

HUMAN RESOURCE MANAGEMENT MANUAL

Some amendments have been brought in the “Interpretation” part of the HRMM to reflect the changes in the PSC Regulations. The ‘Interpretation’ part shall now read as follows:-

Interpretation

In this manual,

1. "appointment", as in the Regulations, means -
 - (a) the conferment of an office of emolument in the public service, whether or not subject to subsequent confirmation, upon a person not in the public service;
 - (b) the conferment upon a public officer, following a selection exercise, of a public office other than the office to which the public officer is substantively appointed;
 - (c) the grant of permanent and pensionable terms of service in a public office to a person recruited and serving on contract terms of service or in an unestablished capacity in a pensionable or non-pensionable public office;
 - (d) the engagement in a public office of a person on contract terms of service for a further period of service on the conclusion of his previous period of engagement on contract terms in the same or other public office;
 - (e) the permanent transfer to an office in the public service of a member of the civil service of another country who is serving on temporary transfer in an office in the public service;
 - (f) the transfer of an officer serving in one public office to another office in the public service carrying the same salary or salary scale;
 - (g) the appointment of a public officer to act in any public office other than the office to which he is substantively appointed.
2. "approved service", as in the Pensions Act, means service with any international organisation or corporate body approved by the President. A list of Approved Services as at January 2011 is at Appendix 1A
3. "classified document" means a document graded as secret, confidential, restricted or personal.

4. "disciplined force", as in the Constitution, means -
 - (a) a naval, military or air force;
 - (b) the Police Force;
 - (c) a fire service established by any law in force in Mauritius; or
 - (d) the Mauritius Prisons Service.
5. "Disciplined Forces Service Commission" means the Commission established under section 90 of the Constitution.
6. "General Services" means any cadre/grade referred to in Appendix 1B.
7. "Judicial and Legal Service Commission" means the Commission established under section 85 of the Constitution.
8. "night work" means work which is performed for a period of not less than seven consecutive hours and which includes the interval from midnight to 5 a.m.
9. "officer" means a public officer.
10. "officer operating on a roster basis" means an officer who does not work on a 24-hour basis but is expected to work, not in relays, but according to a plan showing the commencing times and finishing times of turns of duty which may include night duty or not.
- 10.1 "officer operating on roster (day)" means an officer whose turn of duty starts either at or after 4 a.m. or goes up to 8 p.m.
- 10.2 "officer operating on roster (day and night)" means an officer whose turn of duty may start either before 4 a.m. or extend beyond 8 p.m.
11. "officer working at staggered hours" means an officer who works normal hours but who is called upon to work, on a regular basis, at irregular hours including Saturdays and Sundays against time-off during his normal working hours.
12. "Senior Chief Executive, Ministry of Civil Service and Administrative Reforms" means the Supervising Officer of the Ministry responsible for matters relating to the civil service in general.
13. "promotion", as in the Regulations, means the conferment upon a person in the public service of a public office to which is attached a higher salary or salary scale than that attached to the public office to which he was last substantively appointed or promoted.
- 13.1 "class-to-class promotion" means promotion to a rank which entails greater responsibilities of a different nature to those previously undertaken and performed.

- 13.2 "grade-to-grade promotion" means promotion to a higher grade in the same hierarchy which entails greater responsibilities of the same nature to those previously undertaken and performed.
14. "public office" means, subject to section 112 of the Constitution, an office of emolument in the public service.
15. "public officer", as in the Constitution, means the holder of any public office and includes a person appointed to act in any public office.
16. "public service", as in the Constitution, means the service of the State in a civil capacity in respect of the Government of the Republic of Mauritius.
17. "Public Service Commission" means the Commission established under section 88 of the Constitution.
18. "Regulations" means the Judicial and Legal Service Commission Regulations, the Public Service Commission Regulations, or the Disciplined Forces Service Commission Regulations, as the case may be.
19. "Responsible Officer", as in the Regulations, means -
- (a) in relation to a public officer serving in a department specified in the first column of Part I of the First Schedule to the Public Service Commission Regulations, the person holding the office specified opposite that department in the second column;
 - (b) in relation to a public officer serving in a class or rank specified in the first column of Part II of the First Schedule to the Public Service Commission Regulations, the person holding the office specified opposite that class or rank in the second column;
 - (c) in relation to a public officer appointed to serve in Rodrigues and to whom paragraph (a) or (b) does not apply, the Island Chief Executive, Rodrigues;
 - (d) in relation to a public officer serving in a Ministry and to whom paragraph (a) or (b) or (c) does not apply, the official head of the Ministry in or under which he is serving or as may be otherwise designated by the Secretary to Cabinet and Head of the Civil Service;
 - (e) in relation to any other public officer, the Secretary to Cabinet and Head of the Civil Service.
20. "salary" means the salary prescribed in the Civil Establishment Order.
21. "Service Commission" means the Judicial and Legal Service Commission, the Public Service Commission or the Disciplined Forces Service Commission, as the case may be.

22. "shift worker" means a worker other than a Watchman who operates in relays on a 24-hour basis including invariably night duty and works on Sundays and Public Holidays, in accordance with a flexible working arrangement where he normally works 40 hours weekly or an average of 40 hours weekly in a cycle.
23. "Supervising Officer" means the officer supervising a department of Government referred to in section 68 of the Constitution.
24. "Workmen's Group" means -
 - (a) in relation to General Grades, all categories of unskilled and semi-skilled workers and their supervisors;
 - (b) in relation to Tradesman Grades, all grades performing skilled jobs and their supervisory levels and includes apprentices.