

36. MINISTRY OF INDUSTRY, SME AND COOPERATIVES

- 36.1 The Ministry of Industry, SME and Cooperatives is responsible for the formulation of policies and strategies to support the development of the manufacturing sector, small and medium enterprises and cooperatives sector. It also implements projects and programmes with the overall objective to enhance competitiveness of enterprise for their long-term sustainability.
- 36.2 Activities of the Ministry are organised under the Industry; SME; and Cooperatives Divisions. Representations received have been discussed under the respective Division.

INDUSTRY DIVISION

- 36.3 The Industry Division of the Ministry is responsible to facilitate industrial growth by overseeing the implementation of industrial strategies and policies. It focuses on accelerating industrial development, particularly through the adoption of digital and green technologies, skills development, and enhancing productivity and competitiveness.
- 36.4 The Division is headed by the Director of Industry. He is supported by the Deputy Director of Industry and officers of the Industrial Analyst Cadre as well as officers in technical and General Services grades.
- 36.5 Representations of Union relate, among others, to a downward review of the years of service required for appointment to the grade of Deputy Director of Industry. On the basis of the level of operations devolving on this grade and the requirement for comparable positions in the Civil Service it is considered that the current qualifications requirement is appropriate. Other representations pertain to the implementation of the 'Work-from-Home' scheme and flexible working arrangements; grant of Phone/Internet Allowance; and provision of office equipment such as laptops. Management on its side made no submission. During consultations, parties were informed about the issues that need to be dealt administratively.
- 36.6 We consider the present structure of the Division to be appropriate and should be maintained.

ASSAY OFFICE

- 36.7 The Assay Office is responsible to regulate the manufacture, sale and importation of gold, silver and platinum jewellery and of precious and semi-precious stones. It undertakes the assaying of jewellery, verification of gemstones and grading of diamonds. In that same line, the Assay Office operates an Assay Laboratory and a Gemmology Laboratory with its main stakeholders being the general public, jewellers and Government institutions.

- 36.8 The Director, Assay Office is responsible for the efficient administration of the Assay Office and its two laboratories. Incumbent is assisted by an Assistant Director and core staff comprising officers in professional and technical grades, namely Scientific Officer (Assay), Gemmologist, Senior Gemmologist and Technical Officer/Senior Technical Officer (Assay Office). Support and assistance are also provided by administrative and other ancillary staff.
- 36.9 For this Report, Union advocated for the creation of professional levels in the field of Gemmology against the abolition of grades in the existing Gemmologist Cadre and to restyle the grade of Technical Officer/Senior Technical Officer (Assay Office) to Scientific Officer with a Degree requirement.
- 36.10 We consider that the present structure is fit-for-purpose and are, therefore, maintaining it.

Allowance for Accreditation and ISO Certification

- 36.11 Both Management and Union requested for the payment of an allowance to the officer of the Gemmology Laboratory for performing duties related to ISO Certification and accreditation. At present, only the Scientific Officer (Assay) is paid an allowance in that regard, while in practice, both officers of the two laboratories perform duties related to accreditation and ISO Certification, as the Assay Laboratory is an accredited one whereas that of Gemmology is ISO Certified. After examination, we consider that both officers should be paid the allowance. We are recommending accordingly.

Recommendation 1

- 36.12 We recommend that the two officers who have been designated on a rotational basis to perform duties related to ISO Certification and accreditation of the Assay and Gemmology Laboratories, should be paid a monthly allowance of Rs 2970.**

MAURITIUS ACCREDITATION SERVICE (MAURITAS)

- 36.13 Established under the Mauritius Accreditation Service (MAURITAS) Act 1998, MAURITAS is the only national accreditation body that offers a unified, nationwide service for the accreditation of calibration and testing laboratories, inspection bodies, and certification bodies undertaking testing; calibration; certification of management systems, products, and persons; and inspection. The Director, MAURITAS is responsible for the efficient administration, control and day-to-day management of the organisation. He is assisted by professionals in the grades of Accreditation Manager, Assistant Accreditation Manager and Accreditation Officer. Officers in the General Services grades also provide support.
- 36.14 Management and Union requested for the grant of a few allowances to the core staff for performing additional duties and in respect of Continuous

Professional Development. Union also requested for the creation of a level of Deputy Director in view of the additional responsibilities befalling the MAURITAS. However, for want of information, we could not examine the request further. As regards the structure, we consider same to be adequate for MAURITAS to deliver on its mandate and are, in the circumstance, bringing no change thereto.

