

1. MUNICIPAL COUNCILS

ADMINISTRATION DEPARTMENT

- 1.1 The prime responsibilities of the Administration Department in the Local Authorities are to coordinate the activities of the different departments of the Council; ensure implementation and follow up of all decisions taken and exercise administrative control. Different sections fall under its purview namely Human Resource, Registry, Committee, Internal Audit, Information Technology, Legal and Library. The Chief Executive is at the apex of the Municipal Council and is assisted by officers in the grades of Deputy Chief Executive, Assistant Chief Executive and by other technical heads in managing the affairs of the Council.
- 1.2 For this Report also, the Bureau received a substantial number of representations from various Unions and individuals regarding almost all grades falling under the Administration Department of the Municipal Councils. These mainly consisted in: aligning schemes of service with those of comparable grades in the Civil Service; restyling a few job appellations; merging a few grades; reviewing or strengthening the structure through the creation of new units/sections/levels; upgrading the salary of some grades on account that incumbents perform higher duties; reviewing the pattern of work of the grades of Driver and Driver (Heavy Mechanical Unit) so that employees may operate on a roster basis only; reviewing the mode of appointment of certain grades with a view to providing enhanced career opportunities to serving officers; rendering a few grades evanescent while abolishing those whose functions have become obsolete; reinstating the grade of Cashier or Assistant Financial Operations Officer; and providing enhanced salaries and conditions of service.
- 1.3 Proposals from Management of the Municipal Councils related, among others, to: reestablishing the grade of Cashier; merging a few grades; making the grades of Security Guard, Driver, Driver (Heavy Mechanical Unit) and Office Superintendent evanescent, whilst maintaining only those of Driver (Roster) and Driver (Heavy Mechanical Unit) (Roster); establishing the grades of: Office Superintendent at the Municipal Council of Curepipe; Superintendent of Parks and Gardens at the Municipal Council of Beau Bassin-Rose Hill; Senior Chief Executive in big Municipal Councils and Barrister; upgrading salary of a few positions; and providing enhanced benefits to certain grades.
- 1.4 The Bureau equally received representations from the Management of the Local Government Service Commission with regard to grades in the Local Authorities. Those pertaining to the Administration Department were geared towards the: merging of the grades of Clerical Officer and Management Support Officer; harmonising the salary of the grade of Management Support Officer in the Local Authorities and Civil Service; abolishing the grade of Driver (Van, Lorry), as there was no longer functional need for same; reviewing the salary scale of the grades of Office Management Assistant and Human Resource Officer, as the latter is a promotional level for the former; and harmonising the salary of the grade of Library Attendant (Part-Time) in the Local Authorities.

- 1.5 The Ministry of Local Government, Disaster and Risk Management, on its side, requested to: merge the grades of Clerical Officer and Management Support Officer on the ground that the academic qualification required and duties are similar for both grades; and address the problem of cashier duties being carried out by Management Support Officers and Clerical Officers, while considering the creation of a grade of Cashier.
- 1.6 After examining the requests made by all parties, we consider that: merging of two levels is normally carried out when there is a major overlapping in the duties of the grades concerned and where the supervisory element is superfluous; grades are not created for mere promotion prospect but should be according to genuine functional needs; restyling of grades should be based on the nature and level of duties performed; payment of an allowance to Usher/Prosecutor/Senior Usher/Prosecutors for performing "prosecution duties" is not justified since incumbents are required to carry out same as per their scheme of service; and salaries cannot be totally aligned with what obtain in the private sector as the latter operates along different lines; the issue of performing "cashier duties" has been addressed in this Report under the Finance Department; and many issues relate to implementation, which should, therefore, be dealt with administratively, whilst a few do not fall within the ambit of the Bureau.
- 1.7 After carefully examining the representations and proposals made from all stakeholders and carrying out further studies, requests which we view as meritorious, have been favourably considered. In this perspective, we have abolished certain grades; harmonised to some extent the qualifications requirement and duties of certain grades in line with what obtains in the public sector; reviewed salaries of a few positions; classified some grades as working on roster basis only; restyled the grade of Internal Auditor; merged the grades of Library Clerk and Senior Library Clerk; restructured the Human Resource Cadre; provided a single mode of payment for the grade of Library Attendant (Part-Time) and Clothing Allowance for officers in the Usher/Prosecutor Cadre in all Local Authorities, whilst maintaining a few existing provisions.

Chief Executives in Local Authorities

- 1.8 The position of Chief Executive in the Local Authorities is filled on a contractual basis with specified performance targets or on assignment basis for a period of two years. In the event a public officer is appointed to or assigned duties in this position, he/she may, on retirement, benefit from the pensionable emoluments upon satisfying certain conditions. Since this arrangement is considered as appropriate, we are reiterating the provisions linked thereto.

Recommendation 1

1.9 We recommend that:

- (i) **appointment to or filling of the position of Chief Executive in the Local Authorities should continue to be made on contractual terms or on assignment basis for a period of two years; and**

- (ii) after expiry of the two-year period, the incumbent on establishment would be appointed in a substantive capacity subject to his performance and the continued relevance of his competence.

1.10 We also recommend that the salary of the Chief Executive employed on contract shall be as determined for the substantive position. The package shall include a gratuity equivalent to two months' salary on completion of every twelve months' satisfactory service. The other terms and conditions of employment shall be as recommended for contract officers.

1.11 We further recommend that a Public Officer on permanent and pensionable establishment who has been assigned the duties of the position of Chief Executive, would continue to be eligible for the payment of an allowance representing the difference between the salary of the Chief Executive and the substantive salary of the officer. On the officer's retirement, the pensionable emoluments shall be those of the Chief Executive provided that he has:

- (i) successfully serviced 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) at the time of his retirement/reversion reached the age of 55

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.

Management Support Officer

1.12 The grade of Management Support Officer is currently filled by selection from among officers in the grades of Clerical Officer/Higher Clerical Officer (Personal), Clerk/Word Processing Operator (Personal) and Clerical Officer holding substantive appointment and reckoning at least two years' service in the grade. It is, therefore, meant as a promotional and supervisory level. However, we have been made aware that there is no demarcation in the duties performed by incumbents and Clerical Officers. In this respect, we are specifying the main duties of the grade of Management Support Officer whilst bringing a slight amendment to its qualifications requirement in line with what obtains in Parastatal Bodies.

