
LOCAL AUTHORITIES

Introduction

1. The Local Authorities in Mauritius fall under the portfolio of the Ministry of Local Government and Rodrigues and they currently comprise five Municipal Councils, four District Councils and one hundred and twenty four Village Councils. The functioning of all these Councils is governed by the provisions of the Local Government Act 1989. The duties and responsibilities of the Local Authorities are wide ranging and include the cleansing and lighting of roads; the construction, care, maintenance and improvement of public roads; the collection and removal to approved disposal sites of household, industrial, commercial and agricultural waste; the maintenance and cleansing of pavements, drains, rivulets and streams; and the control of pollution causing public or private nuisance.
2. The Ministry's mission is to enable the Local Authorities to evolve and upgrade with a view to meeting the aspirations of the public; to promote capacity sharing and good governance as well as to support national objectives and interest.

Local Government Reforms

3. A new Local Government Bill is currently being circulated prior to its introduction into the National Assembly. Emphasis is laid on, *inter alia*, the streamlining of procedures for the issue of permits and licenses, more transparent tendering procedures and strengthening enforcement capability. The concept of accountability and transparency would also be reinforced. The judicious use of resources, in particular financial, and a sustained enforcement policy with appropriate legal back up, would be among the priorities of the local authorities in the new set up for the effective and efficient delivery of quality services to the population.

4. With the proposed reform, the Local Authorities would need to play a more proactive role, be outward looking and responsive to the needs of society. The responsibilities of the staff would, therefore, need to be reviewed and redefined so as to enable them to perform efficiently, in line with the declared intention of Government for a modern Local Government.

New Local Government Set Up

5. In view of the foregoing, the Local Government organisation structures have been re-engineered. Existing Departments have been reinforced and a number of schemes of service, especially those of the Heads of Departments have been revisited. Besides having the relevant qualifications, the people who would be called upon to head the various Departments should demonstrate, among others, leadership qualities and organisational capabilities to shoulder additional responsibilities. While we have professionalised certain cadres at the higher echelon, we have also ensured promotional routes for serving officers having the right profile. Considering the reform process and the foreseeable changes, we have harmonised the pay and grading structures of both the Municipal Council and the District Council to the extent that is possible and expedient.

Municipal Councils

6. The five Municipal Councils are those of Port Louis, Beau Bassin-Rose Hill, Curepipe, Quatre Bornes, and Vacoas-Phoenix. The activities of each Council are organised under the following seven Departments: Town Clerk, Treasury, Works, Planning, Welfare, Health and Library, exception made, however, of Port Louis and Curepipe where there also exists an eighth one known as the Parks and Gardens Department.

District Councils

7. With regard to the District Councils, these are the Black River District Council, the Grand Port-Savanne District Council, the Moka-Flacq District Council and the Pamplémousses-Rivière du Rempart District Council. The activities of all the District Councils are organised under the following six Departments: Secretariat, Treasury, Works, Planning, Health, and Welfare. A number of Village Councils operate under the jurisdiction of each District Council.

Structure of the Report

8. Unlike previous reports on municipal authorities, which used to be presented departmentwise, we have, to be more user friendly, attempted to present this report organisationwise. However, given the extent of fundamental reforms undertaken in this single exercise and their bearings across invariably all the Municipal Councils, it has not been practical to deal with the write-up concerning the general recommendations under the respective Councils on account of the obvious risk of unnecessary lengthy repetitions. Consequently, for the purpose of this exercise, we deal in the first instance with the general recommendations, which in one way or the other, have implications on almost all the Municipal Councils and thereafter with specific recommendations, if any, pertaining to each Council. We have adopted the same approach for the District Councils.
9. In short, the initial part deals with the general literature and recommendations in respect of each of the departments in the Municipal Councils followed by specific structural recommendations, if any, and the salary recommendations pertaining to each Municipal Council.
10. Similarly, the second part of the Report deals with the general write-up and recommendations in respect of each of the departments in the District Councils followed by specific structural recommendations, if any, and the salary recommendations pertaining to each District Council.

- 11. In the general literature dealing respectively with the Municipal Councils and the District Councils, we have defined and spelt out clearly the goals, objectives and future orientations of each relevant department and have emphasised the link between their mandate and the pay and grading structures - a link primordial in the context of the drive to inculcate a Performance Management Culture in the Public Sector. In defining the mandates, we have had the collaboration and inputs from parties, more particularly management, which we acknowledge.

- 12. Hereunder is the list of Municipal Councils and District Councils together with their respective salary codes.

Municipal Councils	Code
Port Louis	PL
Beau Bassin-Rose Hill	BRH
Curepipe	C
Quatre Bornes	QB
Vacoas-Phoenix	VP

The codes for the various departments within each Municipal Council are as follows:

Departments	Code
Town Clerk	T
Treasury	Tr
Works	W
Planning	P
Welfare	WEL
Health	H
Library	L
Parks and Gardens	PG

Each District Council has a specific salary code as follows:-

District Councils	Code
Black River	BR
Grand Port-Savanne	GS
Moka-Flacq	MF
Pamplemousses and Riviere du Rempart	PR

The codes for the six departments in each District Council and the Village Councils are as follows:

Departments	Code
Secretariat	S
Treasury	T
Works	W
Planning	P
Health	H
Welfare	WEL
Village Councils	V

1. MUNICIPAL COUNCILS

TOWN CLERK'S DEPARTMENT

- 1.1 The typical organisation structure of the Town Clerk's Department in the Municipal Councils generally comprises the following sections: Personnel, Correspondence, Committee and Internal Audit.
- 1.2 The Chief Executive and Head of Administration of a Municipal Council is the Town Clerk, who is assisted in his administrative functions by a Deputy Town Clerk and Assistant Town Clerks.
- 1.3 The Town Clerk, as the Chief Executive and Head of Administration, is responsible, *inter alia*, to execute the statutory duties laid down in the Local Government Act, the Local Government Service Commission Act and other legislation relating to municipal activities; to initiate action to ensure that the provisions of Local Government Legislation are implemented; for conducting all negotiations with trade unions; for advising the Council on all matters falling within the purview of Local Government Legislation; for ensuring that decisions taken by the Council are executed and monitored; and for the overall administration of the Municipal Council including the management of municipal funds and for coordination of the work in all municipal departments and sections.
- 1.4 In order to attain the objectives and goals aimed at in the context of the impending reforms, we are, within the Town Clerk's Department, reviewing the qualification requirements of the managerial positions and providing for the establishment of an Information Technology Section; the professionalisation of the personnel management function with a properly structured Human Resources Development Section; and for the creation of a grade of Attorney to head the Legal Section in Municipal Councils where such an arrangement is not in place.

Managerial Structure

- 1.5 Over the past years, the Local Government Service Commission has encountered a number of problems for the filling of vacancies at managerial levels i.e. in the grades of Assistant Town Clerk, Deputy Town Clerk, and Town Clerk in the Municipal Councils and their counterparts in the District Councils for the reasons given below.
- 1.6 A few officers who have been recruited in local government administration in the past do not possess the present qualification requirements for higher posts, although they may possess the abilities and experience to assume higher responsibilities. As such, very few experienced candidates are eligible for promotion to the next higher grade while young officers who have served for less than two years are eligible for promotion to higher positions (Town Clerk and Deputy Town Clerk).
- 1.7 It is therefore considered that, in the best interest of the service, appointment to the grade of Assistant Town Clerk should be the same as for Assistant Secretary in the Civil Service that is by open and limited competition. This would protect the interests of serving officers possessing a Diploma in Management or related field reckoning a number of years of experience, thus widening the field of recruitment and allowing mobility within the Local Government Service.

Recommendation 1

- 1.8 **We recommend that, in future, appointment to the grade of Assistant Town Clerk should be made as follows: (a) Limited Competition - by selection of officers not below the grade of Senior Clerk possessing a Diploma in Management or related field and reckoning 10 years' service; and (b) Open Competition - by selection from candidates possessing a post 'A' Level Degree preferably in Management or Law or equivalent qualifications acceptable to the Local Government Service Commission.**

Recommendation 2

- 1.9** We recommend that appointment to the grade of Deputy Town Clerk should, in future, be made by selection from both officers in the grades of Assistant Town Clerk and Assistant Secretary in the District Councils reckoning at least six years' experience in the respective grades.

Recommendation 3

- 1.10** We also recommend that appointment to the grade of Town Clerk should, subject to paragraphs 1.11 and 1.12 below, be made by selection from officers in the grades of Deputy Town Clerk and Deputy Secretary possessing a degree or a professional qualification and having five years' experience in the respective grades and by open competition from candidates possessing a post 'A' Level Degree preferably in Management or Law or a professional qualification or equivalent qualifications acceptable to the Local Government Service Commission and reckoning 10 years' experience in a managerial capacity.

Chief Executives in Local Authorities

- 1.11** At Chapter 13 of Volume II Part I we have recommended that appointment to or assignment of duties in grades at certain levels of responsibility in the Civil Service could be made on a contractual basis with specified performance targets, and a public officer if appointed to/assigned duties in these positions may, on retirement, benefit from the pensionable emoluments on certain conditions.

Recommendation 4

- 1.12** We recommend that consideration be given to the appointment of Town Clerk of Local Authorities along similar lines in future.

Recommendation 5

- 1.13** Should the recommendations at paragraphs 1.11 and 1.12 be implemented, officers appointed in a temporary capacity as Town Clerk as at 30 June 2003 should be given the option of joining the new scheme or be governed by regulations in force prior to the coming into effect of this Report.

Information Technology

- 1.14 At present, a Database Supervisor is responsible for carrying out proper back-up of all systems available and for supervising the proper functioning of peripherals in the Municipal Councils. With the computerisation of all municipal activities having reached an advanced stage and in line with the policy to computerise and create a web site in each and every organisation in the context of the e-governance strategy, and for the setting up of a proper Management Information System, the need for the creation of an Information Technology Section, headed by a professional is now felt.

Recommendation 6

- 1.15** We recommend the creation of an Information Technology Section within the Town Clerk's Department of each Municipal Council, to be headed by an IT Officer. Appointment to the grade of IT Officer should be made by selection from among candidates possessing a post 'A' Level Degree in Computer Science from a recognised institution or equivalent qualifications acceptable to the Local Government Service Commission and having relevant post qualification experience.
- 1.16 The IT Officer would, *inter alia*, be responsible for the management of the computer systems of the Council; the physical and logical security aspects; the day-to-day running of the IT Section and the coordination of all activities with other Departments/Sections; and for database/network administration.

Human Resources Development

- 1.17 To ensure the delivery of efficient and effective services to the local community, a local authority relies heavily on its personnel. However, the task of managing its human resources devolves solely on the Personnel Officer who is assisted by only Senior Clerks and Clerks. In the absence of the officer, there is practically no one to provide replacement and to shoulder the responsibility of the section. Furthermore, the personnel function is rapidly evolving to include, *inter alia*, Human Resources planning in line with organisation's mission and objectives; design and conduct of job analysis for reviewing schemes of service; training needs analysis for strategic training direction and improved performance; career development; quality performance; safety, health and welfare; and publication of staff newsletter.
- 1.18 Against this background, each Municipal Council must have a specialised human resources cell to implement its human resources policies and practices including the training of staff.

Recommendation 7

- 1.19 **We recommend that the Personnel Section within the Town Clerk's Department be renamed Human Resources Development Section.**
- 1.20 **We further recommend that a new grade of Human Resources Development Officer be created in each Municipal Council to head the section. Appointment to the grade should be made by open competition from among holders of a post 'A' Level Degree in Human Resources Management reckoning at least two years' relevant post qualification experience and by limited competition from serving Personnel Officers of the Local Government Service having four years' service in a substantive capacity in the grade.**

Safety and Health Officer/Senior Safety and Health Officer (New Grade)

- 1.21 In accordance with the Occupational Safety, Health and Welfare Act, it is mandatory for all organisations having an establishment size of 100 or more employees to enlist the services of a Safety and Health Officer.

Recommendation 8

- 1.22 **We recommend the creation of a new grade of Safety and Health Officer/Senior Safety and Health Officer on the establishment of each Municipal Council within the Town Clerk's Department. The Safety and Health Officer/Senior Safety and Health Officer should be recruited from among holders of the Cambridge School Certificate with credit in five subjects, including English Language and any two science subjects viz. Biology, Chemistry or Physics and the Diploma in Occupational Health and Safety of the University of Mauritius or equivalent qualifications acceptable to the Local Government Service Commission.**

- 1.23 The Safety and Health Officer/Senior Safety and Health Officer would, *inter alia*, advise on all matters relating to safety and health; assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures; ensure compliance with legislation in force; inspect all sites of work, assess all risks and make recommendations thereon; audit and review safety and health measures and procedures to ensure occupational safety and health; and investigate any occupational accident and recommend measures to prevent its recurrence.

Attorney formerly Municipal Attorney

- 1.24 The grade of Municipal Attorney exists on the establishment of the Municipal Council of Port Louis for more than a decade. The officer is the legal arm of the Town Clerk and advises the Town Clerk and the Council in that capacity. A similar grade has recently been created at the Municipal Council of Curepipe.

- 1.25 Representations have been received for the creation of a grade of Attorney on the establishment of the other Municipal Councils to look after the Council's legal matters and to represent the Council before the Permanent Arbitration Tribunal, the Industrial Relations Commission, the Industrial Court, and before other Courts when suing municipal debtors. At present, a significant sum is paid annually to private Attorneys as legal fees and for representing the Council in Courts. Furthermore, numerous prosecutions are being carried out by the Planning, Health and Treasury Departments and an officer of each department has to act as prosecutor in Court.
- 1.26 It is therefore considered advisable that a prosecutor in the person of a legal officer be appointed to deal with all prosecution cases pertaining to all departments of the Council and to advise on legal matters relating to the Council. This would represent a considerable saving in terms of resources, time and finance.

Recommendation 9

- 1.27 **We recommend that the grade of Municipal Attorney at the Municipal Council of Port Louis and the Municipal Council of Curepipe be restyled Attorney. We also recommend that a new grade of Attorney be created on the establishment of the Municipal Councils of Beau Bassin-Rose Hill, Quatre Bornes and Vacoas-Phoenix respectively. Appointment to the grade should be made by selection from among candidates who are Attorney-at-Law with at least two years' experience or an equivalent qualification acceptable to the Local Government Service Commission.**
- 1.28 The Attorney would be in charge of the Legal Section of the Town Clerk's Department and would deal with all legal works of the Council; and would be responsible, *inter alia*, for all municipal prosecutions and the recovery of money owed to the Council, and for the preparation of legal documents such as contracts entered into by the Municipal Council. The officer would also

have to look into the legal proceedings to which the various departments of the Council have recourse in the execution of their duties.

Allowance to Municipal Attorney

1.29 The Municipal Attorney of the Municipal Council of Port Louis is currently entitled to an all-inclusive yearly allowance of Rs 11250 to cover certain items of expenditure related to the exercise of the profession, on the same basis as the State Attorneys of the Attorney-General's Office.

Recommendation 10

1.30 We recommend that the all-inclusive yearly allowance payable to the Attorney of the Municipal Council of Port Louis be revised to Rs 14900 and that it be extended to the Attorneys of the other Municipal Councils once the posts are filled.

Prosecution Duties

1.31 As mentioned earlier, numerous prosecutions are being carried out by the Planning, Health and Treasury Departments and an officer of each department has been designated to act as prosecutor in court in accordance with a PRB recommendation of 1998. A fee of Rs 75 per case is paid to the officers so designated. Our recommendation was based on the fact that, in the absence of a structured Legal Section with a professional in each Municipal Council, a single officer might not be conversant with all the technicalities of municipal activities to handle all the prosecution cases.

1.32 On the other hand, we have received evidence that there is no uniformity and consistency in the application of our 1998 recommendation across all the Municipal Councils. In at least one Municipal Council, certain categories of officers acting as prosecutor are not paid the fee as prosecution duties are part of their normal duties, as set out in the scheme of service. In other Municipal Councils, no discrimination is made and the officers are invariably paid the

fee, irrespective of the fact that the schemes of service mention or do not mention prosecution duties.

1.33 In the context of this review, we have re-examined the whole issue, particularly with the provision of a grade of Attorney in all the five Municipal Councils, and we have come across varied opinions expressed on the present arrangement. Some have argued that it has proved to be a workable formula and is still valid, while others hold the view that prosecution matters should be dealt with centrally within a specialised cell and municipal staff should be left exclusively to their inspection/enforcement functions.

1.34 With the establishment of a legal arm within the Town Clerk's Department of each Municipal Council, responsible, *inter alia*, for all prosecution matters, the payment of a fee on a per case basis should be gradually phased out. However, pending the setting up of the appropriate structure, we are revising the quantum.

