

2.4 THE DISTRICT COUNCIL OF MOKA

- 2.4.1 As a body corporate, the District Council of Moka administers 16 Villages under its jurisdiction. Its corporate culture stands on values which places the citizens at the center of its endeavours viz excellence, efficiency, integrity, courtesy, teamwork, as well as quality and innovation.
- 2.4.2 In the context of this review exercise, the main representations from Management and Unions pertain to the creation of additional levels; filling of vacant posts; amendments of schemes of service; upgrading/alignment of salary; provision of duty exemption on cars; and enhancing existing conditions of service.
- 2.4.3 During consultations, parties were apprised that additional levels are normally created on the basis of the functional requirements of the organisation and that the onus for filling of vacant posts as well as bringing amendments to schemes of service rests with Management. Appropriate explanation was given for requests that could not be acceded to. On the issue of duty exemption, parties were requested to participate in the survey on Travelling and Car Benefits. Clarifications were also sought on the specific allowances being granted by Management.
- 2.4.4 The Bureau has diligently examined each submission and considers that the present structure is fit for purpose. We are, however, abolishing a few grades which are no longer required.

Allowance to Driver (Roster) and Attendant/Senior Attendant

- 2.4.5 During the interview exercise conducted at the Bureau for the filling of Job Description Questionnaires, the interviewees averred that no allowances are being granted to employees in the grades of: (i) Driver (Roster) who are called upon to perform the duties of Driver (Heavy Mechanical Unit) (Roster) on a regular basis in view of the fact that the post is vacant since long; and (ii) Attendant/Senior Attendant who, on a daily basis, prepare and serve tea/coffee for official meetings. Their averment has been confirmed by Management during the consultative meeting held at the Bureau. **Hence, the Bureau advised Management to consider providing some form of compensation to these employees for their efforts.**

Abolition of grades

- 2.4.6 Management has submitted that certain grades are currently vacant and would no longer be required. **We are, therefore, abolishing these grades:-**
- Cashier (Personal)
 - Database Supervisor (Personal to officers in post as at 31.12.12)
 - Field Supervisor, Road Works (Personal)
 - Market Watchman
 - Revenue Collector (Personal)
 - Welder and Painter

ADMINISTRATION DEPARTMENT**SALARY SCHEDULE**

- MA AM 1** : **Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425**
Surveillant
formerly Security Guard
- MA AM 2** : **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 – 25525**
Attendant/Senior Attendant
- MA AM 3** : **Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Head Attendant
- MA AM 4** : **Rs 15225 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 – 29875**
Receptionist/Telephone Operator
formerly Telephone Operator/Receptionist
- MA AM 5** : **Rs 16525 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 – 34000**
Word Processing Operator
- MA AM 6** : **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
- MA AM 7** : **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 – 35650 x 900 – 37450**
Library Clerk/Senior Library Clerk
formerly Library Clerk
- MA AM 8** : **Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer

ADMINISTRATION DEPARTMENT (Contd.)

- MA AM 9** : **Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- MA AM 10** : **Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Senior Committee Clerk
- MA AM 11** : **Rs 23025 x 400 - 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800**
Office Management Assistant
- MA AM 12** : **Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Internal Control Officer/Senior Internal Control Officer
- MA AM 13** : **Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer
- MA AM 14** : **Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Assistant IT Officer
- MA AM 15** : **Rs 21850 x 375 – 22225 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 – 50900**
Safety and Health Officer/Senior Safety and Health Officer
- MA AM 16** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900**
Principal Internal Control Officer
- MA AM 17** : **Rs 29875 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 52550**
Office Superintendent
- MA AM 18** : **Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Local Disaster Management Coordinator

ADMINISTRATION DEPARTMENT (Contd.)

MA AM 19	:	Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Assistant Chief Executive
MA AM 20	:	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
		Human Resource Management Officer
MA AM 21	:	Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800
		IT Officer/Systems Administrator
MA AM 22	:	Rs 57600 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500
		Deputy Chief Executive
MA AM 23	:	Rs 110125
		Chief Executive

FINANCE DEPARTMENT**SALARY SCHEDULE**

MA FI 1	:	Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450
		Assistant Financial Operations Officer Assistant Procurement and Supply Officer
MA FI 2	:	Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100
		Financial Operations Officer/Senior Financial Operations Officer <i>formerly Financial Officer/Senior Financial Officer</i> Procurement and Supply Officer/Senior Procurement and Supply Officer
MA FI 3	:	Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 50900
		Principal Financial Operations Officer <i>formerly Principal Financial Officer</i> Principal Procurement and Supply Officer

FINANCE DEPARTMENT (Contd.)

