

## **18. PRIME MINISTER'S OFFICE, MINISTRY OF DEFENCE, HOME AFFAIRS AND EXTERNAL COMMUNICATIONS, MINISTRY OF FINANCE, MINISTRY FOR RODRIGUES AND OUTER ISLANDS**

- 18.1 The Prime Minister's Office (PMO) is the focal point of Government. It is entrusted with the responsibility to, *inter-alia*, advise and support the Prime Minister in formulating policy decisions and ensuring their implementation.
- 18.2 Activities of the Office are organised under the Cabinet Office, which is the supreme authority for taking policy decisions for the Government; Private Office and Ceremonials, which deals with all requests for appointments/meetings/courtesy calls, messages, among others, to and from the Prime Minister, as well as overseas missions; Defence and Home Affairs Division; External Communications Division; and Rodrigues and Outer Islands Division.
- 18.3 The Secretary to Cabinet and Head of the Civil Service is the administrative head of the PMO and also the Responsible Officer of the Administrative Cadre. Incumbent is assisted in his functions by a pool of officers at different levels and from various Cadres, namely, the Secretary for Home Affairs, a Senior Chief Executive, Permanent Secretaries, Deputy Permanent Secretaries, Assistant Permanent Secretaries and officers of the General Services/Human Resource/Financial Operations/Procurement and Supply Cadres, among others.
- 18.4 The representations of Union comprise a review of the mode of appointment to the grade of Deputy Permanent Secretary along with an upgrading of the salary of the grade of Assistant Permanent Secretary. Union members also requested for payment of a fixed allowance to Assistant Permanent Secretaries in all Ministries/Departments for working beyond normal working hours. They were informed that a specific provision exists to compensate officers who regularly work extra hours.
- 18.5 Demand was also made for the provision of training through the mounting of specific tailor-made Degree courses and to cater for mental wellbeing as officers of the Administrative Cadre continuously operate under stressful conditions. Members were apprised during consultations that with respect to mental wellbeing, a general provision has been made under the Chapter 'Risk, Insurance and Compensation' in Volume 1 of this Report.
- 18.6 Management, on its part, requested to align the salary of the National Security Advisor to that of a Permanent Secretary. After examining the level and scope of responsibilities, among others, of the two positions, we are maintaining the existing ranking. Other proposals made concern the restyling of the grade of Assistant Permanent Secretary; review in the mode of appointment of certain

top-most positions; and provision of appropriate training in view of professionalising the Administrative Cadre.

- 18.7 After studying the requests, we are restyling the grade of Assistant Permanent Secretary. As regards change in mode of appointment particularly for top level positions and provision of training, we consider this is an issue which should be dealt with at Management level.

### **Assistant Secretary**

#### ***formerly Assistant Permanent Secretary***

- 18.8 Representation has been made to revert to the previous appellation of the grade of Assistant Permanent Secretary, namely Assistant Secretary, as it reflects more appropriately the nature and level of duties devolving upon incumbents and new recruits joining the Cadre. We are recommending to that end.

### **Recommendation 1**

- 18.9 We recommend that the grade of Assistant Permanent Secretary be restyled Assistant Secretary.**

### **Compensation for Working Extra Hours**

- 18.10 The Union deplored the fact that officers of the Administrative Cadre posted in a few Ministries are paid allowances at a fixed rate for putting in extra hours while in other Ministries they are not and as such they view this practice as unfair. It is worth highlighting that these allowances have been granted administratively. **However, provisions exist in Volume 1 of this Report to compensate these officers subject to satisfying certain criteria.**

### **Incremental Movement for Assistant Secretary *formerly Assistant Permanent Secretary* and Deputy Permanent Secretary**

- 18.11 Assistant Secretaries *formerly Assistant Permanent Secretaries* and Deputy Permanent Secretaries are currently allowed to move incrementally beyond their top salary in the Master Salary Scale up to a salary point, subject to satisfying certain conditions. We are maintaining these provisions.

### **Recommendation 2**

- 18.12 We recommend that Assistant Secretaries *formerly Assistant Permanent Secretaries* should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 86750, provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

- 18.13 We further recommend that Deputy Permanent Secretaries having reached the top of their revised salary scale should be allowed to move**

incrementally in the Master Salary Scale up to salary point Rs 126000 provided they have:

- (i) drawn their top salary for at least 12 months;
- (ii) been consistently efficient and effective in their performance as evidenced by their Performance Appraisal Report during the preceding two years, that is, have displayed skills and competence as relevant in (a) the leadership function; (b) the strategic, co-ordinating and integrative role; (c) the critical decision making and crisis management responsibilities; and (d) the delivery of the necessary outcomes; and
- (iii) not been adversely reported upon on ground of conduct.