Recommendation 11

1.35 We recommend that, pending the setting up of the appropriate mechanism, the fee payable to officers designated to act as prosecutor be revised to Rs 100 per case.

Non-Qualified Internal Auditors

Recommendation 12

1.36 We recommend that non-qualified Internal Auditors who at 30 June 1993 reckoned at least eight years' service as Internal Auditor should be allowed to proceed in the salary scale recommended for qualified Internal Auditors i.e. Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200.

TREASURER'S DEPARTMENT

- 1.37 The existing structure of this Department in the various Municipal Councils does not meet the desired objectives. There is a dire need to have a sound financial management so as to establish an efficient and effective system. With the new Legislation which is intended to be more responsive to the needs of the people, financial responsibilities devolving on the department have to be reassessed both for Municipal Councils and District Councils.
- 1.38 We are streamlining the structures in all Municipal Councils by providing for new grades of Principal Accountant and Financial Controller, maintaining the grade of Accountant and listing for abolition the other professional grades in the Treasurer's Department.

Finance Controller (New Grade)

Recommendation 13

- 1.39 **We recommend the creation of a grade of Financial Controller. Appointment thereto should be made from among professionally qualified Accountants reckoning at least seven years' post-qualification experience at a senior accounting and management level in the Public Sector or in a well established organisation and possessing sound administrative and organising ability, good communication and strong interpersonal and managerial skills.**
- 1.40 The Financial Controller would be the Head of the Treasurer's Department and, *inter alia*, be responsible for the financial administration of the Council. He would be required to advise on all aspects of financial policy and management.
- 1.41 With the creation of the grade of Financial Controller, the grades of City Treasurer, Town Treasurer and Deputy Town Treasurer would no longer be required.

Recommendation 14

1.42 We recommend that the grades of City Treasurer, Town Treasurer and Deputy Town Treasurer be abolished on vacancy. We are providing personal salaries to holders in post.

Principal Accountant (New Grade)

Recommendation 15

1.43 We also recommend the creation of a grade of Principal Accountant. Appointment thereto should be made from professionally qualified Accountants reckoning at least five years' post qualification experience.

1.44 Incumbent would be required, among others, to assist the Financial Controller in the performance of his duties.

Stores Cadre

1.45 The structure of the Stores Cadre consists of the following levels: Assistant Stores Officer, Stores Officer, Higher Stores Officer and Senior Stores Officer.

1.46 We are standardising the structure of the Stores Cadre in all the Municipal Councils with a three level hierarchy and in line with what is obtaining in the Civil Service, we are restyling the relevant grades.

Recommendation 16

1.47 We recommend that the grades in the Stores Cadre be restyled as follows:-

From	To
Stores Officer	Purchasing and Supply Officer
Higher Stores Officer	Higher Purchasing and Supply Officer
Senior Stores Officer	Senior Purchasing and Supply Officer

- 1.48** We also recommend that the grade of Assistant Stores Officer be abolished on vacancy. We are providing a personal salary for officers in post.

Recommendation 17

- 1.49** We recommend that appointment to the grade of Purchasing and Supply Officer should, in future, be made by selection from among officers at the level of Clerical Officer holding a substantive appointment and reckoning four years' service.

Recommendation 18

- 1.50** We further recommend that promotion to the grade of Higher Purchasing and Supply Officer should be made, on the basis of merit and experience from among Purchasing and Supply Officers having successfully followed a course in Purchasing and Supply Management.

Assistant Input/Output Controller

Input/Output Controller

- 1.51** With the development in the Local Authorities' own computer network, the duties of the Assistant Input/Output Controller and Input/Output Controller now consist mainly of data entries and their validation. We are restyling these grades to be in line with the duties being performed.

Recommendation 19

- 1.52** We recommend that the grades of Assistant Input/Output Controller and Input/Output Controller be restyled Assistant Data Entry Controller and Data Entry Controller respectively.

WORKS DEPARTMENT

- 1.53** The Works Department in the Municipal Councils is responsible, *inter alia*, for the construction, care, maintenance, improvement and lighting of all public

roads; the management, maintenance and improvement of housing estates belonging to the Local Authority and the provision and maintenance of traffic centres within the jurisdiction of the municipal boundaries.

- 1.54 The Works Department, besides its administration, generally consists of the following sections: Mechanical Workshop, Roads and Road Marking, Drain Engineering and Masonry, Carpentry, Street Lighting, and Parks and Gardens.
- 1.55 At the Municipal Council of Port Louis, the professional structure of the Works Department comprises the City Engineer, the Deputy City Engineer, the Assistant City Engineer (Civil) and the Assistant City Engineer (Mechanical). In the other four Municipal Councils, the only professional in the domain is the Town Engineer.
- 1.56 The City/Town Engineer is directly responsible to the Town Clerk for the overall administration and management and discipline of staff of the Works Department; advising the Council on engineering matters and for the implementation of its decision; for the implementation and application of the Building Act, the Town and Country Planning Act, the Road Act, and the Local Government Act. The officer has also to liaise with the legal adviser and is responsible for the financial control of the Department; discuss with organisations concerned in connection with the financing of projects; and represent the Municipal Council on Boards and Committees.
- 1.57 Closely associated with the Works Department is the Planning Department, created a decade ago. With the establishment of this new department in 1993, clear distinction has been set between engineering functions on the one hand and planning functions on the other. However, given that this is a chronic scarcity area, difficulties have been encountered to recruit and retain qualified planners in the majority of the local authorities. Our survey on recruitment and retention problems in the public sector has revealed that in spite of repeated attempts, the Municipal Councils of Port Louis, Vacoas-Phoenix and Quatre Bornes have not been able to fill permanently the post of Planning

Officer so far. At the Municipal Council of Port Louis, the employment of a planner on a contractual basis has been resorted to and at the Municipal Council of Vacoas-Phoenix, the duties of the post are being performed by other professional and technical staff.

- 1.58 This has resulted in a situation whereby today, in certain Municipal Councils where the Planning Department is not operational, the supporting staff needed to undertake planning work generally find themselves in the Works Department for administrative convenience. These are essentially the cadastral staff, the building inspectorate and the surveying personnel. We elaborate more on the Planning Department and its structures and functions in the local authorities in the ensuing section of this Report.
- 1.59 As mentioned earlier in this Report, under the new local government legislation, the judicious use of resources, in particular financial, and a sustained enforcement policy with appropriate legal back up, would be among the priorities of the local authorities.
- 1.60 In order to attain the objectives and goals aimed at, the structure of the Works Department, too, needs to be re-engineered and reinforced. In line with this new vision, we are, therefore, making provisions for an harmonisation of the structure of the Department in all the Local Authorities, the creation of a number of grades to meet operational requirements in the short, medium and long terms, and for the restyling of certain existing grades to more appropriate appellations, commensurate with the nature of the duties actually being performed.

Recommendation 20

- 1.61 We recommend the creation of a new grade of Head, Works Department in the five Municipal Councils. Appointment thereto should, in future, be made by selection from among Civil Engineers reckoning at least five**

years' post qualification experience in the Public Sector or in a well established organisation.

1.62 We also recommend that, with the creation of the grade of Head, Works Department, the grade of Deputy City Engineer at the Municipal Council of Port Louis be abolished on vacancy. We are providing personal salary to the holder in post.

1.63 We further recommend that, pursuant to the above recommendations, the grades of Assistant City Engineer (Civil) and Assistant City Engineer (Mechanical) on the establishment of the Municipal Council of Port Louis should be restyled Civil Engineer and Mechanical Engineer respectively.

Civil Engineer (New Grade)

1.64 As indicated earlier, at the Municipal Council of Port Louis, the professional structure of the Works Department comprises the City Engineer, the Deputy City Engineer, the Assistant City Engineer (Civil) and the Assistant City Engineer (Mechanical). In the other four Municipal Councils, the only professional in the domain is the Town Engineer.

1.65 The management of the Municipal Council of Beau Bassin-Rose Hill has submitted that whenever the Town Engineer proceeds on vacation leave, a Town Engineer from another Municipal Council has to be found to replace him, being given that candidates appointed as Town Engineer should be registered professional civil engineers. The Local Government Service Commission normally does not approve that an Engineering Assistant or an officer of the inspectorate cadre acts as Town Engineer. This particular situation, obviously, gives rise to quite a lot of practical and administrative difficulties and we are of the view that this representation is of relevance to the other Municipal Councils as well.

Recommendation 21

1.66 We therefore recommend that a new grade of Civil Engineer be created on the establishment of the Municipal Councils of Beau Bassin-Rose Hill, Curepipe, Quatre Bornes and Vacoas-Phoenix. Appointment thereto should be made by selection from among Registered Professional Engineers in Civil Engineering.

1.67 The Civil Engineer would assist the Head, Works Department in the general administration, manage sections of the Works Department, and guide, supervise and coordinate the work of subordinates.

Works Inspectorate

1.68 The pay and grading structures of the Works Inspectorate Cadre in the Municipal Councils are exact replications of what obtain in the Civil Service, exception made, however, of the appellation of Principal Inspector of Works in the Municipal Councils, which is corresponding to Chief Inspector of Works in the Civil Service. We are, therefore, harmonising the appellation for consistency and in order to avoid confusion.

Recommendation 22

1.69 We recommend that the grade of Principal Inspector of Works in the Municipal Councils be restyled Chief Inspector of Works.

Technical and Mechanical Officer (New Grade)

1.70 A grade of Workshop Supervisor exists on the establishment of certain Municipal Councils, namely Municipal Council of Beau Bassin-Rose Hill and Municipal Council of Quatre Bornes. Currently, appointment to the grade of Workshop Supervisor is made by selection from among serving employees possessing the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or Accounts plus the Diploma in Mechanical and Electrical Engineering of the University of Mauritius or the Ordinary Technician Diploma of the City and Guilds of London Institute in

Mechanical and Electrical Engineering or alternative qualifications acceptable to the Local Government Service Commission.

- 1.71 The Workshop Supervisor is responsible to the Town Engineer for, *inter alia*, the day-to-day administration of the mechanical workshop and in particular for keeping all mechanical plants of the Council in safe custody; maintaining all vehicles in good running conditions; supervising all works effected in the garage; organising the distribution of day-to-day requirement in manpower, materials and equipment; keeping up to date inventory of all tools, equipment and accessories; keeping record of vehicles moving in and out of the garage for repairs and servicing as well as relevant details as to the repairs carried out, the part or parts utilised, the job allocations; training the Mechanics and Assistant Tradesman (Mechanics); and ensuring that the quality and output of the work performed are satisfactory.
- 1.72 The management of the Municipal Council of Quatre Bornes has drawn our attention to the fact that it is becoming increasingly difficult to recruit and retain staff in the grade of Workshop Supervisor on account of the current salary level. Fairly recently two officers have successively been recruited but both of them have quit the organisation.
- 1.73 We are, therefore, making provision for the creation of a new grade of Technical and Mechanical Officer in Municipal Councils where there exists a mechanical workshop to assume overall responsibility for the workshop.

Recommendation 23

- 1.74 **We recommend the creation of a new grade of Technical and Mechanical Officer in Municipal Councils where there exists a mechanical workshop. Appointment thereto should be made from among holders of the Diploma in Mechanical and Electrical Engineering of the University of Mauritius or equivalent qualification acceptable to the Local Government Service Commission. The salary grading for the post is given in the salary**

schedule of the Works Department of the Municipal Council of Quatre Bornes.

Electrical Workshop Supervisor

- 1.75 A grade of Electrical Workshop Supervisor exists on the establishment of the Municipal Council of Beau Bassin-Rose Hill and the Moka/Flacq District Council. Appointment to the grade is made by selection from among serving officers in the grades of Foreman and Overseer who (a) possess at least the Certificate of Primary Education; (b) have passed the trade test conducted by a recognised institution in the field of electricity; and (c) have followed a vocational course in the field of electricity or an equivalent qualification acceptable to the Local Government Service Commission.
- 1.76 The Electrical Workshop Supervisor is responsible to the Engineer for, *inter alia*, the smooth running of the Lighting Section; carrying out inspections with a view to checking time sheets, materials used and ascertaining that works are carried out as planned and in compliance with relevant norms; attending to all street lighting problems, liaising with the Central Electricity Board (CEB) and certifying all street lighting claims from the CEB.
- 1.77 On account of the qualification requirements and the nature of the duties and responsibilities devolving on the incumbent, there is need to restyle the grade to a more appropriate appellation and to reset its level in the hierarchy of the Works Department.

Recommendation 24

- 1.78 **We recommend that the grade of Electrical Workshop Supervisor in the Local Authorities be restyled Supervisor (Lighting Section). We have provided a personal salary scale for the officers in post.**

General Worker Performing Woodcutting Duties

1.79 In the performance of their duties, certain General Workers formerly General Field and Office/Premises Workers have to perform woodcutting duties, which involve the handling of a device known as the chain saw machine. This activity does not form part of their scheme of service. We are, therefore, making provision for the payment of an appropriate allowance to these employees who are regularly called upon to perform such duty.

Recommendation 25

1.80 We recommend that General Workers formerly General Field and Office/Premises Workers who are regularly called upon to perform woodcutting duties with a chain saw machine should be paid an allowance of Rs 40 daily.

Roadmender and Tarman

1.81 Recruitment to both the grades of Roadmender and Tarman is made by selection from serving employees of the Local Government Service possessing the Certificate of Primary Education.

1.82 Given the similarity of the duties pertaining to the two grades and to do away with the multiplicity of grades/job appellations, we are merging both grades to enable polyvalence and multi-skilling.

Recommendation 26

1.83 We recommend that the grades of Roadmender and Tarman be merged into the single grade of Roadmender/Tarman.

PLANNING DEPARTMENT

1.84 In 1993 the Bureau recommended that a Planning Department be set up in all Municipal Councils and that the Department be headed by a Planning Officer and be responsible for the planning functions in the Township. The Bureau

also recommended that, pending the proper staffing of the Department, the planning duties should continue to be performed by the Works Department.

- 1.85 At present, the Planning Department is functional in certain Municipal Councils. It is headed by a Planning Officer who is assisted by officers of the Works Department and by other supporting staff. In view of these and in order to facilitate working arrangement, control and monitoring, we are classifying grades belonging to the Cadastral and Building Inspector Cadres under the Planning Department as well. We are further strengthening the Department by providing additional grades at professional as well as at the sub professional level to meet operational exigencies.

Head, Planning Department (New Grade)

- 1.86 With the rapid pace of urbanisation and pressing demands for land development permits, work devolving upon the department has increased in complexity and technicality. There is the need for a new level to effectively plan, organise and co-ordinate the work of the department.

Recommendation 27

- 1.87 **We recommend the creation of a grade of Head, Planning Department in all Municipal Councils. Appointment thereto should be made by selection from among professionally qualified Planners reckoning at least five years' post qualification experience in the Public Sector or in a well established organisation.**
- 1.88 The Head, Planning Department would be responsible, amongst others, to plan, organise and co-ordinate the activities of the Planning Department in the Municipal Council and monitor development control as prescribed under the Town and Country Planning Act.

Planning Inspector (New Grade)**Recommendation 28**

- 1.89 We further recommend that a new grade of Planning Inspector be created. Appointment thereto should be made by selection from among holders of a post ‘A’ Level Diploma in Town and Country Planning.**
- 1.90 Incumbents would be required, amongst others, to ensure that applications for approval of building plans are in accordance with the established standards; and to carry out site inspections.

Cadastral Assistant

- 1.91 At present, appointment to the grade of Cadastral Assistant is made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or equivalent qualification acceptable to the Local Government Service Commission.
- 1.92 The duties of the post are, *inter alia*, to keep and update the Cadastre; liaise with the Government Valuation Department; ensure that all immoveable properties are duly assessed; and carry out searches at the Registrar General’s Department.
- 1.93 Considering the duties devolving on incumbents in the grade of Cadastral Assistant, we are reviewing the qualification requirement for entry to the grade.

Recommendation 29

- 1.94 We recommend that recruitment to the grade of Cadastral Assistant should be made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English, French and Mathematics and passes in at least two subjects at the General Certificate of Education ‘A’ Level.**

WELFARE DEPARTMENT

- 1.95 The Welfare Department is one of the statutory departments at the Municipalities under the Local Government Act. It is responsible, amongst other things, for the organisation of the socio-cultural, youth, sporting, athletic and recreational activities and running of nurseries, pre-primary schools and kindergartens. It offers educational and hobby courses for the benefit of the citizens. In addition, the Welfare Department is often called upon to organise exhibitions, civic receptions and other social gatherings. It works in collaboration with Non-Governmental Organisations - Club des Enfants, Conseil Municipal des Jeunes etc.
- 1.96 The Chief Welfare Officer is the Head of the Department and is responsible for running the various sections *viz.* the Cultural Section, the Sports Section, the Community, Welfare and Social Section and the Educational Section. Each of these sections is manned by officers in the grades of the Welfare Officer Cadre, Infant School staff and General Services staff as appropriate. A few staff are employed on part-time, casual or sessional basis.
- 1.97 The organisational structures of the Welfare Departments are in general appropriate. In certain Municipal Councils we are providing a few levels obtainable elsewhere to man new sections and restyling certain grades to reflect their nature of duties and level of responsibilities.

