

23.1 CENTRAL PROCUREMENT BOARD

- 23.1.1 Initially established as a body corporate, the Central Procurement Board (CPB) is now a civil service organisation which operates under the *aegis* of the Ministry of Finance, Economic Planning and Development. It is mandated to approve the award of major contracts by public bodies in respect of procurement of goods, services and consultancy works.
- 23.1.2 To effectively deliver on its mandate, the CPB vets documents and procurement notices submitted by public bodies; receives and publicly opens bids; selects persons from lists of qualified evaluators to act as members of Bid Evaluation Committees; oversees the examination and evaluation of bids; reviews recommendations of the Bid Evaluation Committees; and approves the award of contracts or requests the Committee to make a fresh or further evaluation on specific grounds.
- 23.1.3 The strategic direction of the CPB has been conferred upon a Board, which is composed of appointed members for a fixed term, whereas the management thereof is ensured by officers of the administrative and technical cadres and is headed by the Chief Executive, Central Procurement Board. The latter is also responsible for the execution of the policy of the Board and is assisted in his functions by the Deputy Chief Executive, Central Procurement Board and officers in the Central Procurement Officer Cadre who are the core service providers as well as other officers in supporting grades.
- 23.1.4 In our last Report, we reinforced the CPB's structure with the creation of two new levels and amended the scheme of service of the grade of Assistant Manager, Central Procurement. For the present exercise, the staff side requested that the organisation structure be revisited and that a structure which is function driven be provided. For instance, they suggested that the grades be either renamed as Procurement Specialist or Analysts, which we could not accede to, given the reasons thereof. They also urged the Bureau to review the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board and to carry out a site visit so as to make a 'constat' of the functions being performed and the mode of operation. Management, on its part, requested for a merger of the grades of Principal Central Procurement Officer and Assistant Manager, Central Procurement.
- 23.1.5 A site visit was eventually carried out and the observations and analysis thereto related are elaborated upon in the ensuing paragraphs. After careful consideration and particularly in the light of the findings of our site visit, we are making appropriate recommendation to address the issues raised. In this context, we are reviewing the organisation structure and bringing amendments to the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board.

Principal Central Procurement Officer

- 23.1.6 Management represented for a merging of the grade of Principal Central Procurement Officer and Assistant Manager, Central Procurement as it considers that both levels

performed almost similar set of duties. Whereas, the parent Ministry requested that the qualifications requirement of the Principal Central Procurement Officer be raised to a degree level in line with its proposal for the Financial Operations Officer and Procurement and Supply Officer Cadres.

23.1.7 During a site visit effected at the CPB, it was observed that the work at the Central Procurement Board is project based whereby officers are assigned projects to work on. The senior most officers are allocated work of a more complex nature. In fact, the nature of the work itself is quite different from the standard procurement functions. It was also found that the Principal Central Procurement Officer is required to exercise only minimal supervision over a Central Procurement Officer/Senior Central Procurement Officer.

23.1.8 In the light of the above, we are making such provision that would render the structure fit for purpose. To this effect, the grade of Principal Central Procurement Officer is being made evanescent. This also implies that consequential amendments need to be brought to the scheme of service of the grade of Assistant Manager, Central Procurement.

Recommendation 22

23.1.9 We recommend that:

- (i) the grade of Principal Central Procurement Officer should be made evanescent. We have provided personal salaries for officers in post; and**
- (ii) the scheme of service of the grade of Assistant Manager, Central Procurement be amended so that the grade should continue to be filled by promotion, on the basis of experience and merit of officers in the grade of Principal Central Procurement Officer (Personal) possessing a Degree in Public Sector Financial Management or Purchasing and Supply Management or Accountancy from a recognised institution or a pass at the final examination required for admission to membership of a recognised accounting body or an equivalent qualification and reckoning at least six years' service in a substantive capacity in the grade or an aggregate of at least six years' service in a substantive capacity in the grades of Central Procurement Officer/Senior Central Procurement Officer and Principal Central Procurement Officer.**