SMALL AND MEDIUM ENTERPRISE DIVISION

- 36.15 The Small and Medium Enterprise (SME) Division is responsible for the formulation, implementation and monitoring of policies pertaining to Micro, Small and Medium Enterprises. It acts as a facilitator and catalyst in the promotion, development and growth of a competitive and innovative SME Sector.
- 36.16 Presently, the Division comprises a three-level Business and Enterprise Analyst Cadre as well as a SME Registration Unit with a Registrar, SME at its apex.
- 36.17 No representation was received from the staff or Union. Management on its part, requested for the grant of 70% duty remission facilities to officers in the grades of Business and Enterprise Analyst and Business Development Officer (Ex-SMEDA) and their salary scale to be elongated as they have no promotional avenue.
- 36.18 As regards the structure, we consider same to be appropriate and we are maintaining it.

COOPERATIVES DIVISION

- 36.19 The Cooperatives Division is responsible for, among others, devising and implementing policies to ensure the development of a modern, viable and sustainable cooperative movement; formation and registration of cooperative societies; and provision of legal and institutional framework for cooperatives and cooperative development.
- 36.20 Its technical arms comprise the Cooperative Societies Section; Cooperative Development and Cooperative Audit Units.

COOPERATIVE SOCIETIES SECTION

- 36.21 Functions of the Cooperative Societies Section are, *inter alia*, to ensure that cooperative societies operate in strict conformity with the Co-operatives Act 2016 and other relevant subsidiary legislations; advise on legal and policy matters concerning cooperative societies; and sensitise and raise awareness among the population on the benefit of cooperatives.

- 36.22 At the helm of this Section is the Registrar, Co-operative Societies who is assisted by incumbents in the Co-operative Officer Cadre.
- 36.23 Requests from both Management and staff side were mainly for review of the qualifications requirement and salary scale of grades in the Co-operative Officer Cadre. During consultations, parties were provided with explanations on each request along with justifications on those which could not be acceded to.
- 36.24 Additionally, Management proposed to amend the schemes of service of certain levels to include enforcement and prosecution duties. Upon evaluation of the proposed schemes of service of the grades of Principal Co-operative Officer, Senior Co-operative Officer and Co-operative Officer, no impact on their respective salary has been found. The more so comparable grades at same level in the Civil Service perform enforcement and prosecution duties. Furthermore, the demand for a review of the salary of the Registrar, Co-operative Societies has been examined and **this element has been taken into account in arriving at the recommended salary scale of the grade.**
- 36.25 The existing structure is adequate and, thus, no change is being brought thereto.

Compensation for regular extra hours

- 36.26 Provisions exist for officers of the Co-operative Officer Cadre to be granted time-off when they are called upon to work after normal working hours. This provision is being maintained.

Recommendation 2

- 36.27 **We recommend that arrangements should continue to be made for officers of the Co-operative Officer Cadre who are required, on a regular basis, to put in additional hours of work to cope with the demands of their job, for the grant of equivalent time-off for the extra hours put in. However, where it has not been possible for Management to grant time-off to officers within the period of four consecutive months, they should be compensated at the normal hourly rate subject to their having put in a minimum of either five hours weekly or 15 hours monthly.**

Co-operative Officer

- 36.28 Co-operative Officers possessing a Diploma in Co-operative Studies or Diploma in Development Studies or who have successfully completed all papers of Fundamental (Skills) *(formerly Part II of the ACCA Examination)* or an equivalent qualification are allowed to proceed beyond the Qualification Bar (QB) inserted in the salary scale of the grade. **This arrangement should continue to prevail.**

COOPERATIVE DEVELOPMENT UNIT

- 36.29 The Cooperative Development Unit is mandated to, *inter alia*, assist in the formulation of policies and preparation of programmes for the development of the cooperative sector; formulate, implement and monitor national cooperative development projects; and provide guidance as well as support to cooperative societies for the implementation of plans and projects.
- 36.30 It is headed by a Secretary for Co-operative Development and assisted by officers of the Co-operative Development Officer Cadre.
- 36.31 No representations were received from the staff side while Management requested for the creation of grades and to review the mode of appointment to the grade of Secretary for Co-operative Development. During meeting, appropriate justifications were provided on requests which could not be acceded to.
- 36.32 In the given circumstance, the existing structure of the Cooperative Development Unit is being maintained.

