

32.1 NATIONAL DEVELOPMENT UNIT

- 32.1.1 The National Development Unit (NDU) aims at bringing development to the door steps of citizens, thereby contributing in upgrading the quality of life of the population. It is a major driving force in the development of infrastructure and provision of roads, drains and amenities, such as, sports facilities and children playgrounds throughout the island. The NDU has also adopted a grass-root level approach to address the real needs of the population and has set up a network through its 36 offices of the Citizens' Advice Bureau.
- 32.1.2 The activities of the Unit are organised under three main arms, namely: Regional Development, Engineering Unit and Citizen's Advice Bureau. Apart from the professional and technical staff, officers of the General Services, Procurement and Supply as well as Finance Section, among others, provide support to staff of the Administrative Cadre.

Regional Development

- 32.1.3 Regional Development is being looked into by officers of the Regional Development Officer Cadre. Its four-level structure comprises professional staff, with the Chief Regional Development Officer at its head.
- 32.1.4 The main representations from the Union consisted in: creation of a grade of Deputy Chief Regional Development Officer, coupled with an increase in the establishment size of the grades of Principal Regional Development Officer and Senior Regional Development Officer; payment of a Responsibility Allowance to Regional Development Officers for shouldering additional higher responsibilities; reviewing the mode of appointment to the grade of Regional Development Officer so that outside candidates may equally apply for the post; payment of a Risk Allowance/Insurance to Regional Development Officers; and granting a Disturbance or On-Call Allowance to Regional Development Officers.
- 32.1.5 Management, among others, proposed the creation of a position of Deputy Chief Regional Development Officer owing to the significant workload devolved upon the Chief Regional Development Officer.
- 32.1.6 After duly examining the requests and taking into account the views of all stakeholders, we are making the following observations: levels are created based upon their functional needs and a rising workload may best be addressed by an increase in the establishment size of the relevant levels; many representations made relate to administrative issues which should be dealt with by Management; the Bureau has made general recommendations with regard to conditions of service; and the risks involved in the performance of duties have already been taken into consideration in arriving at the recommended salary of the grade. Regarding the proposal for the payment of an On-Call Allowance or Disturbance Allowance for working on Saturdays, Sundays and Public Holidays, the Bureau did not receive additional information on this issue and, therefore, we are unable to consider same.

Engineering Section

- 32.1.7 The Engineering Section is responsible for transforming identified programmes of the Unit into concrete projects through the design of infrastructure works and management of construction contracts.
- 32.1.8 This Section is headed by a Chief Project Manager who is assisted by officers of the Engineering Cadre as well as technical staff.
- 32.1.9 Several proposals from Management were submitted in the context of this Report and during the consultative meeting, all the requests were thoroughly discussed. For issues regarding upgrading/review of salaries, Management was informed that same would be examined in the light of information obtained from the Job Description Questionnaires. Concerning other requests pertaining to allowance for purchase of engineering books, e-materials, journals and so on, provisions already exist in the Report in relation thereto.
- 32.1.10 The staff side also laid emphasis on the restyling of the grade of Chief Project Manager to Director, Project Management/Engineering. As the level of duties, responsibilities and span of control are not comparable to those of Directors in the same field, acceding to the request would have repercussion. In the circumstance, as the appellation is appropriate, no change is being brought thereto.
- 32.1.11 Both staff side and Management requested for the creation of a level below the Chief Project Manager to assist the latter in the performance of his duties. After examining the request, the Bureau did not find any functional justification for the creation of a new level at this stage.
- 32.1.12 Based on the above, the Bureau considers the present structure of the Engineering Section to be appropriate.

Special Professional Retention Allowance

- 32.1.13 Provision was previously made for officers in the grades of Project Officer/Senior Project Officer, Project Manager and Chief Project Manager to draw the Special Professional Retention Allowance (SPRA) up to 31 December 2016. One of the conditions attached thereto was that beneficiaries should refund same if they retire or leave the service before their retirement date on grounds of age. In this Report, provision is being made for officers retiring or leaving the service before their compulsory retirement age, to cease refunding the SPRA. **A recommendation has been made to that effect in the Introductory Chapter of this Volume, which is applicable in this case as well.**

Citizen's Advice Bureau Organiser Cadre

- 32.1.14 The Citizen's Advice Bureau Organiser (CAB) Cadre consists of the grades of CAB Organiser, Assistant CAB Coordinator and CAB Coordinator. Following a decision of the HPC, the grade of CAB Organiser which was made evanescent in the last Report has been reinstated. In the context of this Report, representations from this Cadre

were mainly focused towards the restyling of the grade of CAB Organiser and upgrading its qualifications requirement to Degree; increasing the establishment size; reviewing the mode of appointment in the Cadre; granting duty free facilities; and payment of risk and uniform allowances.

32.1.15 During consultations, the staff side was apprised of the Bureau's policy in respect of restyling and upgrading of qualifications. Normally, such requests are made by Management whenever there is a mismatch in the appellation and the duties, while upgrading, is entertained when the execution of duties warrants a higher skill/qualification due to a change in complexity and responsibility. As regards the requests for risk and uniform allowances, Union members were advised to channel their demands to the respective committees. After examining all the requests, we are upholding the present structure which is adequate.

Specific Provision for Citizen's Advice Bureau Coordinator

Recommendation 1

32.1.16 We recommend that officers in the grade of Citizen's Advice Bureau Coordinator possessing a Degree in Social Work 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.

NATIONAL DEVELOPMENT UNIT

SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	Rs 132000 Permanent Secretary
02 101 104	Rs 91375 x 3125 -100750 Chief Regional Development Officer
02 080 096	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950 Principal Regional Development Officer
02 073 092	Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Senior Regional Development Officer

Salary Code	Salary Scale and Grade
02 058 088	Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Regional Development Officer
26 102 105	Rs 94500 x 3125 - 103875 Chief Project Manager
26 080 098	Rs 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 Project Manager
26 065 092	Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 Project Officer/Senior Project Officer
26 050 083	Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Project Assistant
08 069 088	Rs 36550 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Citizen's Advice Bureau Co-ordinator
08 062 083	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 Assistant Citizen's Advice Bureau Coordinator
08 053 079	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675 Citizen's Advice Bureau Organiser
08 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Executive Officer (Ex-SMEDA) (Personal)

Salary Code	Salary Scale and Grade
08 030 067	Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825 Clerical Officer/Higher Clerical Officer (Ex-SMEDA) (Personal)
24 025 058	Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Driver
24 022 052	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Office Attendant (Ex-SMEDA) (Personal)
24 019 050	Rs 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23025 Stores Attendant
24 001 045	Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150 General Worker