23.1.10 We further recommend that on complete phasing out of the grade of Principal Central Procurement Officer (Personal), the grade of Assistant Manager, Central Procurement should be filled by promotion, on the basis of experience and merit of officers in the grade of Central Procurement Officer/Senior Central Procurement Officer possessing a Degree in Public Sector Financial Management or Purchasing and Supply Management or Accountancy from a recognised institution or a pass at the final examination required for admission to membership of a recognised accounting body or an equivalent qualification and reckoning at least seven years' service in a substantive capacity in the grade.

Scheme of Service- Deputy Chief Executive, Central Procurement Board

- 23.1.11 Appointment to the grade of Deputy Chief Executive, Central Procurement Board is, at present, made by selection from among candidates possessing a Master's Degree in Procurement and Supply or Purchasing and Supply or Project Management and reckoning at least 10 years' experience in public procurement procedures in the public sector. While the staff side has proposed that the grade be, henceforth, filled from serving officers holding the prescribed qualification, the parent Ministry considers that it would be more appropriate for the grade to be filled from outside candidates in view of the fact that the position requires someone who has wide experience in public procurement procedures in the public sector to be able to advise the Board whereas the experience of the serving officers is limited to matters pertaining to the CPB.
- 23.1.12 We have carefully examined this issue and consider that, the serving officers have acquired the relevant experience in public procurement procedures and hence those possessing the required qualifications, stand a fair chance to be appointed as Deputy Chief Executive, Central Procurement Board which is their legitimate right. The qualms expressed by Management are also real, that is, an amendment to the scheme of service may well narrow down the type of experience gained over the years, adversely affecting the managerial capacity of the organisation. In the circumstances, we are making provision to provide an appropriate career path to serving officers without, however, causing prejudice to the organisation.

Recommendation 23**23.1.13 We recommend that:**

- (i) **the scheme of service of the grade of Deputy Chief Executive, Central Procurement Board be amended so that appointment thereto is made by selection from among serving officers not below the grade of Assistant Manager, Central Procurement, possessing a Master's Degree in Procurement and Supply Management or Purchasing and Supply Management or Project Management from a recognised Institution or an equivalent qualification and reckoning at least 10 years' experience in public procurement procedures in the public sector; and**
- (ii) **in the absence of qualified serving officers, appointment thereto should be made by selection from among candidates possessing the above qualifications.**

Specific Provision for Assistant Manager, Central Procurement**Recommendation 24**

- 23.1.14 **We recommend that officers in the grade of Assistant Manager, Central Procurement possessing a Degree in Public Sector Financial Management with specialisation in Public Finance or Procurement and Supply Management or Accounting and Finance or has a pass at the final examination required for admission to membership of a recognised professional accounting body or an equivalent qualification should be allowed to move incrementally in the Master**

Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Central Procurement Officer/Senior Central Procurement Officer

23.1.15 Officers in the grade of Central Procurement Officer/Senior Central Procurement Officer are currently allowed to move beyond their top salaries subject to satisfying certain criteria. We are maintaining this provision while reviewing the salary point.

Recommendation 25

23.1.16 We recommend that Central Procurement Officer/Senior Central Procurement Officers possessing a Diploma in Public Sector Financial Management or a Diploma in Accountancy or a Diploma in Purchasing and Supply Management from a recognised institution or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

CENTRAL PROCUREMENT BOARD

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
01 000 107	Rs 110125 Chief Executive, Central Procurement Board
01 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Deputy Chief Executive, Central Procurement Board
01 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Manager, Central Procurement
01 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager, Central Procurement (Personal to incumbents in post as at 31.12.15)
01 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager, Central Procurement

Salary Code	Salary Scale and Grade
01 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Secretary of the Board
01 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Central Procurement Officer (Personal)
01 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Central Procurement Officer/Senior Central Procurement Officer