COOPERATIVE AUDIT UNIT

- 36.33 The functions of the Cooperative Audit Unit are to: carry out audit of cooperative societies and submit relevant reports; review and update the audit approach and procedures; and ensure that the quality and sufficiency of audit evidence are maintained in accordance with co-operative legislation.
- 36.34 In line with the Co-operatives Act 2016, the Unit is headed by a Principal Co-operative Auditor who is assisted by officers in the grades of Co-operative Auditor and Senior Co-operative Auditor.
- 36.35 The staff side requested for, among others, the restyling and review of the salary scale of grades along with payment of specific allowances. Proposal from Management was mainly for an upward review of salary. For requests which could not be entertained, appropriate justifications were provided to parties concerned.
- 36.36 Given that the organisation structure of the Cooperative Audit Unit is appropriate, we are not bringing any change thereto.

MINISTRY OF INDUSTRY, SME AND COOPERATIVES

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 122	Rs 206000 Senior Chief Executive
	INDUSTRY DIVISION
02 000 116	Rs 166000 Permanent Secretary
02 102 105	Rs 110000 x 4000 - 122000 Director of Industry
02 084 100	Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 Deputy Director of Industry
02 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Head, Business Information Unit Principal Industrial Analyst
02 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Assistant to Head, Business Information Unit Senior Industrial Analyst
02 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Industrial Analyst
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

Salary Code	Salary Scale and Grade
24 001 047	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 General Worker ASSAY OFFICE
19 102 105	Rs 110000 x 4000 - 122000 Director, Assay Office
19 075 098	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Assistant Director, Assay Office
19 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Scientific Officer (Assay)
19 073 090	Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Senior Gemmologist
19 067 087	Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 Gemmologist
19 049 085	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Technical Officer/Senior Technical Officer (Assay Office)
24 028 065	Rs 24545 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 - 42050 Assay Laboratory Auxiliary MAURITAS
19 102 105	Rs 110000 x 4000 - 122000 Director, MAURITAS

Salary Code	Salary Scale and Grade
19 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Accreditation Manager
19 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Assistant Accreditation Manager
19 061 090	Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Accreditation Officer
SME DIVISION	
02 000 116	Rs 166000 Permanent Secretary
02 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Principal Business and Enterprise Analyst
02 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Senior Business and Enterprise Analyst
02 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Business and Enterprise Analyst
24 028 061	Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 Driver (on 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

Salary Code	Salary Scale and Grade
	SME REGISTRATION UNIT
18 079 096	Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750 Registrar, Small and Medium Enterprises
02 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Business Development Officer (Ex-SMEDA) (Personal)
08 043 072	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Executive Officer (Ex-SMEDA) (Personal)
08 041 072	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Senior Clerk/Word Processing Operator (Ex-SMEDA) (Personal)
08 032 069	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 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)
08 031 068	Rs 25445 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 - 44960 Receptionist/Word Processing Operator (Ex-SMEDA) (Personal)
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/Office Attendant (Ex-SMEDA) (Personal)
	COOPERATIVE DIVISION
02 000 116	Rs 166000 Permanent Secretary
18 098 101	Rs 97000 x 2750 - 102500 x 3750 - 106250 Registrar, Co-operative Societies

Salary Code	Salary Scale and Grade
18 079 096	Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750 Deputy Registrar, Co-operative Societies
18 072 089	Rs 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 Divisional Co-operative Officer
18 069 086	Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 69800 Principal Co-operative Officer
18 057 082	Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 Senior Co-operative Officer
18 041 079	Rs 28545 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 52300 QB 53400 x 1100 - 54500 x 1450 - 57400 Co-operative Officer
18 093 101	Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 106250 Secretary for Co-operative Development
18 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Senior Co-operative Development Officer
18 060 090	Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Co-operative Development Officer
18 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Principal Co-operative Auditor

Salary Code	Salary Scale and Grade
18 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Senior Co-operative Auditor
18 064 090	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Co-operative Auditor
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
24 022 052	Rs 22745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Handy Worker (Special Class)
24 001 047	Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 General Worker