Recommendation 2

1.13 We recommend that appointment to the grade of Management Support Officer should be made by selection from among officers in the grades of Clerical Officer, Clerical Officer/Higher Clerical Officer (Personal) and Clerk/Word Processing Operator (Personal) reckoning at least four years' service in a substantive capacity in their respective grade.

- 1.14 Incumbents in the grade of Management Support Officer would be required, among others, to provide administrative support in general administration, human resource management, finance, and procurement and supply; carry out pay and cashier duties, as and when required; coordinate and supervise the work of subordinate staff; and ensure the accuracy, completeness and timeliness of processes and activities performed in small units.

Office Superintendent

- 1.15 The Bureau has received representations from the Management of one Municipal Council to make the grade of Office Superintendent evanescent in the Local Authorities, whilst the Management of another Municipal Council has requested to create this grade on its establishment. We have noted that the recommendation made in the last Report regarding the amendment of the scheme of service of the grade of Office Superintendent in the Local Authorities has remained unimplemented. The recommendation was made with a view to facilitating the recruitment of qualified officers at this level. Since Management may encounter problems in filling the post under the existing qualifications requirement, we are recommending anew for a review of the scheme of service of the grade.

Recommendation 3

- 1.16 We again recommend that the Ministry of Local Government and Disaster Risk Management, in consultation with the Ministry of Public Service, Administrative and Institutional Reforms and Local Government Service Commission, should expedite the review of the scheme of service of the grade of Office Superintendent.**

Safety and Health Officer/Senior Safety and Health Officer

- 1.17 The Bureau has reassessed the grade of Safety and Health Officer/Senior Safety and Health Officer based on the duties being performed by incumbents as stipulated in their scheme of service and duly filled-in job description questionnaires in the context of this review. Based on the findings of the re-evaluation exercise, we have aligned the grade's salary with that of the Safety and Health Officer/Senior Safety and Health Officer in the Civil Service.

Internal Audit Section

Internal Control Cadre

- 1.18 In the last Report, the Bureau reviewed the structure of the Internal Control Cadre to address certain issues which cropped up following the recommendations made in the EOAC Report. We consider these provisions to be still valid and are, therefore, retaining them whilst revising the salary points and salary scales concerned.

Recommendation 4

- 1.19 We recommend that:**
- (i) officers in the grade of Internal Control Officer/Senior Internal Control Officer, in post as at 31.12.15, possessing all papers of**

Fundamentals (Knowledge) and who have obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possessing the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) or an equivalent qualification from a recognised institution should continue to be allowed to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 50900, provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume;

- (ii) officers in the grade of Principal Internal Control Officer, in post as at 31.12.15, should be granted a revised personal salary scale as hereunder:**

Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900

- (iii) the revised salary scale as recommended at paragraph 1.19(ii) above should apply on a personal basis to Internal Control Officer/Senior Internal Control Officers in post as at 31.12.15, upon being promoted to the higher grade of Principal Internal Control Officer;**

- (iv) appointment to the grade of Chief Internal Control Officer should be made by promotion, on the basis of experience and merit, of Principal Internal Control Officers in post as at 31.12.15;**

- (v) the revised salary scale of the grade of Chief Internal Control Officer should be:**

Rs 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 59300; and

- (vi) the grade of Chief Internal Control Officer should be gradually phased out once all Principal Internal Control Officers in post as at 31.12.15 have been promoted to the higher grade.**

1.20 We further recommend that incumbents in the grade of Internal Control Officer/Senior Internal Control Officer, possessing all papers of Fundamentals (Knowledge) and who have obtained passes in Papers F4, F5 and F8 of Fundamentals (Skills) or possess the Certificate in Business Accounting (Foundation Level) and have obtained passes in Papers P1, P7 and P8 of the Advanced Diploma in Management Accounting (Managerial Level) of the CIMA Examinations (New Syllabus) 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.

**Internal Auditor/Senior Internal Auditor
formerly Internal Auditor**

- 1.21 In the context of this Report, we have restyled the grade of Internal Auditor in consonance with its level of duties and provided enhanced career earnings in line with our general policy regarding dead-end positions, as enunciated in the Chapter Review of Organisation Structure in Volume 1 of this Report.
- 1.22 Moreover, in the last Report, the Bureau recommended at paragraph 1.42 of Volume 2 Part III for the creation of a grade of Internal Auditor **on the establishment of the Municipal Councils only**, since we viewed that this professional level was not warranted in the District Councils, the more so the latter were split into separate entities. However, we noted that this grade was created on the establishment of a District Council on an *ad hoc* basis. Since this course of action is against our provision, we have abolished the grade on the establishment of the District Council concerned, the more so, the position has remained unfilled. **We are equally urging the Ministry of Local Government, Disaster and Risk Management to ensure that the recommendations made by the Bureau are properly interpreted and implemented accordingly.**

Recommendation 5

- 1.23 **We recommend that the grade of Internal Auditor/Senior Internal Auditor, formerly Internal Auditor should exist on the establishment of the Municipal Councils only.**

Restructuring of the Human Resource Cadre

- 1.24 Further to submissions made by our stakeholders, the Bureau has re-examined the structure of the Human Resource Officer Cadre in the Local Authorities, with a view to harmonising, to the extent possible, with what obtains in other quarters of the public sector.
- 1.25 In the above context, we are reviewing the Human Resource Officer Cadre by restyling the grade of Human Resource Officer whilst providing an enhanced salary as well as further movement beyond top salary and making the grade of Senior Human Resource Officer evanescent. We are, consequently, reviewing the mode of appointment of the grade of Human Resource Management Officer.

**Senior Human Resource Officer (Personal)
Human Resource Officer/Senior Human Resource Officer
formerly Human Resource Officer****Recommendation 6**

- 1.26 **We recommend that:**
- (i) **the grade of Senior Human Resource Officer in the Local Authorities be made evanescent;**
 - (ii) **the grade of Human Resource Officer be restyled Human Resource Officer/Senior Human Resource Officer; and**

- (iii) consequential amendments should be brought to the scheme of service of the grade of Human Resource Officer/Senior Human Resource Officer *formerly Human Resource Officer* so as to incorporate the duties devolving upon the grade of Senior Human Resource Officer (Personal).