### **Permanent Secretary**

18.14 Existing provisions regarding the mode of appointment and tenure of office for the position of Permanent Secretary as well as the remuneration when employed on contractual terms/assignment of duties are being maintained.

### **Mode of Appointment and Tenure of Office**

#### **Recommendation 3**

18.15 We recommend that subject to the provisions at Section 89 (4) of the Constitution of Mauritius, appointment to the position of Permanent Secretary should be made by selection from among officers in the grade of Deputy Permanent Secretary with proven managerial and leadership abilities and good interpersonal skills and from among incumbents of other services of the same level or above or from elsewhere and having proven leadership capabilities.

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

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

### **Remuneration of a Permanent Secretary employed on Contractual Terms**

#### **Recommendation 4**

18.17 We recommend that the salary of a Permanent Secretary employed on contract, should be that attached to the substantive position and in addition, incumbent be paid a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other

terms and conditions of employment governing contract officers would also apply to incumbent.

#### **Allowance in case of assignment of duties of the position of Permanent Secretary**

##### **Recommendation 5**

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

- (i) successfully served for a period of not less than twelve months;**
- (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and**
- (iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;**

**OR**

**successfully served for a minimum period of six months and has reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.**

#### **Senior Chief Executive**

**18.19** The position of the Senior Chief Executive is presently filled by selection from among officers of the level of Permanent Secretary or Head of a Professional Technical Cadre, drawing a monthly salary of Rs 119500 and above and from among other Chief Executives of other institutions with proven leadership capabilities. **We are reiterating this provision while revising the salary point of Rs 119500 to Rs 150000.**

#### **Tenure of Office**

##### **Recommendation 6**

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

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

**Remuneration of a Senior Chief Executive employed on Contractual Terms****Recommendation 7**

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

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

- (i)** successfully served for a period of not less than twelve months;
- (ii)** not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and
- (iii)** reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;

**OR**

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

**Secretary for Home Affairs**

**18.23** Appointment to the position of Secretary for Home Affairs is subject to the concurrence of the Prime Minister under Section 89 (4) of the Constitution of Mauritius. The post is filled on an assignment basis and provision exists regarding the mode of compensation to the officer who has been assigned duties of Secretary for Home Affairs.

**18.24** Proposal was made for the position to be filled in a substantive capacity. After analysis and considering the sensitive nature of the responsibility devolving upon incumbent, we hold that appointment thereto should be maintained on an assignment basis. We are, therefore, reiterating existing provisions.

**Recommendation 8**

**18.25** We recommend that:

- (a)** an officer who has been assigned the duties of Secretary for Home Affairs should be granted an allowance equivalent to the difference between his salary and that of the Secretary for Home Affairs; and

- (b) in the event the officer retires in the capacity of Secretary for Home Affairs or is reverted to his substantive post, the allowance becomes pensionable provided that he has:
- (i) successfully served for a period of not less than twelve months;
  - (ii) not been reverted to his substantive post on ground of inefficiency or inability to perform at the higher level or on ground of misconduct or not been reverted at his own request; and
  - (iii) reached the age of 55 years at the time of his retirement/reversion and he was still assigned the duties of the higher office;

**OR**

successfully served for a minimum period of six months and reached compulsory retirement age or attained compulsory retirement age while opting to cash his accumulated Vacation Leave in full.

## **Appointment of Chief Executives**

### **Recommendation 9**

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

## **Personal Secretary**

- 18.27 To ensure a comprehensive secretarial and confidential service to the Prime Minister, a monthly allowance is presently being paid to an officer of the General Services, performing the function of Personal Secretary. The allowance is reckoned as pensionable provided incumbent has served in this capacity for a continuous period of three years and satisfies the established criteria. In view of its relevance, we are maintaining the present arrangement.

### **Recommendation 10**

- 18.28 We recommend that, subject to the approval of the High Powered Committee, the allowance payable to the officer who has been assigned the duties of Personal Secretary, be reckoned as pensionable emoluments provided that incumbent has performed in that position for

**a continuous period of three years and has not been the subject of disciplinary proceedings on grounds of inefficiency or inability to perform at that position or on grounds of misconduct.**

#### **Registration and Compliance Officer (New Grade)**

- 18.29 Currently, the Residence Permit and Citizenship Sections are staffed by officers in the General Services grades. Management informed that these officers receive specific training owing to the technical nature of the work at these two Sections. However, since this category of officers is subject to high mobility across the Civil Service, often they leave at short notice. According to Management, their departure not only disrupts the smooth running of activities thereat but also calls for training to be dispensed to the newcomers. In the given circumstance, request has been made for the creation of a dedicated grade for a more effective and efficient service delivery. We are recommending accordingly.