Compensation for regular extra hours

- 1.98 Officers of the Welfare Cadre are often called upon to work at irregular hours as they have to attend to official functions, events and other activities which are held outside office hours. At present, they are neither given time off nor remunerated financially for the extra hours put in. The Bureau considers that they should be duly compensated in one form or the other.

Recommendation 30

- 1.99** We recommend that officers of the Welfare Cadre should be given equivalent time off for the extra hours put in.
- 1.100** Where it has not been possible for management to grant time off within a period of six consecutive months, a request should be made to the Ministry of Civil Service Affairs and Administrative Reforms through the Parent Ministry for the payment of an appropriate allowance as compensation for the extra hours put in.

HEALTH DEPARTMENT

- 1.101** The Health Department of Municipal Councils provides services which are essential for maintaining sound and healthy conditions within the township. It is responsible for refuse collection from private premises, public commercial premises, cleaning of roads and public places, water courses, drains and canals; maintenance of traffic centres and places of public convenience; for upkeeping of cemeteries and crematorium; issue of trade licences to commercial, industrial, professional and other related activities. The Health Inspectorate Section ensures that all individuals and economic operators abide by the prescribed law with regards to sanitation.
- 1.102** The Health Department is staffed by officers of the Health Inspectorate Cadre and those of the General Services. The structure of the department is appropriate. However, where new services have been introduced, we are providing for new grades.

Allowance for Performing Refuse Collector Duties

- 1.103** In certain Municipal Councils, employees in some manual grades are called upon to replace Refuse Collectors. Representations have been received to the effect that these employees should be compensated. We concur with this view and recommend accordingly.

Recommendation 31

- 1.104** We recommend that employees not belonging to the grade of Refuse Collector but who are performing Refuse Collector duties should be paid an allowance of Rs 40 daily.

LIBRARY DEPARTMENT

- 1.105 All Municipal Councils offer library service to the citizens. The Municipal Libraries in addition to being repositories of books also provide other forms of media like microfilm, audio and video cassettes and internet facilities to disseminate information.
- 1.106 There are generally three aspects of library work - user services, technical services and administrative services. These are handled by a professional cadre of Head Librarian, Senior Librarian, Librarian and a technical cadre comprising grades of Senior Library Officer, Library Officer, Senior Library Clerk, Library Clerk and those of General Services. As the present set up in each Municipal Library is appropriate, we are not making any major change except for the creation of a grade of Senior Library Attendant.

Senior Library Attendant (New Grade)

- 1.107 Library Attendants are posted in different sections of the Library Department. They open and close the libraries and are in charge of all the keys. They are responsible for the cleaning of the libraries, floors, window panes, shelves and other equipment. They also keep a constant watch over the premises. The need is felt for a new level to plan, organise, coordinate and supervise the work of these Library Attendants.

Recommendation 32

- 1.108** We recommend the creation of a new grade of Senior Library Attendant where the establishment size of Library Attendant is three or more.

Recruitment thereto should be made from among Library Attendants on the basis of merit and experience.

- 1.109 The Senior Library Attendant would be required, *inter alia*, to plan, organise, coordinate and supervise the work of the Library Attendants.

PARKS AND GARDENS DEPARTMENT

- 1.110 At the Municipal Council of Port Louis, there existed a Gardens Section within the Works Department, which was manned by the Superintendent of Gardens and the Deputy Superintendent of Gardens.
- 1.111 The *Ad hoc* Committee, set up to look into alleged anomalies arising out of the PRB Report 1998, recommended that a separate Parks and Gardens Department be created and headed by the Superintendent of Parks and Gardens and assisted by the Deputy Superintendent of Parks and Gardens. The Committee further recommended that in regard to other support staff, management should take necessary action for their posting to the new Parks and Gardens Department in the normal manner.
- 1.112 The recommendation of the Committee was based on the fact that, in view of the particular scientific knowledge (in agriculture and horticulture) required to perform at the senior levels, the Gardens Section in the Municipal Council of Port Louis should be a separate department and should not form part of the Works Department.
- 1.113 In line with the above recommendation of the *Ad hoc* Committee, the Municipal Council of Curepipe decided to create a Parks and Gardens Department on its establishment to take care of, *inter alia*, the Botanical Gardens which are of a surface area of 16 arpents which need day-to-day attention, the Town Hall gardens and Trou-aux-Cerfs, and the various green spaces and parks around the town.

1.114 In this Report, we are, therefore, making provision for the creation, in the first instance, of a new grade of Superintendent of Parks and Gardens on the establishment of the Municipal Council of Curepipe to head the department. Other grades would be created when the department becomes functional.

1.115 In addition to the foregoing general recommendations for the Municipal Councils, we have examined the specific organisational requirements and issues related to each Municipal Council and have made appropriate recommendations. These are dealt with under the respective organisations.

1.1 MUNICIPAL COUNCIL OF PORT LOUIS
TOWN CLERK'S DEPARTMENT

Technical Assistant (Printing) formerly Printing Machine Operator

1.1.1 The Municipal Council of Port Louis does a lot of in-house document production and printing work with the result that the Printing Machine Operator, besides photocopying work, has seen his responsibilities changed considerably both in volume and complexity. The incumbent is in charge of the Printing Section and is responsible for the printing of agendas of committee meetings and booklets. He has also to work on offset press, heavy duty photocopier, electronic guillotine, duplicating machine and printers. At present, appointment to the grade of Printing Machine Operator is made by selection from serving employees of the Local Government Service possessing the Certificate of Primary Education and reckoning seven years' service.

1.1.2 We are, therefore, reviewing the qualification requirement of the grade, restyling it to a more appropriate job appellation to reflect the level at which the incumbent is operating, and making provision for a binder to assist the officer.

Recommendation 1

1.1.3 **We recommend that the grade of Printing Machine Operator be restyled Technical Assistant (Printing). Appointment thereto should be made by selection from candidates possessing the Cambridge School Certificate with passes in three subjects and having two years' experience in the operation and maintenance of printing machines or related duties.**

1.1.4 **We also recommend that a new grade of Binder be created on the establishment of the Municipal Council of Port Louis. Recruitment thereto should be made from among holders of the Certificate of Primary Education having a minimum of four years' relevant experience and training in a printing or binding establishment.**

- 1.1.5 The incumbent would be responsible to the Technical Assistant (Printing) for the binding and repairs of books, periodicals, booklets, etc; the maintenance of equipment; and for all works in connection with bindery.

Allowance for providing assistance to the Technical Assistant (Printing)

- 1.1.6 An Office Attendant assists the Technical Assistant (Printing) formerly Printing Machine Operator in performing certain duties and he is paid an allowance of Rs 170 monthly.

Recommendation 2

- 1.1.7 **We recommend that the allowance payable to the Office Attendant who assists the Technical Assistant (Printing) in his duties be revised to Rs 205 monthly.**

Confidential Secretary

- 1.1.8 The grade of Secretarial Practice Instructress at the Municipal Council of Port Louis was abolished in 1992 and since then, the two incumbents in post have been performing the duties of a Confidential Secretary. One is acting as Confidential Secretary to the Lord Mayor and the other to the Town Clerk.

Recommendation 3

- 1.1.9 **We recommend that the two former Secretarial Practice Instructresses who are presently performing the duties of a Confidential Secretary should be absorbed in the grade of Confidential Secretary.**

WELFARE DEPARTMENT

Staff for the Swimming Pool

- 1.1.10 The Municipal Council has a swimming pool at Les Salines to provide for leisure and water sports facilities. It is at present staffed by a Technician and a Coach/Life Saver on contract. A second swimming pool is under construction

at Plaine Verte. We are in this Report providing for new grades to allow the Municipal Council to recruit staff of its own for the swimming pool.

Recommendation 4

1.1.11 We recommend the creation of the grades of Swimming Pool Technician, Swimming Coach/Life Saver, Swimming Pool Attendant and Caretaker (Swimming Pool)

Swimming Pool Technician (New Grade)

1.1.12 Recruitment to the grade of Swimming Pool Technician should be made from among holders of the Brevet d'Aptitude Professionnelle (Electromecanicien) or an alternative qualification acceptable to the Local Government Service Commission. Candidates should have the ability to swim at least 25 metres at a stretch.

1.1.13 The Swimming Pool Technician will be responsible for the maintenance of the swimming pool along with all the installations and equipment regarding the electrical waterpump; the filtration plant and perpetual circulation of water; to conduct water tests; to supervise the daily cleaning of the pool and surroundings; to operate public address systems and all electrical and electronic devices; and to be responsible for the emptying of the swimming pool as and when required.

Swimming Coach/Life Saver (New Grade)

1.1.14 Recruitment thereto should be made from among candidates holding either the Cambridge School Certificate with credit in at least five subjects including English and French obtained at one and the same sitting, and an Award from the Royal Life Saving Society or a Certificate in Swimming Coaching and Life Saving awarded by the Ministry of Youth and Sports.

1.1.15 Incumbent will, *inter alia*, be responsible to prepare training programmes for initiation and other swimming courses; ensure the security of swimmers under

his supervision; conduct initiation and other coaching sessions; conduct swimming tests; maintain and issue swimming equipment; dispense First Aid and compile statistics regarding the utilisation of the swimming pool.

Swimming Pool Attendant (New Grade)

1.1.16 Recruitment thereto should be made from among candidates holding passes in at least three subjects at the Cambridge School Certificate Examination and having the ability to swim at least 25 metres at a stretch.

1.1.17 The Swimming Pool Attendant will, under the supervision of the Technician, clean and maintain the swimming pool and surroundings; keep watch over premises during opening hours; sell and collect tickets at gates; and open and shut the swimming pool complex, offices, cloakrooms, bathrooms and toilets.

Caretaker (Swimming Pool) (New Grade)

1.1.18 Recruitment thereto should be made from among candidates holding the Certificate of Primary Education.

1.1.19 Incumbent will perform general caretaker duties which will include general maintenance and cleaning of the Swimming Pool and its premises; care and maintenance of all the equipment of the Swimming Pool i.e. life-saving devices, apparels, liners etc; control of the Swimming Pool entrance (front and back) especially during training sessions and competitions as well as helping, as and when required in directing people to the official "boxes"; report any discrepancy to the Officer-in-Charge; be in attendance whenever required for official functions; run official errands and answer calls.

Supervisor, Infant School (New Grade)

1.1.20 The Municipal Council runs 15 infant schools within the Municipal Council area. The staff comprises 30 teachers and 24 non teaching personnel. The supervision of these infant schools has been assigned to the seniormost Infant

School Teacher. We are providing for a new grade to carry out the supervisory functions.

Recommendation 5

1.1.21 We recommend the creation of a new grade of Supervisor, Infant School to be recruited by selection from among Infant School Teachers on the Council's establishment reckoning at least four years' experience in the grade.

1.1.22 Job incumbent will coordinate the work of teachers and advise them; regulate, motivate and organise the pedagogic orientation and the teaching methods in consultation with the teachers; submit regular reports on the running of the schools; organise the day-to-day running of the schools, including working hours, holiday activities, extra curricular activities etc; advise the Welfare Committee on pedagogic matters and the general management and running of schools; prepare and run courses for trainees of pre-primary schools and represent the Council on relevant committees as may be assigned.

Hall Attendant (New Grade)

1.1.23 The halls of the Municipality are used for recreation purposes. Office Attendants are posted there on rotational basis to keep them tidy and attended. There is need to have a grade to be attached exclusively to the halls of the Municipal Council.

Recommendation 6

1.1.24 We recommend the creation of a grade of Hall Attendant to be recruited from among employees of the Local Government Service possessing the Certificate of Primary Education.

Municipal Theatre

1.1.25 A request has been made for the creation of new grades of Sound and Lighting Designer, Technician (Sound) and Technician (Stage Lighting) for Municipal theatre, on the same line as those obtaining at the Municipality of Beau Bassin-Rose Hill.

Recommendation 7

1.1.26 We recommend the creation of the following new grades on the establishment of the Welfare Department of the Municipal Council of Port Louis: Sound and Lighting Designer, Technician (Sound) and Technician (Stage Lighting). The qualification requirements and the duties and responsibilities of the respective grades should be the same as those prescribed for the Municipal Council of Beau Bassin-Rose Hill.

Staggered Hours

1.1.27 Employees in the grades listed below work on staggered hours. This element has been taken into consideration in the determination of the recommended salaries.

Groundsman
Stadium Attendant
Sound and Lighting Designer
Swimming Coach/Life Saver
Swimming Pool Attendant
Swimming Pool Technician
Technician (Sound)
Technician (Stage Lighting)

HEALTH DEPARTMENT

Gangman (Cemetery) (New Grade)

- 1.1.28 At the Municipal Council the grade of Foreman (Cemetery) was evanescent and has been abolished on vacancy.
- 1.1.29 With the abolition of this grade, there is need for a new grade to lead the group of employees working at the cemeteries.

Recommendation 8

- 1.1.30 We recommend that a new grade of Gangman (Cemetery) be created. Recruitment thereto should be made on the basis of merit and experience from among General Workers who hold the Certificate of Primary Education, reckon a satisfactory record of service and have the ability to supervise workers and maintain discipline among them.**
- 1.1.31 Incumbent would, amongst others, distribute work among workers in his team and supervise their work.

LIBRARY DEPARTMENT

Senior Librarian (New Grade)

- 1.1.32 At present, the Library Department is managed by the Head Librarian. To be in line with what obtains in other Municipalities, we are providing for a new grade of Senior Librarian to head the Library Department. The existing grade of Head Librarian should be made evanescent.

Recommendation 9

- 1.1.33 We recommend the creation of a grade of Senior Librarian. Appointment thereto should be made by promotion from among officers in the grade of Librarian possessing a degree or a postgraduate Diploma in Library Science and having at least five years' experience in the grade.**

PARKS AND GARDENS DEPARTMENT

- 1.1.34 At the Municipality of Port Louis, there existed a Gardens Section within the Works Department, which was manned by the Superintendent of Gardens and the Deputy Superintendent of Gardens.
- 1.1.35 The *Ad hoc* Committee, set up to look into alleged anomalies arising out of the 1998 PRB Report, recommended that a separate Parks and Gardens Department be created and headed by the Superintendent of Parks and Gardens and assisted by the Deputy Superintendent of Parks and Gardens. The Committee further recommended that in regard to other support staff, management should take necessary action for their posting to the new Parks and Gardens Department in the normal manner.
- 1.1.36 The recommendation of the Committee was based on the fact that, in view of the particular scientific knowledge (in agriculture and horticulture) required to perform at the senior levels, the Gardens Section in the Municipality of Port Louis should be a separate department and should not form part of the Works Department.

TOWN CLERK'S DEPARTMENT

SALARY SCHEDULE

PLT 1	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400	Office Attendant
PLT 2	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300	Binder (New Grade)
PLT 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300	Senior/Head Office Attendant

TOWN CLERK'S DEPARTMENT (Contd.)

PLT 4	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000
		Telephone Operator/Receptionist
PLT 5	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800
		Technical Assistant (Printing) <i>formerly Printing Machine Operator</i>
PLT 6	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000
		Word Processing Operator
PLT 7	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Clerk Clerk/Word Processing Operator
PLT 8	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Senior Word Processing Operator
PLT 9	:	Rs 10600 x 400 - 15000
		Senior Clerk
PLT 10	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500
		Committee Clerk
PLT 11	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Database Supervisor
PLT 12	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Confidential Secretary

TOWN CLERK'S DEPARTMENT (Contd.)

PLT 13	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk
PLT 14	:	Rs 15000 x 500 - 17000 x 600 - 18200 Senior Committee Clerk
PLT 15	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Safety and Health Officer/Senior Safety and Health Officer (New Grade)
PLT 16	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
PLT 17	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
PLT 18	:	Rs 17600 x 600 - 20000 x 800 - 24000 Officer-in-Charge, Citizen's Advice Bureau
PLT 19	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Town Clerk
PLT 20	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)
PLT 21	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
PLT 22	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney <i>formerly Municipal Attorney</i>

TOWN CLERK'S DEPARTMENT (Contd.)