1.27 We also recommend that officers in the grade of Human Resource Officer/Senior Human Resource Officer, *formerly Human Resource Officer*, possessing a Diploma in Human Resource Management or a Diploma with Human Resource Management as a major component or an equivalent qualification acceptable to the Local Government Service Commission should be allowed to move incrementally in the Master Salary Scale up to salary point of Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Human Resource Management Officer

Recommendation 7

- 1.28 We recommend that the mode of appointment of the grade of Human Resource Management Officer be reviewed such that in the first instance, appointment should be made by selection from among officers in the grade of Senior Human Resource Officer (Personal) of the Local Government Service possessing EITHER a Diploma in Human Resource Management or a Diploma in Management with specialisation in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission and reckoning at least five years' post-qualification experience in the field of Human Resource Management OR a Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission and reckoning at least two years' post-qualification experience at managerial level in the field of Human Resource Management.
- 1.29 We further recommend that upon the phasing out of the grade of Senior Human Resource Officer (Personal), appointment to the grade of Human Resource Management Officer should be made:
- (i) by selection from among officers in the grade of Human Resource Officer/Senior Human Resource Officer, *formerly Human Resource Officer*, possessing a Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission and reckoning at least three years' service in a substantive capacity in the grade; and
 - (ii) in the first instance, by selection from among officers in the grade of Human Resource Officer/Senior Human Resource Officer, *formerly Human Resource Officer*, in post as at the eve of the publication of this Report, possessing EITHER a Diploma in Human Resource Management or a Diploma in Management with specialisation in Human Resource Management or an equivalent qualification acceptable to the Local

Government Service Commission and reckoning at least six years' service in a substantive capacity in the grade OR a Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission and reckoning at least three years' service in a substantive capacity in the grade.

Specific Provision for Human Resource Management Officers

Recommendation 8

- 1.30 We recommend that officers in the grade of Human Resource Management Officer possessing a Degree in Human Resource Management from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission, 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.**

Library Clerk/Senior Library Clerk *formerly Senior Library Clerk Library Clerk*

- 1.31 Union members requested for a merger of the grades of Library Clerk and Senior Library Clerk on the ground that, in practice, the element of supervision has become superfluous and there is no effective demarcation in the duties being performed by incumbents in both grades. Whilst examining the issue, the Bureau observed, as per the duly filled-in Job Description Questionnaires, that there is no meaningful supervision at the level of the Senior Library Clerk and a major overlapping of duties exists between the two grades. Against this background, we consider that it would be more appropriate to merge the two levels. We are, therefore, recommending accordingly.

Recommendation 9

- 1.32 We recommend that:**
- (i) the grades of Library Clerk and Senior Library Clerk be merged and restyled Library Clerk/Senior Library Clerk; and**
 - (ii) wherever there is a need for supervision in a Local Authority, the senior most Library Clerk/Senior Library Clerk should be granted a monthly allowance equivalent to one increment at the salary point reached for the performance of supervisory duties.**

Local Disaster Management Coordinator

- 1.33 Both Management and the staff side have apprised the Bureau that the Local Disaster Management Coordinators are required to effect site visits on rugged terrains as well as in muddy flooded areas. In this context, request has been made for the grant of duty remission facilities to incumbents. General provisions regarding this benefit have been made at paragraph 16.2.22(vi) and 16.2.26(i) respectively in Volume 1 of this Report.

Legal Unit

Attorney (Part-Time)

1.34 A few Municipal Councils have recourse to the services of a part-time Attorney owing to difficulties encountered in filling the post on a full-time basis. Incumbents are presently paid an all-inclusive monthly allowance of Rs 27720, subject to putting in a minimum of 10 hours per week. We are retaining this provision and revising the quantum of the allowance.

Recommendation 10

1.35 We recommend that the all-inclusive monthly allowance (excluding travelling) payable to Attorneys employed on a part-time basis be revised to Rs 30910, subject to putting in a minimum of 10 hours per week.

Allowance to Attorney employed on a full-time basis

1.36 At present, a yearly all-inclusive allowance of Rs 23100 is paid to Attorneys employed on full-time basis in the Local Authorities to meet certain costs incurred in the performance of their duties. We are retaining the allowance and revising the quantum payable.

Recommendation 11

1.37 We recommend that the yearly all-inclusive allowance payable to Attorneys on permanent and pensionable establishment of the Local Authorities, as an assistance to meet certain costs incurred in the performance of their duties, be revised to Rs 24255.

Senior Usher/Prosecutor (Personal)

1.38 Officers in the grade of Senior Usher/Prosecutor (Personal) are presently paid a monthly allowance for assuming supervisory duties. We consider this arrangement to be appropriate and should be retained.

Recommendation 12

1.39 We recommend that officers in the grade of Senior Usher/Prosecutor (Personal) should continue to perform supervisory duties and accordingly be paid a monthly allowance equivalent to two increments at the salary point reached in their salary scale.

Clothing Allowance to Officers of the Usher/Prosecutor Cadre of Municipal Councils and District Councils

1.40 Officers of the Usher/Prosecutor Cadre in the Municipal Councils are paid a monthly Clothing Allowance of Rs 400 on the ground that they are required to appear in coat and tie when attending court to act as Prosecutor. We have noted, however, that in certain District Councils, incumbents are being paid a Uniform Allowance for the same purpose. In this context, we view that only one mode of compensation should prevail in the Local Authorities for the sake of harmonisation and a consistent implementation. We are recommending in that direction.

Recommendation 13

- 1.41 We recommend that officers of the Usher/Prosecutor Cadre of all Local Authorities should be paid a monthly Clothing Allowance of Rs 425.**

Prosecution Duties

- 1.42 Officers in the grades of Chief Building Inspector, Senior Building Inspector, Principal Health Inspector, Senior Health Inspector and Health Inspector are paid a fee of Rs 160 per case for acting as Prosecutor. The Bureau considers that this arrangement should be maintained until the legal section has been properly established and staffed with legal persons.

Recommendation 14

- 1.43 We recommend that officers in the grades of Chief Building Inspector, Senior Building Inspector, Principal Health Inspector, Senior Health Inspector and Health Inspector who are designated to act as Prosecutor be paid a fee of Rs 170 per case.**

IT Section**Assistant IT Officer**

- 1.44 At present, Assistant IT Officers possessing a relevant degree are allowed to move incrementally beyond their top salary subject to satisfying certain conditions. We are revisiting the provision.