#### **Recommendation 11**

- 18.30 **We recommend the creation of a grade of Registration and Compliance Officer. Appointment thereto should be made by selection from among serving officers who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification. In the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualification.**
- 18.31 Incumbent would be required, among others, to examine and ascertain that all documents and applications for visa, residence permit, permanent residence permits, occupation permits and Mauritian Citizenship comply with the various laws under the purview of the Defence and Home Affairs; provide Counter Services and attend to queries from the public (Citizens/Non-Citizens); attend hearing at the Civil Status Division under the Civil Status Act with respect to any application for marriage between a citizen and a non-citizen; and assist the Residence Permit Section and the Citizenship Section in court cases.

#### **Citizen Support Unit**

- 18.32 Following a Cabinet decision, the Citizen Support Unit (CSU) was established in 2017 with the objective of placing the citizen at the centre of Government service delivery. It has been equipped with a Citizen Support Officer Cadre, which took over the functions devolving on the officers of the former Citizen Advice Bureau Organiser Cadre. The latter have been consequently integrated in corresponding levels at the CSU, comprising Citizen Support Officer, Senior Citizen Support Officer and Head, Citizen Support Unit. Since the setting up of the CSU, activities are no longer restricted to the mere

registration of complaints, but revolve around five critical areas namely: monitoring and evaluation, task force, communication, community work, and operations and training.

- 18.33 In the context of this review, Union laid much emphasis on the review of the salary of the grades of the Citizen Support Officer Cadre and provision of duty remission facilities. Management on its side requested for, among others, increase in establishment size. Regarding the creation of the grades of IT Administrator and Statistician, same could not be taken on board, in view of the Bureau's policy to avoid, as far as possible, the creation of stand-alone grades with no promotional avenue. However, Management may have recourse to the services of officers from the Ministry of Information Technology, Communication and Innovation and Statistics Mauritius.
- 18.34 After examination of all the proposals, the Bureau considers the three-level structure adequate to enable the Unit to deliver effectively on its mandate and same is, therefore, being maintained.

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MINISTRY FOR RODRIGUES AND OUTER ISLANDS**

**SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
02 000 130	<b>Rs 270000</b> Secretary to Cabinet and Head of the Civil Service
02 000 124	<b>Rs 222000</b> Secretary for Home Affairs
02 000 122	<b>Rs 206000</b> Senior Chief Executive
02 000 116	<b>Rs 166000</b> Permanent Secretary
02 094 104	<b>Rs 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Deputy Permanent Secretary



Salary Code	Salary Scale and Grade
02 061 090	<b>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</b> Assistant Secretary <i>formerly Assistant Permanent Secretary</i>
14 000 115	<b>Rs 162000</b> Director, Counterterrorism Unit
14 093 104	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Deputy Director, Counterterrorism Unit
14 060 090	<b>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</b> Principal Intelligence Officer
14 049 085	<b>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</b> Intelligence Officer/Senior Intelligence Officer
14 000 112	<b>Rs 150000</b> Director-General of Immigration
02 000 112	<b>Rs 150000</b> National Security Adviser
02 084 100	<b>Rs 66050 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500</b> Principal Co-ordinator, Security Matters
02 067 094	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Co-ordinator, Security Matters Migration Coordinator and Researcher

Salary Code	Salary Scale and Grade
20 063 094	<b>Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Statistician/Senior Statistician
02 087 104	<b>Rs 71700 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 118000</b> Conference and Social Functions Manager (Personal)
02 060 090	<b>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</b> Conference and Social Functions Officer Migration Analyst
26 049 081	<b>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 - 60600</b> Facilities and Maintenance Officer
08 067 084	<b>Rs 43990 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Personal Secretary
18 038 073	<b>Rs 27585 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 - 50100</b> Registration and Compliance Officer (New Grade)
08 031 069	<b>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 - 45930</b> Receptionist/Guide
25 028 061	<b>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</b> General Assistant (Personal)
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver

Salary Code	Salary Scale and Grade
24 021 052	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615</b> Stores Attendant
24 021 051	<b>Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32190</b> Liftman
24 020 050	<b>Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765</b> Handy Worker
24 001 047	<b>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</b> General Worker
<b>CITIZEN SUPPORT UNIT</b>	
08 071 091	<b>Rs 47950 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 QB 80000</b> Head, Citizen Support Unit
08 064 087	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 QB 69800 x 1900 - 71700</b> Senior Citizen Support Officer
08 049 083	<b>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 - 60600 QB 62350 x 1850 - 64200</b> Citizen Support Officer