PLT 23	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Town Clerk
PLT 24	:	Rs 45000 Town Clerk

TREASURER'S DEPARTMENT**SALARY SCHEDULE**

PL Tr 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Storeman</i>
PL Tr 2	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Assistant Stores Officer (Personal)
PL Tr 3	:	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Usher
PL Tr 4	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Data Entry Controller <i>formerly Assistant Input/Output Controller</i> Controlling Officer
PL Tr 5	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Stores Officer</i>

TREASURER'S DEPARTMENT (Contd.)

PL Tr 6	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier (New Grade) Senior Cashier (Personal)
PL Tr 7	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Data Entry Controller <i>formerly Input/Output Controller</i>
PL Tr 8	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i> Senior Usher
PL Tr 9	:	Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400 Accounting Technician
PL Tr 10	:	Rs 15000 x 500 - 17000 x 600 - 20000 Head of Section
PL Tr 11	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer <i>formerly Senior Stores Officer</i>
PL Tr 12	:	Rs 15500 x 500 - 17000 x 600 - 20000 x 800 - 20800 Head of Section (Personal)
PL Tr 13	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 21600 Principal Storekeeper (Personal)
PL Tr 14	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (Qualified)

TREASURER'S DEPARTMENT (Contd.)

- PL Tr 15** : **Rs 22400 x 800 - 28000 x 1000 - 35000**
Principal Accountant
formerly Deputy City Treasurer
- PL Tr 16** : **Rs 37000 x 1000 - 39000**
City Treasurer (Personal)
Financial Controller (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

- PLW 1** : **Rs 4800 x 125 - 5675 x 150 - 7025**
General Worker
formerly General Field and Office/Premises Worker
- PLW 2** : **Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500**
Lorry Helper
Lorry Loader
- PLW 3** : **Rs 7175 x 150 - 7325 x 175 - 7500**
Trainee Draughtsman
- PLW 4** : **Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Filling Station Attendant
Roadmender/Tarman
formerly Roadmender
Stores Attendant
formerly Storeman
Tradesman's Assistant
Tyreman
- PLW 5** : **Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200**
Watchman

WORKS DEPARTMENT (Contd.)

PLW 6	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Chemical Sprayerman
PLW 7	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
PLW 8	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Barbender
PLW 9	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
PLW 10	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Vulcaniser
PLW 11	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician (New Grade) Blacksmith Carpenter Electrician Mason Mechanic Painter Panel Beater (New Grade) Plumber and Pipe Fitter Tinsmith Welder
PLW 12	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit

WORKS DEPARTMENT (Contd.)

PLW 13	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000
		Works Overseer
PLW 14	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Foreman
PLW 15	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Surveying Assistant
PLW 16	:	Rs 12600 x 400 - 15000
		Transport Supervisor
PLW 17	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500
		Draughtsman
PLW 18	:	Rs 12200 x 400 - 15000 x 500 - 17000
		Inspector of Works
PLW 19	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400
		Senior Draughtsman Senior Inspector of Works
PLW 20	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200
		Engineering Assistant
PLW 21	:	Rs 17600 x 600 - 20000 x 800 - 23200
		Chief Inspector of Works <i>formerly Principal Inspector of Works</i>

WORKS DEPARTMENT (Contd.)

PLW 22	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200
		Surveyor
PLW 23	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200
		Civil Engineer <i>formerly Assistant City Engineer (Civil)</i> Mechanical Engineer <i>formerly Assistant City Engineer (Mechanical)</i>
PLW 24	:	Rs 28000 x 1000 - 34000
		Deputy City Engineer (Personal)
PLW 25	:	Rs 22400 x 800 - 28000 x 1000 - 35000
		Head, Works Department (Future Holder)
PLW 26	:	Rs 37000 x 1000 - 39000
		Head, Works Department (Personal) <i>formerly City Engineer</i>

PLANNING DEPARTMENT**SALARY SCHEDULE**

PLP 1	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Cadastral Assistant (New Grade)
PLP 2	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Assistant Building Inspector (New Grade) Planning Assistant
PLP 3	:	Rs 13800 x 400 - 14600
		Cadet Planner

PLANNING DEPARTMENT (Contd.)

PLP 4	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 – 15000 x 500 - 16500 Cadastral Officer (Future Holder)
PLP 5	:	Rs 12200 x 400 – 15000 x 500 – 17000 Building Inspector
PLP 6	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)
PLP 7	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Building Inspector
PLP 8	:	Rs 15000 x 500 - 17000 x 600 - 20000 Cadastral Officer (Personal to officer in post as at 30.06.03)
PLP 9	:	Rs 17600 x 600 – 20000 x 800 - 23200 Chief Building Inspector (New Grade)
PLP 10	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Planning Officer (Future Holder)
PLP 11	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Planning Officer (Personal)
PLP 12	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Planning Department (New Grade)

WELFARE DEPARTMENT
SALARY SCHEDULE

PL WEL 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Office/Premises Worker</i> <i>General Field and Office/Premises Worker</i>
PL WEL 2	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Caretaker Sanitary Attendant
PL WEL 3	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Assistant Tradesman Attendant Welfare Centre (Central Area) Caretaker (Theatre) Children Playground Attendant Community Centre Attendant Groundsman Nursery Attendant
PL WEL 4	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
PL WEL 5	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant Stadium Attendant
PL WEL 6	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8600 Caretaker (Swimming Pool) (New Grade) Waste Water Pipe Cleaner
PL WEL 7	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Swimming Pool Attendant (New Grade)
PL WEL 8	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

WELFARE DEPARTMENT (Contd.)

- PL WEL 9 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Carpenter
Electrician
Mason
Painter
- PL WEL 10 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Hall Attendant (New Grade)
Messroom Attendant
Senior/Head Office Attendant
- PL WEL 11 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Assistant Nursery Matron
formerly Assistant Matron
Infant School Teacher
- PL WEL 12 : Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Kindergarten Teacher
- PL WEL 13 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12200**
Store Clerk (Loan Stores) (Personal)
- PL WEL 14 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Word Processing Operator
- PL WEL 15 : Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Nursery Matron
formerly Matron

WELFARE DEPARTMENT (Contd.)

- PL WEL 16 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Clerical Officer/Higher Clerical Officer
- PL WEL 17 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Foreman (Housing)
- PL WEL 18 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**
Swimming Pool Technician (New Grade)
- PL WEL 19 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Welfare Officer
Welfare Officer (Personal to holder appointed before 01.07.87)
- PL WEL 20 : Rs 10000 x 300 - 10600 x 400 - 15000**
Supervisor Infant School (New Grade)
- PL WEL 21 : Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**
Technician (Sound) (New Grade)
Technician (Stage Lighting) (New Grade)
- PL WEL 22 : Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000**
Swimming Coach/Life Saver (New Grade)
- PL WEL 23 : Rs 13000 x 400 - 15000 x 500 - 17000**
Senior Welfare Officer
Senior Welfare Officer (Personal to holder appointed prior to 01.07.87)
- PL WEL 24 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Confidential Secretary

WELFARE DEPARTMENT (Contd.)

- PL WEL 25 : Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Sound and Lighting Designer (New Grade)
- PL WEL 26 : Rs 15000 x 500 - 17000 x 600 - 19400**
Principal Welfare Officer
- PL WEL 27 : Rs 18800 x 600 - 20000 x 800 - 26400**
Chief Welfare Officer

WELFARE DEPARTMENT

PART TIME WORKERS

- PL WEL 28 : Rs 1665**
Key Keeper
- PL WEL 29 : Rs 3900**
Animateur (Dressmaking, Embroidery, Music, Photography)
Embroidery Instructress
Music Instructress
Photography Instructor
Seamstress
Sewing Instructress
Yoga Instructor
- PL WEL 30 : Rs 5000**
Instructor (Tamil Language, Yoga)
- PL WEL 31 : Rs 6585**
Lady Supervisor
- PL WEL 32 : Rs 7295**
Dressmaking Teacher

HEALTH DEPARTMENT**SALARY SCHEDULE**

PLH 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
PLH 2	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Workman (Sanitation) Sanitary Attendant
PLH 3	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Refuse Collector
PLH 4	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Burial Ground Attendant (Roster) Watchman
PLH 5	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Waste Water Pipe Cleaner
PLH 6	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver (Van, Lorry) Gangman (Cemetery) (New Grade)
PLH 7	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Driver/Scavenging Supervisor
PLH 8	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Inspector
PLH 9	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Health Inspector
PLH 10	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 Senior Health Inspector

HEALTH DEPARTMENT (Contd.)

- PLH 11 : 18800 x 600 - 20000 x 800 - 23200**
Principal Health Inspector
- PLH 12 : Rs 20800 x 800 - 25600**
Deputy Chief Health Inspector
- PLH 13 : Rs 26400 x 800 - 28000 x 1000 - 32000**
Chief Health Inspector

LIBRARY DEPARTMENT

SALARY SCHEDULE

- PLL 1 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Library Attendant
- PLL 2 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000**
Senior Library Attendant (New Grade)
- PLL 3 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -
10000 x 300 - 10600 x 400 - 13400**
Library Clerk
- PLL 4 : Rs 10300 x 300 - 10600 x 400 - 15000**
Senior Library Clerk
- PLL 5 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**
Library Officer
- PLL 6 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**
Senior Library Officer
- PLL 7 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x
800 - 27200**
Librarian
-
-

LIBRARY DEPARTMENT (Contd.)

PLL 8	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Librarian (New Grade)
PLL 9	:	Rs 22400 x 800 - 28000 x 1000 - 31000 Head Librarian (Personal)

PARKS AND GARDENS DEPARTMENT
SALARY SCHEDULE

PLPG 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
PLPG 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener
PLPG 3	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Senior Gardener
PLPG 4	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Gardener
PLPG 5	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Works Overseer
PLPG 6	:	Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 20800 Deputy Superintendent of Parks and Gardens
PLPG 7	:	Rs 19400 x 600 - 20000 x 800 - 27200 Superintendent of Parks and Gardens

1.2 MUNICIPAL COUNCIL OF BEAU BASSIN-ROSE HILL

TOWN CLERK'S DEPARTMENT

Assistant Internal Auditor (New Grade)

- 1.2.1 At present, the Internal Auditor is the only officer responsible for undertaking internal audit over the entire activities of the Municipal Council of Beau Bassin-Rose Hill. As the activities have in the course of time been on the increase both in type and load, a request has been made for the provision of a grade of Assistant Internal Auditor to strengthen the Internal Audit Section.

Recommendation 1

- 1.2.2 **We recommend the creation of a new grade of Assistant Internal Auditor on the establishment of the Municipal Council of Beau Bassin-Rose Hill. Appointment to the grade should be made by selection from among serving officers reckoning at least five years' service in a substantive capacity, possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Accounts and the foundation stage of ACCA Examinations or stage 1 of CIMA Examinations or equivalent qualifications acceptable to the Local Government Service Commission.**
- 1.2.3 The Assistant Internal Auditor would assist the Internal Auditor in his duties; and carry out internal audit in finance, stores, transport and other operations of the Local Authority in accordance with internal audit programmes and procedures.

WELFARE DEPARTMENT

Municipal Theatre

- 1.2.4 The Head of the Theatre is the Theatre Conservator who is assisted by officers in the grades of Scene Painter and Stage Designer, Assistant Scene Painter and Stage Designer, Senior Cabin Control Operator, Cabin Control Operator, Chief Carpenter and Scene Shifter, and Carpenter and Scene Shifter. The services of

electricians are drawn from the pool available in the Works Department. There exists also a grade of Theatre Controller and the incumbent is responsible to the Town Treasurer through the Officer-in-Charge of the Theatre for the financial administration of the municipal theatre and reception halls.

1.2.5 The Theatre has gone through technical improvements and a sophisticated sound reinforcement system with a main mixing console for 24 channels has been installed to meet the requirements for various types of shows and live performances. As regards stage lighting, digital technology has been introduced and some 150 automated computerised projector systems are now in use.

1.2.6 In view of the foregoing, it is imperative that appropriate structural changes be brought to the organisational set up of the Theatre.

**Assistant Scene Painter and Stage Designer
Scene Painter and Stage Designer**

1.2.7 At present, the qualification requirements for the grade of Assistant Scene Painter and Stage Designer are the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or Accounts and a Diploma in Fine Arts or equivalent qualifications. The grade of Scene Painter and Stage Designer is promotional for the Assistant Scene Painter and Stage Designer.

1.2.8 In the light of the changes mentioned above and in line with current needs, we are restyling the two grades under reference, reviewing their qualification requirements and redesigning the duties and responsibilities.

Recommendation 2

1.2.9 We recommend that the grades of Assistant Scene Painter and Stage Designer and Scene Painter and Stage Designer be restyled Assistant Stage Designer and Stage Designer respectively.

1.2.10 We recommend that in future appointment to the grade of Assistant Stage Designer be made by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English,

French, Mathematics, Art or Design & Technology and either French Literature or Literature in English; the Cambridge Higher School Certificate with Art or Design and Technology; and a Diploma in Fine Arts or the IVTB Higher National Diploma in Design or equivalent qualifications acceptable to the Local Government Service Commission.

1.2.11 We further recommend that appointment to the grade of Stage Designer be made by promotion, on the basis of merit and experience from officers in the grade of Assistant Stage Designer.

1.2.12 The Stage Designer would, among others, be responsible to the Theatre Administrator for all cultural and technical matters relating to stage design, decors and stage machinery, manage, organise and direct the scenic crew during the preparation of shows, and attend rehearsals and performances. The Assistant Stage Designer would generally assist the Stage Designer in the performance of the duties spelt out.

Technician (Sound) (New Grade)

Technician (Stage Lighting) (New Grade)

Sound and Lighting Designer (New Grade)

1.2.13 With the technical improvements that have taken place at the Theatre and the installation of the updated sound reinforcement system, the need is felt for new technical grades for the Theatre so as to make effective and optimum use of technologies in place.

Recommendation 3

1.2.14 We recommend the creation of the grades of Technician (Sound), Technician (Stage Lighting) and Sound and Lighting Designer.

1.2.15 Appointment to the grades of Technician (Sound) and Technician (Stage Lighting) should be made from holders of the Cambridge School Certificate with credit in five subjects including English, French and Mathematics or Physics, and the Technician Diploma in Electrical & Electronic Engineering (including component 8030-112 Electronics) or the Technician Diploma in

Telecommunication Engineering 272 awarded by the City & Guilds of London Institute or equivalent qualifications and having proven experience in electronics and electricity.

1.2.16 For the first intake to the grades of Technician (Sound) and Technician (Stage Lighting) priority of consideration should be given to employees in the grade of Cabin Control Operator possessing the required qualifications.

1.2.17 The Technician (Stage Lighting) would be required to operate and maintain all items of lighting equipment and fittings of the municipal theatre; be responsible for the setting of projectors and lighting equipment; repair lighting equipment; and execute lighting plots.

1.2.18 The Technician (Sound) would, *inter alia*, operate and maintain all items of sound equipment and fittings under the supervision of the Sound and Lighting Designer, be responsible for the setting up and repair of sound equipment and execute sound plots.

Sound and Lighting Designer (New Grade)

1.2.19 Appointment to the grade of Sound and Lighting Designer should be made by selection from among officers in the grades of Technician (Stage Lighting) and Technician (Sound) possessing the Advanced Diploma in Electrical & Electronics Engineering (8030) or Telecommunication Engineering (272) awarded by the City & Guilds of London Institute or equivalent qualification.

1.2.20 For the first intake, priority of consideration should be given to officers in the grade of Senior Sound Control Operator possessing the required qualifications.

1.2.21 The Sound and Lighting Designer would be required, *inter alia*, to manage, organise and set up sound, lighting, and power control equipment; programme computerised lighting console and automated projectors; design stage lighting

plots and configure sound systems in connection with shows; supervise and direct Technicians and Electricians and operate sound and lighting consoles.

Theatre Electrician/Technical Assistant (New Grade)

1.2.22 At present, the services of electricians are drawn by the Municipal Theatre, as and when required, from the pool of Tradesmen available in the Works Department. With the installation and reinforcement of a complete professional sound and lighting systems, the duties relating to stage lighting projectors and sound equipment have become more specialised.

1.2.23 There is, therefore, need for employees in a new specialised grade for posting in the Theatre.

Recommendation 4

1.2.24 We recommend the creation of a new grade of Theatre Electrician/Technical Assistant on the establishment of the Municipal Council of Beau Bassin-Rose Hill. Appointment to the grade should be made by selection from among candidates possessing the Cambridge School Certificate and the Certificate in Electrical and Electronics Engineering 8030 awarded by the City & Guilds of London Institute or equivalent qualifications.

1.2.25 The duties of the Theatre Electrician/Technical Assistant would, *inter alia*, be the rigging of stage lighting projectors; focussing of stage lighting projectors; setting up of sound equipment; operation of follow spots and special effects equipment and the overall maintenance of sound and stage lighting and power control equipment.