Recommendation 15

- 1.45 We recommend that officers in the grade of Assistant IT Officer possessing a Degree in Computer Science or Information Technology or Computer Engineering or Information Systems or an equivalent qualification and who:**
- (i) were in post as at the eve of the publication of the 2021 Report should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 on a personal basis; and**
 - (ii) join the grade as from the date of publication of the 2021 Report, should be allowed to move incrementally in the Master Salary Scale by one increment,**
- provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Library Attendant (Part-Time)

- 1.46 The Bureau was requested, on an *ad hoc* basis, to look into the harmonisation of the salary of the grade of Library Attendant (Part-Time) in the Local Authorities. At present, the mode of compensation and quantum payable to incumbents differ in the various Councils depending on the specific pattern of work thereat. We have been apprised that problems arise when an employee is transferred to another Council where the mode and/or quantum of compensation is different from that obtainable at his previous workplace.

- 1.47 In the context of this Report, we have, therefore, come up with a single mode of compensation to incumbents across the local authorities, whilst bearing in mind that the normal working hours would depend upon the hours of operation of the Library in the different Councils. **The Ministry of Local Government and Disaster Risk Management should, therefore, devise a policy on this issue with a view to ensuring that variation in pay does not occur upon the transfer of an officer from one Council to another.**

Recommendation 16

- 1.48 **We recommend that the employees in the grade of Library Attendant (Part-Time) in the Local Authorities should be paid a uniform rate of Rs 100 per hour.**

Allowance for Performing Cashier Duties

- 1.49 At present, officers in the grades of Clerical Officer/Higher Clerical Officer (Personal) and Clerical Officer are paid an allowance on a daily basis whenever they are required to perform cashier duties. We are maintaining payment of the allowance in line with what is applicable in the civil service.

Recommendation 17

- 1.50 **We recommend that officers in the grades of Clerical Officer/Higher Clerical Officer (Personal) and Clerical Officer in all Local Authorities should be paid an allowance for performing cashier duties as below:**
- (i) **Rs 40 per day for giving assistance to the officer performing cashier duties; and**
 - (ii) **Rs 115 per day for replacing the officer performing cashier duties.**

Allowance to General Workers for performing woodcutting duties

- 1.51 General Workers who are called upon to perform woodcutting duties using a chainsaw machine are paid a daily allowance. We are retaining this provision and revising the quantum of the allowance.

Recommendation 18

- 1.52 **We recommend that General Workers who are called upon to perform woodcutting duties which involve the handling of a chainsaw machine be paid an allowance of Rs 80 daily.**

FINANCE DEPARTMENT

- 1.53 The accountability for the proper management and administration of finance of the Local Authorities rests upon their respective Finance Department. The core functions of the latter are, amongst others, to prepare and monitor annual estimates and financial statements; manage the funds allocated to specific projects; collect all revenue accruing to the council; prepare payroll for employees and pensioners; procure goods and services and provide advice on financial matters.

- 1.54 To carry out the above activities, the Finance Section has been divided into four main sections namely Income, Expenditure, Pay Administration, and Stores. These sections are manned by Principal Accountants and Accountant/Senior Accountants as well as officers belonging to the Financial Operations Officer and Procurement and Supply Officer Cadres. All these officers provide support and assistance to the Financial Controller who is at the helm of the department.
- 1.55 We aligned the salaries of the grades of the Finance and Procurement Cadres with those obtainable for corresponding levels in the Civil Service in our last Report with a view to reset pay parities that had been disturbed with the EOAC Report. Furthermore, we reviewed the qualifications requirement of a few grades, restyled the grade of Accountant to Accountant/Senior Accountant and provided a proper career path for officers in the grades of Cashier (Personal), Senior Cashier (Personal) and Revenue Collector (Personal).
- 1.56 For this review exercise, both Management and the staff side have once again stressed for the reinstatement of the grade of Cashier which was made evanescent in the 2008 Report following a major restructuring of the section. The issue is analysed in the ensuing paragraphs.
- 1.57 Overall, the structure in the Finance Department is adequate, notwithstanding the problem reported for cashier duties. Nevertheless, we are further strengthening the department to facilitate its pursuit of providing an effective and efficient service. We are also making recommendation for the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, in line with what obtains in the Civil Service.

Cashier (New Grade)

- 1.58 In the 2008 PRB Report, following a restructuring of the Financial Operations Officer Cadre, the grade of Cashier was made evanescent. Subsequently, the cash collection duties were integrated in the scheme of service of the grade of Management Support Officer. Besides, as per existing arrangements, officers in the grades of Clerical Officer and Clerical Officer/Higher Clerical Officer (Personal), who are required to perform cashier duties, from time to time, are paid an allowance for performing such duties.
- 1.59 The arguments put forward in favour of the reinstatement of the grade of Cashier are that the present arrangements are not workable as most of the councils are facing difficulties regarding the performance of cashier duties. It was particularly highlighted that officers who are assigned cashier duties are reluctant to do so and are often absent on the days on which they are scheduled to perform same. This causes much disruption in the daily money transactions and service delivery of the councils and inconvenience to the public as well.
- 1.60 Generally, the Bureau does not favour the creation of stand-alone grades. In view of the arguments advanced in the present case regarding the problem of cashier duties which is impacting negatively on the service delivery of several councils, we

are acceding to the request of Management. However, the creation of this grade should be on a need basis only, that is, where the volume of financial operations so requires.

Recommendation 19

1.61 We recommend the creation of a grade of Cashier. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate and reckoning at least two years' experience in accounting or cash office duties.

1.62 Incumbent would be required to, *inter alia*: issue receipts through the cash register; compute for all monies received; be responsible for the safe custody of all monies and cheques received; balance cash register totals; prepare bank lodgements slips for all monies received to be banked; ensure that all lodgements have been duly acknowledged by the bank's cashier through inspection of the bank pass book; ensure that any cheques returned by the bank is reported accordingly; keep a handing-over book in which to record the amount of money handed over to the officer responsible for the banking of money received; and ensure that no part payment is made without proper authority.

1.63 As mentioned above, the grade of Cashier would be created on a need basis only. The fact that we cannot pre-empt which Local Authority would be requiring the grade on its establishment, we are not providing same in their salary schedules. However, we are hereunder providing only the salary grading. Any Local Authority feeling the need, may avail of the new grade but should write to the Bureau for the obtention of the appropriate salary code.

