius:	
(i) celebration of civil marriages at private residence	770
(ii) celebration of civil marriages at premises other than office or private residence	1100
B. Celebration of civil marriages at premises other than office where both intending spouses are non-citizens	1650
C. Where one of the intending spouses is a citizen of Mauritius and the other intending spouse is a non-citizen:	
(i) celebration of civil marriages at private residence	770
(ii) celebration of civil marriages at premises other than office or private residence or marriage hall	1100

Celebration of Civil Marriages during working hours	Allowances (Rs)
D. Celebration of civil marriages aboard cruises/catamarans during normal working hours where both intending spouses are non-citizens (officers should avail themselves of leave entitlement/time-off against early arrivals for the equivalent number of hours taken for the celebration of a civil marriage inclusive of travel time)	1100

Registration of deaths for burial during cyclonic conditions Class III and Class IV and during other officially declared natural calamities

18.1.11 An officer of the Civil Status Officer Cadre is presently on-call in each district to register deaths and issue burial permit during cyclonic conditions Class III and IV and during other officially declared natural calamities, for which they are paid appropriate allowances. The allowances are being reviewed.

Recommendation 3

18.1.12 We recommend that, during cyclonic conditions Class III and IV and during other officially declared natural calamities, an officer of the Civil Status Officer Cadre should be on-call in each district to register deaths requiring burial permit and should be paid:

- (a) an On-call Allowance of Rs 275 per day; and
- (b) an allowance of Rs 315 for each registration of death, including the issue of burial/cremation permit.

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

Loan Facilities

Recommendation 4

18.1.14 We recommend that officers of the Civil Status Officer Cadre should continue to be granted loan facilities for the purchase of a car on the same terms and conditions as laid down at provision of paragraph 16.2.58(g) of Volume 1 of this Report.

CIVIL STATUS DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
18 103 107	Rs 114000 x 4000 - 130000 Registrar of Civil Status
18 074 099	Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750 Deputy Registrar of Civil Status
18 064 084	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050 Principal Civil Status Officer
18 051 074	Rs 32190 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200 Senior Civil Status Officer
18 032 069	Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930 Civil Status Officer
16 030 072	Rs 25145 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110 QB 41080 x 970 - 46900 x 1050 - 49000 Print Finishing/Book Binding Operator (Roster)
24 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver
24 020 050	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 Handy Worker