Allowance to Carpenter and Scene Shifter and Chief Carpenter and Scene Shifter

1.2.26 At present, officers in the grades of “Carpenter and Scene Shifter” and “Chief Carpenter and Scene Shifter” are classified as tradesmen as according to the prescribed schemes of service, their duties consist of both general carpentry and duties related to theatre decors and stages.

1.2.27 The duties relating to theatre decors and stages are more sophisticated and complex than those of general carpentry and require creative thinking. Moreover, they often have to work beyond normal working hours. We are, therefore, providing for an allowance to compensate these employees for additional duties they are required to perform during and after normal office hours.

Recommendation 5

1.2.28 **We recommend that Carpenter and Scene Shifter and Chief Carpenter and Scene Shifter be paid monthly allowances of Rs 300 and Rs 400 respectively for performing duties relating to theatre decor during and after normal office hours. This, however, does not preclude the payment of overtime for work performed beyond normal working hours.**

Part-Time Social Hall Attendant (New Grade)

1.2.29 Within the town of Beau Bassin-Rose Hill there are six Social Halls. These halls are used for recreative purposes in the afternoons and Caretakers/Office Attendants have to stay after their normal working hours against payment of overtime. Given the permanency of this work and with a view to reducing overtime, we are providing for a grade of Social Hall Attendant to work on a part time basis after normal office hours.

Recommendation 6

1.2.30 **We recommend the creation of a grade of Part-Time Social Hall Attendant. Recruitment thereto should be made from among candidates possessing the Certificate of Primary Education.**

LIBRARY DEPARTMENT

Library Attendant (Part Time) (New Grade)

1.2.31 With a view to making the library services more accessible to the inhabitants, the Council proposes to create mini libraries in Social Centres. To this end, we are providing for a grade to look after these libraries after normal working hours.

Recommendation 7

- 1.2.32 We recommend the creation of a new grade of Library Attendant (Part-time). Recruitment thereto should be made from among candidates possessing the Certificate of Primary Education.
- 1.2.33 The duties of incumbent would be, *inter alia*, to open and close the library, clean the library premises, keep all printed materials such as books, periodicals etc, clean and tidy on their shelves.

TOWN CLERK'S DEPARTMENT**SALARY SCHEDULE**

BRHT 1	:	Rs 5175 x 125 - 5675 x 150 - 7325 General Worker (Personal) <i>formerly General Office/Premises Worker (Personal)</i>
BRHT 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant
BRHT 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
BRHT 4	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Telephone Operator/Receptionist
BRHT 5	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
BRHT 6	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerk Clerk/Word Processing Operator

TOWN CLERK'S DEPARTMENT (Contd.)

BRHT 7	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Senior Word Processing Operator
BRHT 8	:	Rs 10600 x 400 - 15000
		Senior Clerk
BRHT 9	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500
		Committee Clerk
BRHT 10	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Assistant Internal Auditor (New Grade) Database Supervisor
BRHT 11	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Confidential Secretary
BRHT 12	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Head Clerk
BRHT 13	:	Rs 15000 x 500 - 17000 x 600 - 18200
		Senior Committee Clerk
BRHT 14	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400
		Safety and Health Officer/Senior Safety and Health Officer (New Grade)
BRHT 15	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400
		Internal Auditor
BRHT 16	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000
		Personnel Officer

TOWN CLERK'S DEPARTMENT (Contd.)

BRHT 17	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200	Assistant Town Clerk
BRHT 18	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200	Human Resources Development Officer (New Grade)
BRHT 19	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200	IT Officer (New Grade)
BRHT 20	:	Rs 20800 x 800 - 28000 x 1000 - 30000	Attorney (New Grade)
BRHT 21	:	Rs 22400 x 800 - 28000 x 1000 - 35000	Deputy Town Clerk
BRHT 22	:	Rs 45000	Town Clerk

TREASURER'S DEPARTMENT
SALARY SCHEDULE

BRH Tr 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500	Stores Attendant <i>formerly Storeman</i>
BRH Tr 2	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800	Machine Operator
BRH Tr 3	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600	Assistant Stores Officer (Personal)

TREASURER'S DEPARTMENT (Contd.)

- BRH Tr 4** : **Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**
Usher
- BRH Tr 5** : **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Assistant Data Entry Controller
formerly Assistant Input/Output Controller
- BRH Tr 6** : **Rs 10000 x 300 - 10600 x 400 - 14600**
Book Keeper and Paying Clerk
- BRH Tr 7** : **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Purchasing and Supply Officer
formerly Stores Officer
- BRH Tr 8** : **Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**
Cashier
Revenue Collector
- BRH Tr 9** : **Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Data Entry Controller
formerly Input/Output Controller
- BRH Tr 10** : **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Higher Purchasing and Supply Officer
formerly Higher Stores Officer
Senior Usher
- BRH Tr 11** : **Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**
Accounting Technician
- BRH Tr 12** : **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000**
Theatre Controller

TREASURER'S DEPARTMENT (Contd.)

BRH Tr 13	:	Rs 15000 x 500 - 17000 x 600 - 20000 Head of Section
BRH Tr 14	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer <i>formerly Senior Stores Officer</i>
BRH Tr 15	:	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Accountant (Non Qualified) (Personal)
BRH Tr 16	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (Qualified)
BRH Tr 17	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Deputy Town Treasurer (Personal)
BRH Tr 18	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)
BRH Tr 19	:	Rs 35000 x 1000 - 37000 Town Treasurer (Personal)
BRH Tr 20	:	Rs 37000 x 1000 - 39000 Financial Controller (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

BRHW 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i> <i>General Office/Premises Worker</i>
---------------	----------	---

WORKS DEPARTMENT (Contd.)

BRHW 2	:	Rs 5175 x 125 - 5675 x 150 - 7325 General Worker (Personal) <i>formerly General Office/Premises Worker (Personal)</i>
BRHW 3	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader
BRHW 4	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Roadmender/Tarman <i>formerly Roadmender</i> Tradesman's Assistant
BRHW 5	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
BRHW 6	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Caretaker (Theatre & Salle Des Fetes) Gardener
BRHW 7	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
BRHW 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
BRHW 9	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter Electrician Mason Mechanic Painter Panel Beater/Welder Plumber and Pipe Fitter

WORKS DEPARTMENT (Contd.)

BRHW 10	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Gardener
BRHW 11	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
BRHW 12	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer (Drains, Works) Overseer (Parks and Gardens)
BRHW 13	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Carpenter Chief Electrician Chief Mason Chief Mechanic Chief Painter
BRHW 14	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
BRHW 15	:	Rs 12600 x 400 - 15000 Supervisor (Lighting Section) (Future Holder) Workshop Supervisor
BRHW 16	:	Rs 12200 x 400 - 15000 x 500 - 16000 Supervisor (Lighting Section) (Personal to officer in post as at 30.06.03) <i>formerly Electrical Workshop Supervisor</i>
BRHW 17	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works
BRHW 18	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works

WORKS DEPARTMENT (Contd.)

BRHW 19	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200
		Engineering Assistant
BRHW 20	:	Rs 17600 x 600 - 20000 x 800 - 23200
		Chief Inspector of Works <i>formerly Principal Inspector of Works</i>
BRHW 21	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200
		Civil Engineer (New Grade)
BRHW 22	:	Rs 22400 x 800 - 28000 x 1000 - 35000
		Head, Works Department <i>formerly Town Engineer</i>

PLANNING DEPARTMENT**SALARY SCHEDULE**

BRHP 1	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Cadastral Assistant
BRHP 2	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Planning Assistant
BRHP 3	:	Rs 13800 x 400 - 14600
		Cadet Planner
BRHP 4	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500
		Cadastral Officer
BRHP 5	:	Rs 12200 x 400 - 15000 x 500 - 17000
		Building Inspector

PLANNING DEPARTMENT (Contd.)

BRHP 6	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)
BRHP 7	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Planning Officer (Future Holder)
BRHP 8	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Planning Officer (Personal)
BRHP 9	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Planning Department (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

BRH WEL 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Groundsman Nursery Attendant
BRH WEL 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Caretaker/Attendant Lecture Room Attendant
BRH WEL 3	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Carpenter and Scene Shifter
BRH WEL 4	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Infant School Teacher Assistant Nursery Matron <i>formerly Assistant Matron</i>

WELFARE DEPARTMENT (Contd.)

- BRH WEL 5 :** **Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Overseer (Stadium)
Theatre Electrician/Technical Assistant (New Grade)
- BRH WEL 6 :** **Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Nursery Matron
formerly Matron
- BRH WEL 7 :** **Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Clerical Officer/Higher Clerical Officer
Senior Overseer (Stadium)
- BRH WEL 8 :** **Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Chief Carpenter and Scene Shifter
- BRH WEL 9 :** **Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Art Gallery Supervisor
- BRH WEL 10 :** **Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Welfare Officer
Welfare Officer (Personal to holder appointed before 01.07.87)
- BRH WEL 11 :** **Rs 10000 x 300 - 10600 x 400 - 15000**
Supervisor Infant School
- BRH WEL 12 :** **Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**
Technician (Stage Lighting) (New Grade)
Technician (Sound) (New Grade)
- BRH WEL 13 :** **Rs 13000 x 400 - 15000 x 500 - 17000**
Senior Welfare Officer

WELFARE DEPARTMENT (Contd.)

**BRH WEL 14 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500
- 17000 x 600 - 17600**

Assistant Stage Designer
formerly Assistant Scene Painter and Stage Designer

BRH WEL 15 : Rs 11800 x 400 - 15000 x 500 - 17000 x 600 - 17600

Sound and Lighting Designer (New Grade)

**BRH WEL 16 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x
600 - 19400**

Stage Designer
formerly Scene Painter and Stage Designer

BRH WEL 17 : Rs 15000 x 500 - 17000 x 600 - 19400

Principal Welfare Officer

BRH WEL 18 : Rs 18800 x 600 - 20000 x 800 - 26400

Chief Welfare Officer

WELFARE DEPARTMENT**PART TIME WORKERS**

BRH WEL 19 : Rs 150 per session of 3 hours
Social Hall Attendant (New Grade)

BRH WEL 20 : Rs 220 per session of 1½ - 2 hours
Cooking Instructor
Judo Instructor
Modern Dance Instructor (Aerobic)
Tai Chi Instructor
Yoga Instructor

BRH WEL 21 : Rs 2050
Art Teacher

WELFARE DEPARTMENT (Contd.)

- BRH WEL 22 : Rs 4695**
Dance Teacher
- BRH WEL 23 : Rs 5715**
Karate Teacher
- BRH WEL 24 : Rs 8715**
Dressmaking Teacher

HEALTH DEPARTMENT**SALARY SCHEDULE**

- BRHH 1 : Rs 4800 x 125 - 5675 x 150 - 7025**
General Worker
formerly General Field and Office/Premises Worker
- BRHH 2 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500**
Market Cleaner
Sanitary Attendant
- BRHH 3 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Refuse Collector
- BRHH 4 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Chemical Sprayerman
- BRHH 5 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**
Driver/Scavenging Supervisor
- BRHH 6 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Overseer (Personal to officer in post as at 01.07.93)
-
-

HEALTH DEPARTMENT (Contd.)

BRHH 7	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Assistant Health Inspector
BRHH 8	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Health Inspector
BRHH 9	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000
		Senior Health Inspector
BRHH 10	:	Rs 18800 x 600 - 20000 x 800 - 23200
		Assistant Chief Health Inspector (Personal to officer in post as at 01.07.93) Principal Health Inspector
BRHH 11	:	Rs 26400 x 800 - 28000 x 1000 - 32000
		Chief Health Inspector

LIBRARY DEPARTMENT**SALARY SCHEDULE**

BRHL 1	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
		Library Attendant
BRHL 2	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000
		Senior Library Attendant (New Grade)
BRHL 3	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300
		Binder
BRHL 4	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
		Library Clerk

LIBRARY DEPARTMENT (Contd.)

- BRHL 5 : Rs 10300 x 300 - 10600 x 400 - 15000**
Senior Library Clerk
- BRHL 6 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**
Library Officer
- BRHL 7 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**
Senior Library Officer
- BRHL 8 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**
Librarian
- BRHL 9 : Rs 22400 x 800 - 28000 x 1000 - 30000**
Senior Librarian

LIBRARY DEPARTMENT

PART TIME WORKERS

- BRHL 10 : Rs 160 per session of 4 hours**
Library Attendant

1.3 MUNICIPAL COUNCIL OF CUREPIPE

TREASURER'S DEPARTMENT

Accounting Machine Operator

- 1.3.1 With computerisation, the need for the services of the Accounting Machine Operators is no longer felt and incumbents have been assigned Word Processing duties.

Recommendation 1

- 1.3.2 **We recommend that officers in the grade of Accounting Machine Operator be absorbed in the grade of Word Processing Operator.**

HEALTH DEPARTMENT

Parking Controller (New Grade)

- 1.3.3 The Municipality has in key areas reserved parkings for its staff or the business people, but most of the time due to lack of control these parkings are occupied by outsiders.

- 1.3.4 In view of the above, there is need for proper control on these parking spaces.

Recommendation 2

- 1.3.5 **We recommend that a new grade of Parking Controller be created to be filled by selection from among serving employees possessing a Cambridge School Certificate or equivalent qualification.**

- 1.3.6 Incumbent would be required to ensure the proper use of the parking spaces belonging to the Municipal Council of Curepipe.

PARKS AND GARDEN DEPARTMENT

- 1.3.7 In line with the recommendation of the *Ad hoc* Committee set up to look into alleged anomalies arising out of the 1998 PRB Report recommending the creation of a separate Parks and Gardens Department at the Municipal Council of Port Louis, the Municipal Council of Curepipe decided to create a Parks and Gardens Department on its establishment to take care of, *inter alia*, the Botanical Gardens which are of a surface area of 16 arpents which need day-to-day attention, the Town Hall gardens and Trou-aux-Cerfs, and the various green spaces and parks around the town.
- 1.3.8 In this connection, the Municipal Council of Curepipe, as advised by the Ministry of Local Government, has submitted a request for the creation, in the first instance, of a new grade of Superintendent of Parks and Gardens to head the department. Other grades would be created when the department becomes functional.

Recommendation 3

- 1.3.9 **We recommend that a new grade of Superintendent of Parks and Gardens be created on the establishment of the Municipal Council of Curepipe to head the Parks and Gardens Department. Appointment thereto should be made by promotion, on the basis of merit and experience, of officers from the grade of Deputy Superintendent of Parks and Gardens or by selection from among candidates possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics; and a Diploma in Agriculture or Horticulture or equivalent qualifications acceptable to the Local Government Service Commission and having relevant post qualification experience.**
- 1.3.10 The Superintendent of Parks and Gardens would, *inter alia*, be responsible for the maintenance work of parks, gardens, squares, roundabouts, green

spaces, and traffic islands; layout of new projects; floral and green decorations at public functions; and preparation of estimates and other administrative duties of the department.

TOWN CLERK'S DEPARTMENT

SALARY SCHEDULE

CT 1	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant
CT 2	:	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 8800 Office Attendant (Personal to officers in post as at 30.06.98) Office Attendant (Personal to officers in post as at 30.06.87)
CT 3	:	Rs 7850 x 175 - 8200 x 200 - 9000 x 250 - 10000 Mayor's Chauffeur (Personal)
CT 4	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
CT 5	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Telephone Operator/Receptionist
CT 6	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
CT 7	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerk Clerk/Word Processing Operator
CT 8	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Word Processing Operator

TOWN CLERK'S DEPARTMENT (Contd.)

CT 9	:	Rs 10600 x 400 - 15000 Senior Clerk
CT 10	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Committee Clerk
CT 11	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16000 Liaison Officer
CT 12	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor Database Supervisor
CT 13	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
CT 14	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk Head Clerk <i>formerly Higher Executive Assistant</i>
CT 15	:	Rs 15000 x 500 - 17000 x 600 - 18200 Senior Committee Clerk
CT 16	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Safety and Health Officer/Senior Safety and Health Officer (New Grade)
CT 17	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor

TOWN CLERK'S DEPARTMENT (Contd.)

CT 18	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
CT 19	:	Rs 17600 x 600 - 20000 x 800 - 24000 Citizen's Advice Officer
CT 20	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Town Clerk
CT 21	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade) Internal Auditor (Qualified)
CT 22	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
CT 23	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney <i>formerly Municipal Attorney</i>
CT 24	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Town Clerk
CT 25	:	Rs 45000 Town Clerk

TREASURER'S DEPARTMENT
SALARY SCHEDULE

C Tr 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Storeman</i>
---------------	----------	---

TREASURER'S DEPARTMENT (Contd.)