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 – 35650

Financial Operations Officer Cadre

1.64 The Financial Operations Officer Cadre in the Local Authorities comprises the grades of Financial Officer/Senior Financial Officer and Principal Financial Officer. Officers in these grades provide assistance to the Accountant/Senior Accountant, Principal Accountant and the Financial Controller, who is at the apex of the Department. We are, in this Report, reinstating the grade of Assistant Financial Operations Officer and also reviewing the appellations of the other grades in the cadre to be attuned with what obtains in the Civil Service. Consequential amendments are also being brought to the scheme of service of the grade of Financial Officer/Senior Financial Officer following the reinstatement of the grade of Assistant Financial Operations Officer.

1.65 We have also received representations from various parties to the effect that the appellation of the grades of the Financial Officer Cadre is not in harmony with that of the Civil Service. To this effect, we are restyling the grades of Financial Officer/Senior Financial Officer and Principal Financial Officer accordingly.

Recommendation 20

1.66 We recommend that the grades of Financial Officer/Senior Financial Officer and Principal Financial Officer be restyled as hereunder:

Grades	Restyled to
Financial Officer/Senior Financial Officer	Financial Operations Officer/Senior Financial Operations Officer
Principal Financial Officer	Principal Financial Operations Officer

Recommendation 21

1.67 We recommend that:

- (a) the grade of Assistant Financial Operations Officer be reinstated. Appointment thereto should, in future, be made by selection from among Clerical Officers reckoning at least four years' service in a substantive capacity in the grade and who have a good knowledge of policies, rules and regulations relating to the management of Financial Operations in the Local Authorities; and**
- (b) the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer* should, henceforth, be filled by selection from among:**
 - (i) Assistant Financial Operations Officer reckoning at least four years' service in a substantive capacity in the grade; and**
 - (ii) Office Management Assistants in post as at the eve of the publication of the 2021 Report and reckoning at least four years' service in a substantive capacity in the grade.**

Movement beyond top salary

1.68 Certain officers of the Financial Operations Officer Cadre are allowed movement in the Master Salary Scale up to a given salary point upon satisfying certain conditions. We are maintaining these provisions.

Recommendation 22

1.69 We recommend that:

- (i) officers in the grade of Financial Operations Officer/Senior Financial Operations Officer *formerly Financial Officer/Senior Financial Officer*, in post as at 31.12.15, possessing a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy from a recognised institution should continue to be allowed to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 50900, provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume;**

- (ii) **officers in the grade of Principal Financial Operations Officer formerly Principal Financial Officer, in post as at 31.12.15, should be granted the following personal salary scale:**
Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900;
- (iii) **the salary scale at sub paragraph (ii) above should continue to apply on a personal basis, to Financial Operations Officer/Senior Financial Operations Officers formerly Financial Officer/Senior Financial Officers in post as at 31.12.15, upon being promoted to the grade of Principal Financial Operations Officer formerly Principal Financial Officer; and**
- (iv) **officers in the grade of Financial Operations Officer/Senior Financial Operations Officer formerly Financial Officer/Senior Financial Officer possessing a Diploma in Public Financial Management and Accounting or a Diploma in Accountancy from a recognised institution should be allowed to move incrementally in the Master Salary Scale up to Rs 47675 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

Procurement and Supply Officer Cadre

1.70 The Procurement and Supply Officer Cadre is made up of a three-level structure comprising the grades of Assistant Procurement and Supply Officer (Personal), Procurement and Supply Officer/Senior Procurement and Supply Officer and Principal Procurement and Supply Officer. As mentioned earlier, we are reinstating the grade of Assistant Procurement and Supply Officer to be in alignment with what obtains in the Civil Service. The mode of appointment to the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer is also being reviewed so as to provide a career path for future incumbents.

Recommendation 23

1.71 **We recommend that:**

- (a) **the grade of Assistant Procurement and Supply Officer be reinstated. Appointment thereto should, in future, be made by selection from among Clerical Officers reckoning at least four years' service in a substantive capacity in the grade and who have a good knowledge of policies, rules and regulations relating to the management of procurement and supply in the Local Authorities;**
- (b) **appointment to the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should, in future, be made by selection from among:**
 - (i) **Assistant Procurement and Supply Officers reckoning at least four years' service in a substantive capacity in the grade; and**

- (ii) **Office Management Assistants in post as at the eve of the publication of the 2021 Report and reckoning at least four years' service in a substantive capacity in the grade.**

Movement beyond top salary

- 1.72 Incumbents in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer are allowed movement in the Master Salary Scale up to a given salary point upon satisfying certain conditions. These provisions are hereunder being revisited.

Recommendation 24

1.73 We recommend that:

- (i) **officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer, in post as at 31.12.15, possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management from a recognised institution, should continue to be allowed to move incrementally in the Master Salary Scale on a personal basis, up to salary point Rs 50900 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume;**
- (ii) **officers in the grade of Principal Procurement and Supply Officer, in post as at 31.12.15, should be granted the following personal salary scale:**
- Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 55900;**
- (iii) **the salary scale at (ii) above should apply on a personal basis to Procurement and Supply Officer/Senior Procurement and Supply Officers in post as at 31.12.15, upon promotion to the grade of Principal Procurement and Supply Officer; and**
- (iv) **Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the qualification mentioned at paragraph (i) above should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 47675 provided that they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.**

PUBLIC INFRASTRUCTURE DEPARTMENT

- 1.74 The Public Infrastructure Department in the Local Authorities caters, *inter alia*, for the construction, maintenance, improvement and lighting of public roads; the management, maintenance and improvement of housing estates pertaining to the Local Authorities; and the provision and maintenance of traffic centres within the jurisdiction of the municipal boundaries.