- MA FI 4** : **Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Accountant/Senior Accountant
- MA FI 5** : **Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 77950**
Principal Accountant
- MA FI 6** : **Rs 71800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250 x 3125 – 94500**
Financial Controller

PUBLIC INFRASTRUCTURE DEPARTMENT**SALARY SCHEDULE**

- MA PI 1** : **Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225**
Handy Worker
- MA PI 2** : **Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 22625**
Tradesman's Assistant (Electrician)
Tradesman's Assistant (Mason)
Tradesman's Assistant (Mechanic)
Tradesman's Assistant (Painter)
Tradesman's Assistant (Welder)
- MA PI 3** : **Rs 14225 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025**
Handy Worker (Special Class)
- MA PI 4** : **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**
Gardener
- MA PI 5** : **Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000**
Plant and Equipment Operator

PUBLIC INFRASTRUCTURE DEPARTMENT (Contd.)

- MA PI 6 : Rs 15745 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 – 28225**
Cabinet Maker
Electrician
Mason
Mechanic
Painter
Plumber and Pipe Fitter
Welder
- MA PI 7 : Rs 20825 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Foreman
- MA PI 8 : Rs 17305 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 – 35650 x 900 – 36550**
Assistant Inspector of Works
- MA PI 9 : Rs 23950 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Supervisor (Lighting Section)
- MA PI 10 : Rs 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Inspector of Works
- MA PI 11 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Senior Inspector of Works
- MA PI 12 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Chief Inspector of Works
- MA PI 13 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Land Surveyor
- MA PI 14 : Rs 33175 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Civil Engineer

PUBLIC INFRASTRUCTURE DEPARTMENT (Contd.)

MA PI 15 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250
Head, Public Infrastructure Department

LAND USE AND PLANNING DEPARTMENT**SALARY SCHEDULE**

MA LP 1 : Rs 17305 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 – 35650 x 900 – 36550
Assistant Building Inspector
Planning and Development Assistant

MA LP 2 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675
Planning and Development Inspector

MA LP 3 : Rs 31525 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700
Planning and Development Officer

MA LP 4 : Rs 40300 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 75800 x 2150 – 80100
Head, Land Use and Planning Department

PUBLIC HEALTH DEPARTMENT**SALARY SCHEDULE**

MA PH 1 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425
Refuse Collector (Roster)

MA PH 2 : Rs 14475 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950
Burial Ground Attendant (Roster)

MA PH 3 : Rs 15745 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 – 28225
Incinerator Operator

PUBLIC HEALTH DEPARTMENT (Contd.)

MA PH 4 : Rs 16525 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 – 30700

Field Supervisor (Scavenging) (Roster)

MA PH 5 : Rs 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500 QB 44800

Health Inspector

MA PH 6 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250

Senior Health Inspector

MA PH 7 : Rs 34825 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200

Principal Health Inspector

MA PH 8 : Rs 44800 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800 x 2000 – 73800

Chief Health Inspector

WELFARE DEPARTMENT**SALARY SCHEDULE**

MA WL 1 : Rs 16265 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 – 32350

Supervisor, Sewing Classes

MA WL 2 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 QB 43500 x 1300 – 44800

Welfare Officer

MA WL 3 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 44800 QB 46100 x 1575 – 47675

Senior Welfare Officer

**VILLAGE COUNCILS
PART-TIME WORKERS**

- MA VC 1** : **Rs 100 per hour**
Library Attendant
- MA VC 2** : **Rs 7115**
TV Operator
- MA VC 3** : **Rs 8245**
Sub-Hall Attendant
Village Hall Attendant
- MA VC 4** : **Rs 10865**
Sewing Teacher
- MA VC 5** : **Rs 11490**
Sub-Hall Attendant and TV Operator
Village Hall Attendant and TV Operator
- MA VC 6** : **Rs 12740**
Village Hall Attendant/TV Operator and Newspaper Collector