- C Tr 2** : **Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Accounting Machine Operator (Personal)
- C Tr 3** : **Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600**
Assistant Stores Officer (Personal)
- C Tr 4** : **Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200**
Usher
- C Tr 5** : **Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Purchasing and Supply Officer
formerly Stores Officer
- C Tr 6** : **Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500**
Senior Clerk Establishment
Cashier
Receiving Cashier
Revenue Collector
- C Tr 7** : **Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Data Entry Controller
formerly Input/Output Controller
- C Tr 8** : **Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Higher Purchasing and Supply Officer
formerly Higher Stores Officer
Senior Usher
- C Tr 9** : **Rs 12600 x 400 - 15000 x 500 - 17000 QB 17600 x 600 - 19400**
Accounting Technician

TREASURER'S DEPARTMENT (Contd.)

C Tr 10	:	Rs 15000 x 500 - 17000 x 600 - 20000 Head of Section
C Tr 11	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer <i>formerly Senior Stores Officer</i>
C Tr 12	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (Qualified)
C Tr 13	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Deputy Town Treasurer (Personal)
C Tr 14	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)
C Tr 15	:	Rs 35000 x 1000 - 37000 Town Treasurer (Personal)
C Tr 16	:	Rs 37000 x 1000 - 39000 Financial Controller (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

CW 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
CW 2	:	Rs 5175 x 125 - 5675 x 150 - 7325 General Worker (Personal) <i>formerly General Office/Premises Worker (Personal)</i>

WORKS DEPARTMENT (Contd.)

CW 3	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Caretaker Lorry Helper
CW 4	:	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Draughtsman
CW 5	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Bitumen Sprayer Helper Concrete Mixer Attendant Roadmender/Tarman <i>formerly Roadmender</i> Roller Helper Roadmender/Tarman <i>formerly Tarman</i> Tradesman's Assistant
CW 6	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
CW 7	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
CW 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver Gangman
CW 9	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Blacksmith Carpenter Electrician Mason Mechanic Painter Panel Beater Plumber and Pipe Fitter Welder

WORKS DEPARTMENT (Contd.)

CW 10	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
CW 11	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer
CW 12	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Mechanic Foreman
CW 13	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Draughtsman
CW 14	:	Rs 12200 x 400 - 15000 x 500 - 17000 Chief Controller of Works (Personal to officer in post as at 01.07.93) Inspector of Works
CW 15	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works
CW 16	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Engineering Assistant (Works)
CW 17	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Town Surveyor
CW 18	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (New Grade)

WORKS DEPARTMENT (Contd.)

CW 19 : Rs 22400 x 800 - 28000 x 1000 - 35000
 Head, Works Department
formerly Town Engineer

PLANNING DEPARTMENT
SALARY SCHEDULE

**CP 1 : Rs 6875 x 150 – 7325 x 175 – 8200 x 200 - 9000 x 250
 - 10000 x 300 - 10600 x 400 - 13400**
 Cadastral Assistant

**CP 2 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300
 - 10600 x 400 - 14600**
 Planning Assistant

CP 3 : Rs 13800 x 400 - 14600
 Cadet Planner

**CP 4 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x
 500 - 16500**
 Cadastral Officer

CP 5 : Rs 12200 x 400 - 15000 x 500 - 17000
 Building Inspector

CP 6 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400
 Planning Inspector (New Grade)

**CP 7 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x
 800 - 23200**
 Engineering Assistant (Planning and Building)

CP 8 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200
 Planning Officer (Future Holder)

PLANNING DEPARTMENT (Contd.)

- CP 9 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**
Planning Officer (Personal)
- CP 10 : Rs 22400 x 800 - 28000 x 1000 - 35000**
Head, Planning Department (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

- C WEL 1 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Children Playground Attendant
Groundsman
- C WEL 2 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Infant School Teacher
- C WEL 3 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Welfare Assistant (Personal)
- C WEL 4 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Welfare Officer
Welfare Officer (Personal to holder appointed before 01.07.87)
- C WEL 5 : Rs 13000 x 400 - 15000 x 500 - 17000**
Senior Welfare Officer
- C WEL 6 : Rs 15000 x 500 - 17000 x 600 - 19400**
Principal Welfare Officer

WELFARE DEPARTMENT (Contd.)

C WEL 7 : Rs 18800 x 600 - 20000 x 800 - 26400
Chief Welfare Officer

HEALTH DEPARTMENT**SALARY SCHEDULE**

CH 1 : Rs 4800 x 125 - 5675 x 150 - 7025
General Worker
formerly General Field and Office/Premises Worker

CH 2 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500
Caretaker
Lawn Mower Operator
Sanitary Attendant

CH 3 : Rs 5550 x 125 - 5675 x 150 - 7325 x 175 - 7850
Caretaker (Personal to officer in post as at 01.07.93)

CH 4 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025
Refuse Collector

CH 5 : Rs 5425x 125 - 5675 x 150 - 7325 x 175 - 8200
Burial Ground Attendant (Roster)
Watchman

CH 6 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Gardener

**CH 7 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -
10000 x 300 - 10600**
Assistant Overseer (Personal to officer in post as at 01.07.93)
Supervisor (Personal to officer in post as at 01.07.93)

HEALTH DEPARTMENT (Contd.)

CH 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Parking Controller (New Grade)
CH 9	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer (Personal to officer in post as at 01.07.93)
CH 10	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Inspector (Personal to officer in post as at 01.07.93)
CH 11	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Inspector
CH 12	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Health Inspector
CH 13	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 Senior Health Inspector
CH 14	:	Rs 18800 x 600 - 20000 x 800 - 23200 Principal Health Inspector
CH 15	:	Rs 26400 x 800 - 28000 x 1000 - 32000 Chief Health Inspector

LIBRARY DEPARTMENT**SALARY SCHEDULE**

CL 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Tradesman's Assistant (Binder)
-------------	----------	---

LIBRARY DEPARTMENT (Contd.)

- CL 2** : **Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Binder
- CL 3** : **Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Library Clerk
- CL 4** : **Rs 10300 x 300 - 10600 x 400 - 15000**
Senior Library Clerk
- CL 5** : **Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**
Library Officer
- CL 6** : **Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**
Senior Library Officer
- CL 7** : **Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**
Librarian
- CL 8** : **Rs 22400 x 800 - 28000 x 1000 - 30000**
Senior Librarian

PARKS AND GARDENS DEPARTMENT

SALARY SCHEDULE

- CPG 1** : **Rs 19400 x 600 - 20000 x 800 - 27200**
Superintendent of Parks and Gardens (New Grade)

1.4 MUNICIPAL COUNCIL OF QUATRE BORNES

HEALTH DEPARTMENT

Incinerator Operator (New Grade)

- 1.4.1 Traditionally, people used wood pyre for cremation. Since recently the Municipal Council of Quatre Bornes has set up an incinerator with a view to providing facilities to its inhabitants. The incinerator is annexed to a ritual altar and a hall. In the wake of this development, new duties have arisen which require the creation of a new grade.

Recommendation

- 1.4.2 **We recommend the creation of a new grade of Incinerator Operator.**
- 1.4.3 **Recruitment thereto should be made by selection from among employees of the Local Government Service reckoning at least two years' experience in the duties of Incinerator Operator.**
- 1.4.4 The Incinerator Operator would be required, *inter alia*, to open and close the incinerator at specified times, ignite the incinerator at specified time prior to incineration, take over the dead body and introduce it into the incineration furnace and monitor incineration until completion; remove ashes from the furnace and pulverise any remains, collect all ashes and powdered incineration remains to be handed over to the parties concerned or to be disposed of as directed.

TOWN CLERK'S DEPARTMENT

SALARY SCHEDULE

QBT 1 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Office Attendant

TOWN CLERK'S DEPARTMENT (Contd.)

QBT 2	:	Rs 5825 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 9250	Office Attendant (Personal to officers in post as at 30.06.87)
QBT 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300	Senior/Head Office Attendant
QBT 4	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000	Telephone Operator/Receptionist
QBT 5	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800	Clerical Assistant/Senior Clerical Assistant (Personal to officers in post as at 30.06.93)
QBT 6	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000	Word Processing Operator
QBT 7	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400	Clerk Clerk/Word Processing Operator
QBT 8	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600	Senior Word Processing Operator
QBT 9	:	Rs 10600 x 400 - 15000	Senior Clerk
QBT 10	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500	Committee Clerk

TOWN CLERK'S DEPARTMENT (Contd.)

QBT 11	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 16000 Senior Clerk (Personal to officer in post as at 30.06.87)
QBT 12	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor Database Supervisor
QBT 13	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Correspondence Officer (Personal to officers in post as at 30.06.93)
QBT 14	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
QBT 15	:	Rs 15000 x 500 - 17000x 600 - 18200 Senior Committee Clerk
QBT 16	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Safety and Health Officer/Senior Safety and Health Officer (New Grade)
QBT 17	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
QBT 18	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
QBT 19	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Town Clerk

TOWN CLERK'S DEPARTMENT (Contd.)

QBT 20	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)
QBT 21	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
QBT 22	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
QBT 23	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Town Clerk
QBT 24	:	Rs 45000 Town Clerk

TREASURER'S DEPARTMENT
SALARY SCHEDULE

QB Tr 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Storeman</i>
QB Tr 2	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Assistant Stores Officer (Personal)
QB Tr 3	:	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Usher
QB Tr 4	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Data Entry Controller <i>formerly Assistant Input/Output Controller</i>

TREASURER'S DEPARTMENT (Contd.)

QB Tr 5	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Stores Officer</i>
QB Tr 6	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier Revenue Collector
QB Tr 7	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Data Entry Controller <i>formerly Input/Output Controller</i>
QB Tr 8	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i> Senior Usher Revenue Collector (Courts) (Personal)
QB Tr 9	:	Rs 15000 x 500 - 17000 x 600 - 20000 Head of Section
QB Tr 10	:	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Accountant (Non-Qualified) (Personal)
QB Tr 11	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (Qualified)
QB Tr 12	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Deputy Town Treasurer (Personal)
QB Tr 13	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)
QB Tr 14	:	Rs 35000 x 1000 - 37000 Town Treasurer (Personal)

TREASURER'S DEPARTMENT (Contd.)

QB Tr 15 : Rs 37000 x 1000 - 39000
Financial Controller (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

QBW 1 : Rs 4800 x 125 - 5675 x 150 - 7025
General Worker
formerly General Field and Office/Premises Worker

QBW 2 : Rs 5175 x 125 - 5675 x 150 - 7325
General Worker (Personal)
formerly General Office/Premises Worker (Personal)

QBW 3 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500
Lorry Loader

QBW 4 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025
Chainman
Roadmender/Tarman
formerly Tarman
Stores Attendant
formerly Storeman
Tradesman's Assistant

QBW 5 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200
Watchman

QBW 6 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Gardener

QBW 7 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000
Plant and Equipment Operator

WORKS DEPARTMENT (Contd.)

QBW 8	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Barbender
QBW 9	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver Gangman
QBW 10	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Poler
QBW 11	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Carpenter Electrician Mason Mechanic Painter Panel Beater Plumber and Pipe Fitter Welder
QBW 12	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10300 Head Gardener
QBW 13	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
QBW 14	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer

WORKS DEPARTMENT (Contd.)

QBW 15	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Carpenter Chief Electrician Chief Mason Chief Mechanic Chief Painter Chief Welder Foreman
QBW 16	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works
QBW 17	:	Rs 12600 x 400 - 15000 Workshop Supervisor
QBW 18	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works
QBW 19	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Technical and Mechanical Officer (New Grade)
QBW 20	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works
QBW 21	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Engineering Assistant
QBW 22	:	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works <i>formerly Principal Inspector of Works</i>
QBW 23	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (New Grade)

WORKS DEPARTMENT (Contd.)

QBW 24 : Rs 22400 x 800 - 28000 x 1000 - 35000
 Head, Works Department
formerly Town Engineer

PLANNING DEPARTMENT**SALARY SCHEDULE**

QBP 1 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400
 Cadastral Assistant

QBP 2 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
 Assistant Building Inspector
 Planning Assistant

QBP 3 : Rs 13800 x 400 - 14600
 Cadet Planner

QBP 4 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500
 Cadastral Officer

QBP 5 : Rs 12200 x 400 - 15000 x 500 - 17000
 Building Inspector

QBP 6 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400
 Planning Inspector (New Grade)

QBP 7 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200
 Planning Officer (Future Holder)

QBP 8 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000
 Planning Officer (Personal)

PLANNING DEPARTMENT (Contd.)

QBP 9 : Rs 22400 x 800 - 28000 x 1000 - 35000
Head, Planning Department (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

QB WEL 1 : Rs 4800 x 125 - 5675 x 150 - 7025
General Worker
formerly General Office/Premises Worker
General Field & Office/Premises Worker

QB WEL 2 : Rs 5050 x 125 - 5675 x 150 - 7325
General Worker (Personal)
formerly General Office/Premises Worker (Personal to holder in post prior to 01.07.87)

QB WEL 3 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500
Caretaker
Caretaker (Children's Playground)

QB WEL 4 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025
Attendant (Vocational Training Centre)
Groundsman

QB WEL 5 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200
Watchman

QB WEL 6 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Stadium Attendant
Sub-Hall Attendant

QB WEL 7 : Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 8800
Assistant Dressmaking Teacher

WELFARE DEPARTMENT (Contd.)

- QB WEL 8 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Hall Attendant
Senior/Head Office Attendant
- QB WEL 9 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Clerical Assistant/Senior Clerical Assistant
Infant School Teacher
- QB WEL 10 : Rs 8400 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Dressmaking Teacher
- QB WEL 11 : Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Stadium Supervisor
- QB WEL 12 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Welfare Assistant (Personal)
- QB WEL 13 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Clerical Officer/Higher Clerical Officer
- QB WEL 14 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000**
Welfare Officer (Personal to holder appointed before 01.07.87)
Welfare Officer
- QB WEL 15 : Rs 13000 x 400 - 15000 x 500 - 17000**
Senior Welfare Officer
- QB WEL 16 : Rs 15000 x 500 - 17000 x 600 - 19400**
Principal Welfare Officer

WELFARE DEPARTMENT (Contd.)

QB WEL 17 : Rs 18800 x 600 - 20000 x 800 - 26400
Chief Welfare Officer

HEALTH DEPARTMENT**SALARY SCHEDULE**

QBH 1 : Rs 4800 x 125 - 5675 x 150 - 7025
General Worker
formerly General Field and Office/Premises Worker

QBH 2 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500
Sanitary Attendant

QBH 3 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025
Refuse Collector

QBH 4 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200
Watchman

QBH 5 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Chemical Sprayerman
Market Attendant

QBH 6 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000
Driver
Gangman

QBH 7 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300
Incinerator Operator (New Grade)

HEALTH DEPARTMENT (Contd.)

QBH 8	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600	Driver/Scavenging Supervisor
QBH 9	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000	Overseer (Personal to officer in post as at 01.07.93)
QBH 10	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600	Assistant Health Inspector
QBH 11	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600	Health Inspector
QBH 12	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000	Senior Health Inspector
QBH 13	:	Rs 18800 x 600 - 20000 x 800 - 23200	Principal Health Inspector
QBH 14	:	Rs 26400 x 800 - 28000 x 1000 - 32000	Chief Health Inspector

LIBRARY DEPARTMENT**SALARY SCHEDULE**

QBL 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025	Tradesman's Assistant (Binder)
QBL 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400	Library Attendant

LIBRARY DEPARTMENT (Contd.)

- QBL 3 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000**
Senior Library Attendant (New Grade)
- QBL 4 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Binder
- QBL 5 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Library Clerk
- QBL 6 : Rs 10300 x 300 - 10600 x 400 - 15000**
Senior Library Clerk
- QBL 7 : Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400**
Library Officer
- QBL 8 : Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200**
Senior Library Officer
- QBL 9 : Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200**
Librarian
- QBL 10 : Rs 22400 x 800 - 28000 x 1000 - 30000**
Senior Librarian

1.5 MUNICIPAL COUNCIL OF VACOAS-PHOENIX

PLANNING DEPARTMENT

Senior Building Inspector (New Grade)

1.5.1 The structure of the Building Inspectorate Cadre in the Municipal Councils generally comprises the grades of Assistant Building Inspector, Building Inspector and Senior Building Inspector. However, there are on the establishment of the Municipal Council of Vacoas-Phoenix five posts of Assistant Building Inspector and three posts of Building Inspector. The need for a new grade of Senior Building Inspector is now felt to cope with the additional responsibilities.

1.5.2 We are, therefore, making the necessary provision for the inclusion of the new grade of Senior Building Inspector on the establishment of the Municipal Council.