- 1.75 The Head, Public Infrastructure Department is responsible for the overall administration, management and discipline of staff as well as financial control of the Department. He advises the Council on engineering matters and implementation of its decision; and the implementation and application of the Building Act, the Town and Country Planning Act, the Road Act and the Local Government Act. He is assisted in his functions by officers of the Engineering and Technical Cadres, employees in tradesmen grades and other supporting staff.
- 1.76 In the context of this review exercise, representations were received from staff side for the creation of a distinct Land Surveying Department, with a Head, Land Surveying Department at the apex. Request has also been received for the creation of a grade of Deputy Head, Public Infrastructure Department to cater for the increasing workload in the various Councils.
- 1.77 Furthermore, proposals from Management pertain to the review of the hours of work of the grade of Electrician with a view to cater for the operational requirements of certain councils; review and enlarge the scheme of service of the grade of Tradesman (Mason) to include barbending and formwork duties as well as the creation of the grade of Multi-Skilled Tradesman (Building Construction) with a view to ensuring judicious use of resources. The request for the creation of the grade of Multi-Skilled Tradesman was supported by the representatives of the parent Ministry as well as Management of the various Councils.
- 1.78 Management also requested for the listing of grades created after the 2016 PRB Report under the respective salary schedules; creation of certain grades such as Chief Inspector of Works, Engineering Assistant, Technical Design Officer and Land Surveyor on the basis of parity.
- 1.79 During consultation, staff side was apprised that in line with the provisions of the Local Government Act 2011 and in view of the geographical jurisdiction of the Municipal Councils, the creation of a separate Land Surveying Department cannot be envisaged. However, the onus rests upon the Ministry of Local Government and Disaster Risk Management. As regards the creation of the grade of Deputy Head, Public Infrastructure Department, on account of an increase in the volume of work and lack of scope for promotion, Management should consider the possibility of increasing the establishment size of the grade of Engineer, wherever warranted.
- 1.80 The Bureau has scrutinised the requests made by all stakeholders and with a view to ensuring that the Public Infrastructure Department of the Local Authorities are well equipped to deliver efficiently, we are recommending accordingly.

Tradesman's Cadre

Mason

Tradesman's Assistant (Mason)

- 1.81 Management of Councils have reported that on a few sites, works are not completed within scheduled time. It has been reported that different tasks are linked and are performed by Tradesmen in specific trades. In the absence of one

Tradesman, there is impact on the subsequent tasks, particularly tasks related to formwork and barbending.

- 1.82 With a view to circumvent this problem, we are providing training and appropriate compensation to employees in the grades of Tradesman's Assistant (Mason) and Mason.

Recommendation 25

1.83 The Bureau recommends that:

- (i) Management should arrange for officers in the grades of Mason and Tradesman's Assistant (Mason) in post as at eve of the publication of the 2021 Report to be provided with appropriate training for the execution of formwork and barbending duties; and**
- (ii) officers in the grades of Tradesman's Assistant (Mason) and Mason in post as at eve of the publication of the 2021 Report having followed the appropriate training and executing formwork and barbending duties be granted a monthly non-pensionable allowance equivalent to two increments at the initial of their respective salary scale.**

Multi-Skilled Tradesman (Building Construction) (New Grade)

- 1.84 The Tradesman Cadre in Local Authorities consists of different grades performing a panoply of trades with each incumbent in a particular trade performing specific duties related to that trade.
- 1.85 During consultation, Management apprised the Bureau that regular complaints are received from the general public that building and maintenance work in some sites are being delayed. This situation has resulted due to single tasking of different trades as per the existing schemes of service. With a view to circumvent such situation, Management has made proposal for the creation of a grade of Multi-Skilled Tradesman in Building Construction.
- 1.86 The Bureau considers that creation of the grade of Multi-Skilled Tradesman (Building Construction) would enable the Council to judiciously use its human resources and increase productivity.

Recommendation 26

- 1.87 We recommend the creation of a grade of Multi-Skilled Tradesman (Building Construction) in all Municipal Councils. Appointment thereto should be made by selection from among candidates possessing the National Trade Certificate (Level 3) or National Certificate (Level 3) in Building Maintenance awarded by the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Local Government Service Commission.**
- 1.88 Incumbents would be required, among others, to: read and work from sketches and drawings and to carry out the necessary measurements; prepare estimate in

calculation for each of the trade namely plumbing and pipe fitting, masonry, paint work, carpentry and cabinet making; carry out accurate setting for all types of new structures; erect tarpaulin, tent and podium; and display flags, banderols and other decorative items and laying of red carpets.

- 1.89 The Bureau further recommends that incumbents in the grades of Tradesman (Mason, Carpenter, Cabinet Maker, Plumber and Pipe Fitter, and Painter) possessing the qualification recommended at the above paragraph should be given the option to join the new grade of Multi-Skilled Tradesman (Building Construction) and be granted one increment in all on joining the grade, subject to the top salary of the grade.**

Carpenter

Welder

Tradesman's Assistant (Carpenter)

Tradesman's Assistant (Welder)

- 1.90 Councils at present are resorting to the use of aluminium and PVC for major partitioning works, doors and opening in new buildings. It has been represented by Management of certain Councils and the staff side that incumbents in the grades of Carpenter, Welder, Tradesman's Assistant (Carpenter) and Tradesman's Assistant (Welder) are being called upon, in addition to performing carpentry works and welding, to undertake aluminium works. Management has requested that the schemes of service of these grades be amended to include aluminium works and the employees be provided with training. On the other hand, the staff side has requested for the creation of a grade of Tradesman in Aluminium Carpentry as well as compensating employees who are actually performing the tasks.
- 1.91 The Bureau has, after perusal of additional information, observed that training in Wood Trades; Welding; Aluminium and U-PVC Joinery are distinct fields at the MITD. As such, amending the schemes of service of the grades of Tradesman's Assistant (Carpenter), Tradesman's Assistant (Welder), Carpenter and Welder cannot be envisaged. **The Bureau, therefore, considers that Management of Councils should consider the advisability of creating the grades of Tradesman's Assistant (Aluminium and U-PVC Joinery) and Tradesman (Aluminium and U-PVC Joinery), wherever warranted.**
- 1.92 Pending the creation of the grades of Tradesman's Assistant (Aluminium and U-PVC Joinery) and Tradesman (Aluminium and U-PVC Joinery), the Bureau is recommending the payment of an allowance to compensate incumbents in the Tradesman Cadre who are called upon to perform tasks related to Aluminium and U-PVC Joinery.

Recommendation 27

- 1.93 We recommend that incumbents in the Tradesman Cadre, who are regularly called upon to undertake Aluminium and U-PVC Joinery works, be paid a monthly non-pensionable allowance equivalent to one increment at the initial of their respective salary scale.**

Electrician (Roster – Day and Night)

1.94 It has been represented by the Management of the City Council of Port Louis that employees in the grade of Electrician are called upon to conduct survey and maintenance of lighting poles within its jurisdiction during the day, in the evening and at night. A request has, therefore, been made to place the Electricians on a roster pattern of work. The Bureau considers that such a situation may occur in other Municipal Councils and it would be more appropriate to avail of the existing manpower and create a grade of Electrician (Roster – Day and Night), which should be filled on a need basis. We are recommending accordingly.

Recommendation 28

1.95 We recommend:

- (i) the creation of a grade of Electrician (Roster – Day and Night). Appointment thereto should be made by selection from among employees possessing the National Trade Certificate (Level 3) or National Certificate (Level 3) in Electrical Installation Works awarded by the Mauritius Institute of Training and Development or an equivalent qualification acceptable to the Local Government Service Commission; and**
- (ii) that the grade of Electrician (Roster – Day and Night) should be created on a need basis only. The fact that we cannot pre-empt which Municipal Council would be requiring the grade on its establishment, we are not providing same in their salary schedules. However, we are hereunder providing only the salary grading. Any Municipal Council feeling the need, may avail of the new grade but should write to the Bureau for the obtention of the appropriate salary code.**

**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 – 29875**

1.96 Incumbent would be required, amongst others, to carry out the necessary measurements and calculations of the trade; use and keep in good condition the tools in general use in the trade; perform soldering work; carry out electrical installations and repair work in general; and perform ordinary maintenance on electric motors, dynamos, switchgears, domestic appliances.

1.97 We further recommend that incumbents in the grade of Electrician be given the option to join the grade of Electrician (Roster – Day and Night) and be granted two additional increments on joining the grade subject to the top salary of the new grade.

Special Professional Retention Allowance (SPRA)

1.98 Provision was previously made for officers in the grade of Head, Public Infrastructure Department 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.**

THE LAND USE AND PLANNING DEPARTMENT

- 1.99 As provided in Section 117 of the Local Government Act 2011, the Land Use and Planning Department is responsible to process and issue Building and Land Use Permits or an Outline Planning Permission in respect of applications which are in compliance with certain provisions. These provisions are contained in the Outline Planning Scheme, Planning Policy Guidance and Guidelines/Regulations applicable, the Building Control Act 2012, the Town and Country Planning Act 1954, the Planning and Development Act 2004 and the Environment Protection Act 2002.
- 1.100 Overall, the officers of the Department are responsible for the management of the cadastral system. In fact, they attend to complaints from members of the public and take appropriate actions including serving of Request Notices as well as taking legal actions against illegal development or constructions.
- 1.101 The Head, Land Use and Planning Department is responsible for the day-to-day administration and management of the Department with the support of officers of the professional and Inspectorate Cadres, amongst others.
- 1.102 During meetings carried out with stakeholders, it was brought to the attention of the Bureau that the load of responsibilities devolving upon the Land Use and Planning Department has increased tremendously following the amendments brought to the Local Government Act in the wake of climate change effect. There has been a request from the Management side for a restructure of the Land Use and Planning Department to enable it to deliver in accordance with its objectives and ensure that development at local level are carried out in a planned and orderly manner.
- 1.103 For this review exercise, several other representations were received from Unions and individuals relating mainly to reviewing salaries of several grades. All the requests were thoroughly examined and discussed with the stakeholders. Some issues were further taken up with Management. However, the requests did not meet the set criteria, and the Bureau is, therefore, not making any provision to that effect.
- 1.104 Since the present structure is adequate for the smooth delivery of service, it is being maintained. We are, however, making specific provision for Planning and Development Officers possessing the relevant degree to move beyond their top salary.

Specific Provision for Planning and Development Officers**Recommendation 29**

- 1.105 We recommend that officers in the grade of Planning and Development Officer possessing a Degree in Town and Country Planning or Urban Planning, 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.**

Building Inspectorate Cadre

- 1.106 Submission was also made by the Ministry of Local Government and Disaster Risk Management for the merging of the grades of Assistant Building Inspector and Building Inspector. According to them, recruitment to the grade of Senior Building Inspector is made by selection from among Building Inspectors who reckon at least two years' service and who possess the National Diploma in Building Service Engineering or the National Diploma in Civil Engineering or Diploma in Architectural Studies/Building and Civil Engineering. Since the Building Inspectors are not willing to follow the Diploma course, this is clogging the system. Nevertheless, this may not be a proper option as it entails providing a promotion to those same people who are not eager to acquire the Diploma. **To address the situation, the Bureau believes that the Ministry may consider reviewing the scheme of service of the lower levels to include the obtention of the Diploma as a requirement.**

WELFARE DEPARTMENT

- 1.107 The role of the Welfare Department in the Municipal Councils is to promote the social and recreational sports and cultural needs of the local community through the organisation of socio-cultural, youth, sporting, athletic, recreational activities and running of nurseries, pre-primary schools and kindergartens. It also organises exhibitions, civil receptions and other religious and social gatherings in collaboration with different non-governmental organisations, socio-cultural agencies and Ministries.
- 1.108 Its main objectives are to, *inter alia*, achieve a coordinated approach to the planning and development of social infrastructures; create greater awareness about the social realities so as to help people live more fully and effectively; inculcate a culture of "good responsible citizenship" among the inhabitants; upgrade the existing leisure and community facilities in deprived areas; and create new infrastructure for a better provision of its social services and leisure requirements.
- 1.109 The Welfare Department comprises the Cultural, Sports, Community Welfare and Social and the Education Sections. It is manned by officers of the Welfare Cadre, namely, Chief Welfare Officer, Principal Welfare Officer, Senior Welfare Officer and Welfare Officer as well as officers in the grade of Infant School Teacher, General Services staff and employees of the Workmen's group. Several Local Authorities also have recourse to staff on a part-time, casual and sessional basis so as to carry out some other activities.

- 1.110 In the context of the present review, parties have made representations for upgrading of salary and travelling benefits, creation and restyling of grades. They were apprised that salary would be looked into by the Bureau upon reassessment of the grades; creation of grades depends upon the operational and functional needs of the organisation; restyling of a grade is entertained whenever there is a non-conformity between the appellation and duties; and travelling benefit would depend on the findings of the survey on Travelling and Car Benefits conducted by the Bureau. They were also apprised of the framework for the creation of grades as enunciated in Volume 1 of our Report.
- 1.111 The Bureau examined all the representations and considers that the present structure of the Welfare Department, as set by the Local Government Act of 2011, is still effective.