Recommendation 1

1.5.3 **We recommend the creation of a new grade of Senior Building Inspector in the Planning Department of the Municipal Council of Vacoas-Phoenix. The qualification requirement and the duties and responsibilities of the grade should be the same as those already in force in the Local Government Service.**

WELFARE DEPARTMENT

Part-time Gymnasium Instructor (New Grade)

1.5.4 At present nine gymnasiums are operating in various localities of the Municipal Council. These are equipped with various equipment for physical exercises. It is important that the equipment are maintained in good conditions and members of the public know how to use them appropriately.

The need is therefore felt for an officer to be present during the opening hours to set the equipment and instruct members of the public.

Recommendation 2

1.5.5 We recommend the creation of a grade of part-time Gymnasium Instructor. Recruitment thereto should be made by selection from among candidates possessing the Cambridge School Certificate together with a "Club" Coach Certificate obtained from the Ministry of Youth and Sports or an acceptable equivalent qualification.

Nursery Matron (New Grade)

Assistant Nursery Matron (New Grade)

Nursery Attendant (New Grade)

1.5.6 The Municipal Council is planning to set up nurseries for babies in the township. Representations have been made to provide for grades to man the Nurseries in line with what obtains in other Municipal Councils

Recommendation 3

1.5.7 We recommend the creation of grades of Nursery Matron, Assistant Nursery Matron and Nursery Attendant.

Nursery Matron

1.5.8 Recruitment to the grade of Nursery Matron should be made by selection from among officers in the grade of Assistant Nursery Matron reckoning at least five years' experience in the grade or from among candidates possessing the Cambridge School Certificate and a Certificate in Baby Care/Puericulture and at least four years' relevant experience.

1.5.9 The incumbent would be responsible to the Head of the Welfare Department for the general administration and upkeep of the Nurseries, maintenance of discipline and ensuring the general welfare and safety of the babies.

Assistant Nursery Matron

- 1.5.10 **Recruitment thereto should be made from among the staff of the Local Authority or from among candidates possessing a Cambridge School Certificate or equivalent plus a Certificate in Baby Care/Puericulture.**
- 1.5.11 The incumbent would be responsible to the Nursery Matron and would, *inter alia*, provide baby care.

Nursery Attendant

- 1.5.12 **Recruitment to the grade of Nursery Attendant should be made by selection from among serving employees holding the Certificate of Primary Education**
- 1.5.13 The incumbent would be responsible, *inter alia*, for cooking, laundry and baby care.

HEALTH DEPARTMENT

Incinerator Operator (New Grade)

- 1.5.14 The Municipal Council of Vacoas-Phoenix has an incinerator for cremation purposes. At present, the services related to the operation and maintenance of the incinerator are provided by Burial Ground Attendants. Given the permanency of the duties, we are therefore providing for a new grade.

Recommendation 4

- 1.5.15 **We recommend the creation of a new grade of Incinerator Operator.**
- 1.5.16 **Recruitment thereto should be made by selection from among employees of the Local Government Service reckoning at least two years' experience in the duties of Incinerator Operator.**
- 1.5.17 The Incinerator Operator would be required, *inter alia*, to open and close the incinerator at specified times, ignite the incinerator at specified time prior to incineration, take over the dead body and introduce it into the incineration

furnace and monitor incineration until completion; remove ashes from the furnace and pulverise any remains, collect all ashes and powdered incineration remains, to be handed over to the parties concerned or to be disposed of as directed.

TOWN CLERK'S DEPARTMENT

SALARY SCHEDULE

VPT 1	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant
VPT 2	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
VPT 3	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Telephone Operator/Receptionist
VPT 4	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
VPT 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerk
VPT 6	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Word Processing Operator
VPT 7	:	Rs 10600 x 400 - 15000 Senior Clerk
VPT 8	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Committee Clerk

TOWN CLERK'S DEPARTMENT (Contd.)

VPT 9	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor Database Supervisor
VPT 10	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
VPT 11	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor (Personal to officers in post as at 30.06.93) Head Clerk
VPT 12	:	Rs 15000 x 500 - 17000 x 600 - 18200 Senior Committee Clerk
VPT 13	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Safety and Health Officer/Senior Safety and Health Officer (New Grade)
VPT 14	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
VPT 15	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
VPT 16	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Town Clerk
VPT 17	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)
VPT 18	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)

TOWN CLERK'S DEPARTMENT (Contd.)

VPT 19	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
VPT 20	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Town Clerk
VPT 21	:	Rs 45000 Town Clerk

TREASURER'S DEPARTMENT
SALARY SCHEDULE

VP Tr 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Stores Attendant <i>formerly Storeman</i>
VP Tr 2	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Assistant Stores Officer (Personal)
VP Tr 3	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Machine Operator
VP Tr 4	:	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Usher
VP Tr 5	:	Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14200 Income Clerk (Personal)
VP Tr 6	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Stores Officer</i>

TREASURER'S DEPARTMENT (Contd.)

VP Tr 7	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier Revenue Collector
VP Tr 8	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Data Entry Controller <i>formerly Input/Output Controller</i>
VP Tr 9	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i> Senior Usher
VP Tr 10	:	Rs 15000 x 500 - 17000 x 600 - 20000 Head of Section
VP Tr 11	:	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Accountant (Non-Qualified) (Personal)
VP Tr 12	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (Qualified)
VP Tr 13	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Deputy Town Treasurer (Personal)
VP Tr 14	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)
VP Tr 15	:	Rs 35000 x 1000 - 37000 Town Treasurer (Personal)
VP Tr 16	:	Rs 37000 x 1000 - 39000 Financial Controller (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

VPW 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
VPW 2	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader
VPW 3	:	Rs 7175 x 150 - 7325 x 175 - 7500 Trainee Draughtsman
VPW 4	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Chainman Roadmender/Tarman <i>formerly Roadmender</i> Roadmender/Tarman <i>formerly Tarman</i> Tradesman's Assistant
VPW 5	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Caretaker Gardener
VPW 6	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
VPW 7	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Barbender
VPW 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
VPW 9	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Poler

WORKS DEPARTMENT (Contd.)

VPW 10	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Carpenter Electrician Mason Mechanic Painter Panel Beater Plumber & Pipe Fitter Plumber/Welder Welder (Oxy-Acetylene Arc)
VPW 11	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
VPW 12	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer (Parks and Gardens) Overseer (Works)
VPW 13	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Chief Carpenter Chief Electrician Chief Mason
VPW 14	:	Rs 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13800 Senior Overseer (Parks & Gardens)
VPW 15	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Surveying Assistant

WORKS DEPARTMENT (Contd.)

VPW 16	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600
		Assistant Inspector of Works
VPW 17	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500
		Draughtsman
VPW 18	:	Rs 12200 x 400 - 15000 x 500 - 17000
		Assistant Chief Inspector of Works (Personal to officer in post as at 01.07.93)
		Inspector of Works
VPW 19	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200
		Engineering Assistant
VPW 20	:	Rs 17600 x 600 - 20000 x 800 - 23200
		Chief Inspector of Works <i>formerly Principal Inspector of Works</i>
VPW 21	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200
		Town Surveyor
VPW 22	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200
		Civil Engineer (New Grade)
VPW 23	:	Rs 22400 x 800 - 28000 x 1000 - 35000
		Head, Works Department <i>formerly Town Engineer</i>

PLANNING DEPARTMENT**SALARY SCHEDULE**

VPP 1	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Building Inspector Planning Assistant
VPP 2	:	Rs 13800 x 400 - 14600 Cadet Planner
VPP 3	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cadastral Officer
VPP 4	:	Rs 12200 x 400 - 15000 x 500 - 17000 Building Inspector
VPP 5	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)
VPP 6	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Building Inspector (New Grade)
VPP 7	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Planning Officer (Future Holder)
VPP 8	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Planning Officer (Personal)
VPP 9	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Planning Department (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

VP WEL 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Office/Premises Worker</i>
VP WEL 2	:	Rs 5050 x 125 - 5675 x 150 - 7325 General Worker (Personal) <i>formerly General Office/Premises Worker (Personal to holder appointed prior to 01.07.87)</i>
VP WEL 3	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Groundsman Nursery Attendant (New Grade)
VP WEL 4	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
VP WEL 5	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant Sub-Hall Attendant
VP WEL 6	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
VP WEL 7	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Hall Attendant
VP WEL 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Infant School Teacher Assistant Nursery Matron (New Grade)

WELFARE DEPARTMENT (Contd.)

VP WEL 9	:	Rs 8025 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Kindergarten Teacher
VP WEL 10	:	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Stadium Supervisor
VP WEL 11	:	Rs 7675 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Nursery Matron (New Grade)
VP WEL 12	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerk
VP WEL 13	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Welfare Officer (Personal to holder appointed before 01.07.87) Welfare Officer
VP WEL 14	:	Rs 10000 x 300 - 10600 x 400 - 15000 Supervisor Infant School
VP WEL 15	:	Rs 13000 x 400 - 15000 x 500 - 17000 Senior Welfare Officer
VP WEL 16	:	Rs 15000 x 500 - 17000 x 600 - 19400 Principal Welfare Officer
VP WEL 17	:	Rs 18800 x 600 - 20000 x 800 - 26400 Chief Welfare Officer

WELFARE DEPARTMENT
PART TIME WORKERS

VP WEL 18	:	Rs 210 (per session of 3 hours) Gymnasium Instructor (New Grade)
VP WEL 19	:	Rs 225 (per session of 3 hours) Dressmaking Teacher
VP WEL 20	:	Rs 6970 (monthly) Embroidery Instructress
VP WEL 21	:	Rs 7035 (monthly) Shorthand/Typewriting Instructress

HEALTH DEPARTMENT**SALARY SCHEDULE**

VPH 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Workman (Malaria) Sanitary Attendant
VPH 2	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Refuse Collector
VPH 3	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Burial Ground Attendant (Roster) Watchman
VPH 4	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Chemical Sprayerman
VPH 5	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Incinerator Operator (New Grade)

HEALTH DEPARTMENT (Contd.)

VPH 6	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600	Driver/Scavenging Supervisor
VPH 7	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000	Driver, Heavy Mechanical Unit
VPH 8	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000	Overseer
VPH 9	:	Rs 8800 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400	Senior Overseer (Personal to officer in post as at 01.07.93).
VPH 10	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600	Assistant Health Inspector
VPH 11	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600	Health Inspector
VPH 12	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000	Senior Health Inspector
VPH 13	:	Rs 18800 x 600 - 20000 x 800 - 23200	Principal Health Inspector
VPH 14	:	Rs 26400 x 800 - 28000 x 1000 - 32000	Chief Health Inspector

LIBRARY DEPARTMENT

SALARY SCHEDULE

VPL 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Local Government Binder's Assistant
VPL 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Library Attendant
VPL 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 Senior Library Attendant (New Grade)
VPL 4	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Binder
VPL 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Library Clerk
VPL 6	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Library Officer
VPL 7	:	Rs 15000 x 500 - 17000 x 600 - 20000 x 800 - 23200 Senior Library Officer
VPL 8	:	Rs 22400 x 800 - 28000 x 1000 - 30000 Senior Librarian

2. DISTRICT COUNCILS

- 2.1 As mentioned in the preamble to this Report on Local Authorities, there are currently four District Councils, namely Black River, Grand Port-Savanne, Moka-Flacq, and Pamplémousses-Rivière du Rempart. The functioning of these Councils is governed by the provisions of the Local Government Act 1989 and their duties and responsibilities are wide ranging.
- 2.2 The activities of the District Councils are organised under the following six Departments: Secretariat, Treasury, Works, Planning, Health, and Welfare and under the jurisdiction of each District Council, there are a number of Village Councils e.g. 16 under the Black River District Council and 36 under the Moka-Flacq District Council.
- 2.3 In this Report, we are making provisions for a restructure of certain key areas; the creation of a number of grades to meet operational requirements in the short, medium and long terms; and for the restyling of certain existing grades to more appropriate appellations, commensurate with the nature of the duties actually being performed. These are dealt with in detail under the respective departments of the District Councils in the ensuing parts of this Report. We deal in the first instance with the general recommendations, which in one way or the other, have implications on almost all the four District Councils and thereafter with specific recommendations, if any, pertaining to each District Council.

SECRETARIAT

- 2.4 The Secretary is the Chief Executive and Head of Administration of the Council and is thus responsible, *inter alia*, to execute the statutory duties laid down in the Local Government Act, the Local Government Service Commission Act and other legislations relating to district council activities and for the overall administration of the Council, including the management of funds and the coordination of work in all departments and sections. He is assisted in his

administrative functions by officers in the grades of Deputy Secretary and Assistant Secretary.

- 2.5 The Personnel, Internal Audit and Computer Sections fall under the aegis of the Secretariat. However, each of these sections is generally being run by only one officer, namely the Personnel Officer, the Internal Auditor and the Database Supervisor respectively. The registry, the typing section and the Office Attendants are also under the responsibility of the Secretary.
- 2.6 In order to attain the objectives and goals aimed at in the context of the impending reforms, we are reviewing the qualification requirements of the managerial positions; professionalising the personnel management function with emphasis also on safety, health and welfare through the setting up of a properly structured Human Resources Development Section; reinforcing the internal audit function, wherever necessary; and providing for the establishment of an Information Technology Section as well as a Legal Section.

Managerial Structure

- 2.7 Over the past years, the Local Government Service Commission has encountered a number of problems for the filling of vacancies at managerial levels i.e. in the grades of Assistant Secretary, Deputy Secretary, and Secretary in the District Councils, and their counterparts in the Municipal Councils for the reasons given below.
- 2.8 A few officers who have been recruited in the local government administration in the past do not possess the present qualification requirements for higher posts, although they may possess the ability and experience to assume higher responsibilities. As such, very few candidates are eligible for promotion to the next higher grade while young officers who have served for less than two years are eligible for promotion to higher positions (Secretary and Deputy Secretary).
- 2.9 It is therefore considered that, in the best interest of the service, appointment to the grade of Assistant Secretary should be the same as for Assistant Secretary in

the Civil Service that is by open and limited competition. This would protect the interests of serving officers possessing a Diploma in Management or related field reckoning a number of years of experience, thus widening the field of recruitment and allowing mobility within the Local Government Service.

Recommendation 1

2.10 We recommend that, in future, appointment to the grade of Assistant Secretary should be made as follows: (a) Limited Competition - by selection from officers not below the grade of Senior Clerk possessing a Diploma in Management or related field and reckoning ten years' service; and (b) Open Competition - by selection from candidates possessing a post 'A' Level Degree preferably in Management or Law or equivalent qualifications acceptable to the Local Government Service Commission.

Recommendation 2

2.11 We recommend that appointment to the grade of Deputy Secretary should, in future, be made by selection from both officers in the grades of Assistant Secretary and Assistant Town Clerk reckoning at least six years' experience in the respective grades.

Recommendation 3

2.12 We also recommend that appointment to the grade of Secretary should, subject to paragraphs 2.13 and 2.14 below, be made by selection from officers in the grades of Deputy Secretary and Deputy Town Clerk possessing a degree or a professional qualification and having five years' experience in the respective grades and by open competition from candidates possessing a post 'A' Level Degree preferably in Management or Law or a professional qualification or equivalent qualifications acceptable to the Local Government Service Commission and reckoning 10 years' experience in a managerial capacity.

Chief Executives in Local Authorities

2.13 At Chapter 13 of Volume II Part I, we have recommended that appointment to or assignment of duties in grades at certain levels of responsibility in the Civil Service could be made on a contractual basis with specified performance targets and a public officer if appointed to/assigned duties in these positions may, on retirement, benefit from the pensionable emoluments on certain conditions.

Recommendation 4

2.14 We recommend that consideration be given to the appointment of Secretary of Local Authorities along similar lines in future.

2.15 Should the recommendation at paragraphs 2.13 and 2.14 be implemented, officers appointed in a temporary capacity as Secretary as at 30 June 2003 should be given the option of joining the new scheme or be governed by regulations in force prior to the coming into effect of this Report.

Human Resources Management

2.16 To ensure the delivery of efficient and effective service to the local community, a local authority relies heavily on its personnel. However, the task of managing its human resources devolves solely on the Personnel Officer who is assisted by only Senior Clerks and Clerks. In the absence of the officer, there is practically no one to provide replacement and to shoulder the responsibility of the section.. Furthermore, the personnel function is rapidly evolving to include, *inter alia*, Human Resources planning in line with organisation's mission and objectives; design and conduct of job analysis for reviewing schemes of service; training needs analysis for strategic training direction and improved performance; career development; quality performance; safety, health and welfare; and publication of staff newsletter.

2.17 Against this background, the District Councils must, therefore, have a specialised human resources cell to implement its human resources policies and practices including the training of staff.