Compensation for regular extra hours

- 1.112 Officers of the Welfare Cadre in the Municipal Councils, who put in a minimum of 20 hours over and above their normal working hours in a month, are presently paid a monthly commuted allowance as follows: Welfare Officer Rs 2080; Senior Welfare Officer Rs 2355; Principal Welfare Officer Rs 2840; and Chief Welfare Officer Rs 3465. On the other hand, officers of the Welfare Cadre who put in less than 20 hours, over and above their monthly normal working hours, are compensated on a *pro-rata* basis.
- 1.113 As the present arrangement is workable, the quantum of the *ad hoc* allowance is being revised and no change is being brought to the provision for those who put in less than 20 hours in a month.

Recommendation 30

- 1.114 We recommend that officers of the Welfare Cadre in the Local Authorities who are called upon to put in extra hours beyond their normal working hours in the month, on a regular basis, be paid a monthly *ad hoc* allowance as follows: Welfare Officer Rs 2185; Senior Welfare Officer Rs 2470; Principal Welfare Officer Rs 2980; and Chief Welfare Officer Rs 3635 provided they put in at least 20 additional hours beyond their normal working hours in the month.**
- 1.115 We also recommend that, in case the officers put in less than 20 additional hours in the month, they should be compensated for the actual number of hours effectively put in beyond their normal working hours, on a *pro-rata* basis.**

PUBLIC HEALTH DEPARTMENT

- 1.116 The Public Health Department has the overall responsibility for the creation, promotion and maintenance of a salubrious environment through the effective and efficient implementation of various functions. These functions include, among others, monitoring of scavenging service and payment of trade fees; management of cemeteries, cremation grounds and public lavatories; and attending to

complaints pertaining to general sanitation, barelands, obstruction of drains, illegal trades and illegal dumping.

- 1.117 It also acts as a regulator by enforcing statutory provisions concerning public health and ensuring that all individuals and economic operators comply with the regulations in force. The Department is headed by the Chief Health Inspector who is assisted in his tasks by officers of the Health Inspectorate Cadre and supported by staff belonging to manual grades.
- 1.118 Representations made in the context of this Review pertain to alignment of salary, abolition of the grade of Deputy Chief Health Inspector, grant of duty free facilities and risk allowance, changing of mode of appointment, restyling of grade and provision of enhanced conditions of service. Where for technical reasons the Bureau could not accede to the requests, parties were so apprised during meeting. All the requests have been scrupulously examined and the Bureau is not envisaging any amendment to the existing structure.

LPG-Fired Human Crematorium Furnaces (Incinerators)

- 1.119 In the 2016 PRB Report, the Bureau recommended that the Ministry of Local Government and Disaster Risk Management should expeditiously arrange for the provision of appropriate training to equip the Incinerator Operators with the required skills to operate the LPG – Fired Human Crematorium Furnaces (Incinerators). The moreso, provision was also made for the payment of a monthly allowance of Rs 2360 to Health Inspectors for performing duties pertaining to the operation of the LPG – Fired Human Crematorium Furnaces (Incinerators) pending the training of all Incinerator Operators for being conversant with the new incinerators endowed with computer enabled programming.
- 1.120 The views of Management were sought as to whether all Incinerator Operators have been trained and Management has submitted that some seven Incinerator Operators have not yet been provided with training. Management has also informed that some old incinerator machines for which Incinerator Operators have been trained, have been scrapped and replaced by new ones and further training needs to be dispensed to Incinerator Operators for the operation of the new LPG-Fired Human Crematorium Furnaces. In the given circumstances, the Bureau is maintaining the present allowance while revising the quantum being paid to Health Inspectors and is making appropriate recommendations.

Recommendation 31

- 1.121 **We recommend that the monthly allowance payable to Health Inspectors for the operation of the LPG – Fired Human Crematorium Furnaces (Incinerators) be revised to Rs 2480.**
- 1.122 **We further recommend that:**
- (i) **the Ministry of Local Government and Disaster Risk Management should expedite matters regarding the provision of appropriate training to equip all incumbents in the grade of Incinerator Operator**

with the relevant skills to operate the LPG – Fired Human Crematorium Furnaces (Incinerators); and

- (ii) the allowance payable to Health Inspectors should lapse with the implementation of the next PRB Report.**

Allowance for Performing Refuse Collection Duties

1.123 Employees not belonging to the grade of Refuse Collector (Roster) who perform refuse collection duties are granted a daily allowance of Rs 100. This arrangement being fit for its purpose should continue to prevail. We are, therefore, revising the quantum of the allowance.

Recommendation 32

1.124 We recommend that employees not belonging to the grade of Refuse Collector (Roster) but who are performing refuse collection duties should be paid a revised allowance of Rs 105 daily.

Special Provision for Refuse Collection Service

1.125 Employees working under the Bank System for the Refuse Collection Service, comprising Refuse Collectors (Roster), Driver/Scavenging Supervisors (Roster), Supervisor, Refuse Collection (Roster) and all employees of the Workmen's group who are eligible for protective equipment are exceptionally paid at applicable overtime rate for all additional hours of work put in above 30 hours. However, employees involved in task work should complete their daily task to qualify to work under the Bank System. The provision is effective and is serving its purpose. We are, therefore, replicating the existing provision.

Recommendation 33

1.126 We recommend that:

- (i) employees working under the Bank System for the Refuse Collection Service, comprising Refuse Collectors (Roster), Driver/Scavenging Supervisors (Roster), Supervisor, Refuse Collection (Roster) and all employees of the Workmen's group who are eligible for protective equipment should exceptionally be paid at applicable overtime rate for all additional hours of work put in above 30 hours; and**
- (ii) employees involved in task work should complete their daily task to qualify to work under the Bank System.**

Chemical Sprayer Operator

1.127 In this review exercise, provision has been made for the payment of an allowance to incumbents in the grade of Insecticide Sprayer Operator in the Civil Service for being regularly exposed to noxious chemicals in the performance of their duties. Upon perusal of the Job Description Questionnaires of the grade of Chemical Sprayer Operator in Local Authorities, the Bureau has observed that incumbents are also exposed to similar conditions. In line with what has been prescribed for the grade of Insecticide Sprayer Operator in the Civil Service, the Bureau is, therefore,

extending the payment of the allowance to incumbents in the grade of Chemical Sprayer Operator.

Recommendation 34

- 1.128 We recommend that incumbents in the grade of Chemical Sprayer Operator who handle and are regularly exposed to noxious chemicals should be paid a monthly allowance equivalent to one and a half increments at the initial of the salary scale.**

- 1.129 We further recommend that Management should make necessary arrangement with Health Authorities, for Chemical Sprayer Operators and their immediate supervisors to undergo a medical surveillance.**