Recommendation 5

- 2.18** We recommend that the Personnel Section within the Secretariat of District Councils be renamed Human Resources Development Section.
- 2.19** We further recommend that a new grade of Human Resources Development Officer be created on the establishment of the District Councils to head the section. Appointment to the grade should be made by open competition from among holders of a post 'A' Level Degree in Human Resources Management reckoning at least two years' relevant post qualification experience and by limited competition from serving Personnel Officers having four years' service in a substantive capacity in the grade.

Safety and Health Officer/Senior Safety and Health Officer (New Grade)

- 2.20** In accordance with the Occupational Safety, Health and Welfare Act, it is mandatory for all organisations having an establishment size of 100 or more employees to enlist the services of a Safety and Health Officer.

Recommendation 6

- 2.21** We recommend the creation of a new grade of Safety and Health Officer/Senior Safety and Health Officer on the establishment of the District Councils within the Secretariat. The Safety and Health Officer/ Senior Safety and Health Officer should be recruited from among holders of the Cambridge School Certificate with credit in five subjects, including English Language and any two science subjects viz. Biology, Chemistry or Physics and the Diploma in Occupational Health and Safety of the University of Mauritius or equivalent qualifications acceptable to the Local Government Service Commission.
- 2.22** The Safety and Health Officer/Senior Safety and Health Officer would, *inter alia*, advise on all matters relating to safety and health; assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures; ensure compliance with legislation in force; inspect all sites of work,

assess all risks and make recommendations thereon; audit and review any safety and health measures and procedures to ensure occupational safety and health; and investigate any occupational accident and recommend measures to prevent its recurrence.

Information Technology

2.23 At present, a Database Supervisor is responsible for carrying out proper back-up of all systems available and for supervising the proper functioning of peripherals in the District Councils. With the computerisation of all district council activities and in line with the policy to computerise and create a web site in each and every organisation in the context of the e-governance strategy, and for the setting up of a proper Management Information System, the need for the creation of an Information Technology Section, headed by a professional is now felt.

Recommendation 7

2.24 **We recommend the creation of an Information Technology Section within the Secretariat of the District Councils, to be headed by an IT Officer. Appointment to the grade of IT Officer should be made by selection from among candidates possessing a post ‘A’ Level Degree in Computer Science from a recognised institution or equivalent qualifications acceptable to the Local Government Service Commission, and having relevant post qualification experience.**

2.25 The IT Officer would be responsible, *inter alia*, for the management of the computer systems of the Council; the physical and logical security aspects of the computer systems; the day-to-day running of the IT Section and the coordination of all activities with other Departments/Sections; and for database/network administration and management.

Attorney (New Grade)

2.26 A grade of Municipal Attorney exists on the establishment of the Municipal Council of Port Louis for more than a decade. The officer is the legal arm of the

Town Clerk and advises the Town Clerk and the Council in that capacity. A similar grade has recently been created at the Municipal Council of Curepipe.

- 2.27 Representations have been received for the creation of a grade of Attorney on the establishment of all local authorities to look after the Council's legal matters and to represent the Council before the Permanent Arbitration Tribunal, the Industrial Relations Commission, the Industrial Court, and other Courts when suing district council debtors. At present, a significant sum is paid annually to private Attorneys as legal fees and for representing the Council in Courts. Furthermore, numerous prosecutions are being carried out by the Planning, Health and Treasury departments and an officer of each department has to act as prosecutor in Court.
- 2.28 It is therefore considered advisable that a prosecutor in the person of a legal officer be appointed to deal with all prosecution cases pertaining to all departments of the Council and to advise on legal matters relating to the Council. This would represent a considerable saving in terms of resources, time and finance.

Recommendation 8

- 2.29 **We recommend that a new grade of Attorney be created on the establishment of the District Councils. Appointment thereto should be made by selection from candidates who are Attorneys-at-Law with at least two years' experience or have an equivalent qualification acceptable to the Local Government Service Commission.**
- 2.30 The Attorney would be in charge of the Legal Section of the Secretariat, deal with all legal works of the Council; and would be responsible, *inter alia*, for all district council prosecutions and the recovery of money owed to the Council, and for the preparation of legal documents such as contracts entered into by the District Council. The officer would also have to look into the legal proceedings

to which the various departments of the Council have recourse in the execution of their duties.

Prosecution Duties

- 2.31 At present, for each department of the District Councils where prosecution work is of a recurring nature, management has designated an officer to handle all prosecution duties pertaining to the department, in addition to his normal duties. The officer designated is entitled to an allowance of Rs 75 per case.

Recommendation 9

- 2.32 **We recommend that, pending the setting up of the appropriate mechanism, the fee payable to officers designated to act as Prosecutor be revised to Rs 100 per case.**

Library Section

- 2.33 On the establishment of the District Councils, there are at present only Library Clerks except in the Black River District Council where there exists a post of Library Officer.
- 2.34 Libraries are operational in almost all villages to promote a reading/research culture. In view of the opening of libraries in the different villages and the upgrading of the main libraries in the District Councils' Headquarters, there is need for one Library Officer to take charge of libraries in each District Council, supported by Library Clerks and Library Attendants.

Recommendation 10

- 2.35 **We recommend that, for the proper manning of the Libraries, there should exist on the establishment of the District Councils grades of Library Officer, Senior Library Clerk, Library Clerk, and Library Attendant, as appropriate, depending on operational exigencies.**

Committee Clerk (New Grade)**Senior Committee Clerk (New Grade)**

2.36 Along with the foregoing structural changes enunciated for the Secretariat, we are also reinforcing the structure of the Committee Section at the supportive levels.

Recommendation 11

2.37 **We recommend the creation of new grades of Committee Clerk and Senior Committee Clerk, according to requirements, on the establishment of the District Councils. The qualification requirements and the duties and responsibilities of the grades under reference should be in accordance with the respective prescribed schemes of service in force in the Local Government Service.**

TREASURY DEPARTMENT**Financial Management**

2.38 The main functions of the Treasury Department in the District Councils are as follows: collection of revenues, effecting payments for all expenditures incurred, safeguard of assets, management of stores, and control and checks on entertainment taxes.

2.39 The attainment of these objectives, obviously, rests to a large extent on a sound financial management and an efficient and effective system of internal control.

2.40 At present, the Treasurer is the head of the Treasury and he is assisted by the Head Clerk, Treasury and officers in the grades of Senior Clerk and Clerk. With the new and additional responsibilities and for sound financial management, the Treasury needs to be reinforced with appropriate professional staff with a Principal Accountant as the head of department at this stage.

Principal Accountant (New Grade)**Recommendation 12**

- 2.41** We recommend the creation of a new grade of Principal Accountant on the establishment of the District Councils. Appointment thereto should be made by selection from among fully qualified Accountants and reckoning at least five years' post-qualification experience at a senior accounting and management level in the public sector or in a well established organisation.
- 2.42 The Principal Accountant, as Head of the Treasury, would be responsible to the Secretary for, *inter alia*, the financial administration of the Council in conformity with the provision of the Local Government legislation; advising the Council on all aspects of financial policy and financial management, establishing proper accounting and financial control systems and procedures; devising efficient and effective systems of budgetary control with a view to ensuring that funds are used according to the financial regulations in force; preparing and submitting the annual budget estimates, periodical reports and returns; and arranging for continuous internal control of finance and stores transactions.

Accountant (New Grade)**Recommendation 13**

- 2.43** We recommend the creation of a new grade of Accountant in the District Councils. Appointment thereto should be made by selection from among candidates having a pass at the final examinations required for admission to membership of one of the following professional bodies: (a) the Association of Chartered Certified Accountants; or (b) the Chartered Institute of Management Accountants or an equivalent qualification acceptable to the Local Government Service Commission.

Treasurer**Recommendation 14**

- 2.44 We recommend that the grade of Treasurer in the District Councils should become evanescent and be abolished on vacancy. We have provided personal salaries for the officers presently in post.**

Stores Management

- 2.45 At present, a Higher Stores Officer or a Storekeeper is responsible for the main store in the District Councils and such an arrangement has been in place for years. It is only on the establishment of the Black River District Council and the Grand Port-Savanne District Council that the grade of Assistant Stores Officer exists. As the stores transactions have, over time, evolved both in load and type, such a set up has become obsolete and is no longer adequate. To that end, we have, therefore, designed a new structure with the appropriate number of levels to enhance the delivery of the service.

Recommendation 15

- 2.46 We recommend the creation of a three-level structure comprising the grades of Purchasing and Supply Officer, Higher Purchasing and Supply Officer, and Senior Purchasing and Supply Officer on the establishment of the District Councils. We further recommend that the existing grades of Storekeeper and Higher Stores Officer be restyled Purchasing and Supply Officer and Higher Purchasing and Supply Officer respectively. The qualification requirements and the duties and responsibilities of the three grades should be the same as those obtaining for similar grades in the Civil Service.**
- 2.47 With the establishment of this new structure and in line with what obtains in the Civil Service, we recommend that the grade of Assistant Stores Officer in the District Councils be abolished on vacancy. We have provided a personal salary scale for the incumbents in post. The Assistant Stores Officers**

possessing the required qualifications should be given priority of consideration for appointment to the grade of Purchasing and Supply Officer.

- 2.48 We also recommend that the grade of Storeman be restyled Stores Attendant to reflect the nature of the duties being performed and to be in line with what has been recommended for the grade in the Civil Service.

Tax Controller

- 2.49 The Tax Controller is responsible, *inter alia*, for the stamping of posters and tickets for cinema and occasional licences; to ensure that only authorised tickets are sold to spectators and that the number of persons admitted to a place of entertainment does not exceed the number of authorised tickets and all traders are in possession of valid licences issued by the Council; serve notice and prosecute contravenors; and report irregularities or fraud detected in the course of inspections.
- 2.50 Appointment to the grade of Tax Controller in the District Councils is made from among holders of the Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics or Principles of Accounts and the London Chamber of Commerce (Intermediate) Certificate or equivalent qualifications acceptable to the Local Government Service Commission.
- 2.51 Given the nature of the duties and responsibilities devolving on incumbents in the grade of Tax Controller, there is need to enhance the level of intake by restricting entry to the grade only to suitably qualified persons who already have an exposure of the Local Government Service.

Recommendation 16

- 2.52 We recommend that, in future, appointment to the grade of Tax Controller should be made from serving officers of the Local Government Service not

below the level of Senior Clerk possessing the qualifications prescribed in the scheme of service.

Clerk Performing the Duties of Cashier

2.53 At present, Clerks performing the duties of Cashier are paid an allowance of Rs 60 per day, subject to a maximum of Rs 900 a month.

Recommendation 17

2.54 We recommend that the allowance payable to Clerks performing the duties of Cashier be revised to Rs 75 per day, subject to a maximum of Rs 1600 a month.

WORKS DEPARTMENT

2.55 The Works Department is responsible for the planning, organisation, co-ordination and control of all engineering works undertaken by the Council such as the construction of roads, drains, bridges. A large part of the works which cannot be executed by the Council's labour force due to shortage of manpower and lack of equipment is contracted out.

2.56 The Department is administered by a Civil Engineer, who is directly responsible to the Secretary of the Council. Officers in the grades of Principal Works Inspector, Senior Works Inspector and Works Inspector assist the Civil Engineer.

2.57 We are, in this Report, strengthening the works department by the provision of a new grade of Head, Works Department.

Head, Works Department (New Grade)

Recommendation 18

2.58 We recommend the creation of a new grade of Head, Works Department in the District Councils. Appointment thereto should be made by selection from among Civil Engineers reckoning at least five years' post qualification experience in the Public Sector or in a well established organisation.

Works Inspectorate

2.59 The pay and grading structures of the works inspectorate cadre in the District Councils are similar to those obtaining in the civil service, exception made, however, of the appellations. We are, therefore, harmonising the appellations for consistency and in order to avoid confusion.

Recommendation 19

2.60 We recommend that the grades of Assistant Works Inspector, Works Inspector, Senior Works Inspector and Principal Works Inspector in the District Councils be restyled Assistant Inspector of Works, Inspector of Works, Senior Inspector of Works and Chief Inspector of Works respectively.

Roadmender and Tarman

2.61 Recruitment to both the grades of Roadmender and Tarman is made by selection from serving employees of the Local Government Service possessing the Certificate of Primary Education.

2.62 Given the similarity of the duties pertaining to the two grades and to do away with the multiplicity of grades/job appellations in the local authorities, we are merging both grades to enable polyvalence and multi-skilling.

Recommendation 20

2.63 We recommend that the grade of Roadmender on the establishment of the District Councils be restyled Roadmender/Tarman.

Handy Worker (New Grade)

2.64 At present, there are a number of odd jobs in the District Councils, which do not fall under any other scheme of service of workmen's grades currently on establishment. We are, therefore, making provision for the creation of a new grade of Handy Worker.

Recommendation 21

2.65 We recommend the creation of a new grade of Handy Worker on the establishment of the District Councils. Appointment thereto should be made by selection from among General Workers formerly General Field and Office/Premises Workers on the permanent and pensionable establishment of the Local Government Service who possess the Certificate of Primary Education.

2.66 The duties of the Handy Worker would consist, *inter alia*, of cleaning (offices, toilets, drains, gutters etc.), handling, carrying, packing, loading and unloading of stores items, despatch duties, and simple maintenance of machines and vehicles.

PLANNING DEPARTMENT

2.67 A Planning Department, headed by a Planning Officer, has been set up in each Local Authority pursuant to a recommendation of the Pay Research Bureau in its 1993 Report.

2.68 The Planning Officer is recruited from among holders of a degree or diploma recognised by the Royal Town Planning Institute and/ or any of its affiliates or a 'Maitrise' in Town and Country Planning obtained in a French recognised University or an equivalent qualification acceptable to the Local Government Service Commission.

2.69 Our survey on recruitment and retention problems in the public sector has revealed that town and country planning is a chronic scarcity area and candidates with a degree in the field are generally not available on the employment market in Mauritius. In certain local authorities, in spite of repeated attempts, they have not been able to fill the post of Planning Officer on a permanent basis. In other instances, the officers recruited simply quit at the earliest opportunity. The organisations concerned have thus been constrained to resort to employment of planners on a contractual basis or in default, to reallocate the planning duties among existing personnel of the Works Department.

- 2.70 The Planning Officer is responsible to the Secretary of the District Council for the effective management of the Planning Department and in particular, *inter alia*, for organising the registration, classification and processing of applications for development permits; monitoring proposed development projects to ensure compliance with the conditions laid down in the permit; checking illegal development and taking remedial action; advising applicants for development permits on the planning policy of the Council; and devising the basis for zoning regulations and planning guidelines.
- 2.71 At present, this Department is being run by only one Planning Officer, who is assisted by works inspectorate and clerical staff.

Head, Planning Department (New Grade)

- 2.72 To pursue efficiently and effectively the orderly and judicious use of scarce land resources, the present set-up would, however, no longer be suitable to meet the expected increase in demand for more stringent town and country planning in the local authorities. There is, therefore, an urgent need to review the professional structure as well as the sub-professional structure of the Planning Department to meet operational exigencies in the longer-term perspective. The improved structure and career opportunity would also give added support to the fight against recruitment and retention problems in the domain of town and country planning.

Recommendation 22

- 2.73 **We recommend the creation of a new grade of Head, Planning Department in the District Councils. Appointment thereto should be made by selection from among professionally qualified Planners reckoning at least five years' post qualification experience in the Public Sector or in a well established organisation.**
- 2.74 **We also recommend that a new grade of Planning Inspector be created on the establishment of the District Councils. Appointment thereto should be**

made by selection from among holders of a Diploma in Town and Country Planning from a recognised institution or an equivalent qualification acceptable to the Local Government Service Commission.

HEALTH DEPARTMENT

- 2.75 The Health Department deals with such services as scavenging, cemeteries, cremation grounds, markets and fairs, and issue and control of trading licenses; and its aim is to provide a clean, embellished, green and healthy environment.
- 2.76 The overall budget of the Health Department includes, among others, provisions for scavenging service, maintenance of cemeteries, public lavatories and cremation grounds.
- 2.77 Presently, the Health Department comprises, *inter alia*, officers in the grades of Principal Health Inspector, Senior Health Inspector, Health Inspector, Assistant Health Inspector, and Officer-in-Charge, Cemeteries. The staff has the duty to ensure that the services are provided efficiently, effectively and diligently.
- 2.78 We are further strengthening the structure of the Health Department through the creation of a new grade of Chief Health Inspector.

Recommendation 23

- 2.79 **We recommend the creation of a new grade of Chief Health Inspector in the District Councils. The qualification requirement and the duties and responsibilities of the grade should be in accordance with the prescribed scheme of service already in force in the Local Government Service.**

WELFARE DEPARTMENT

- 2.80 The Welfare Department is responsible mainly for the organisation of sports, welfare, social, cultural, educational, vocational, and other activities for the well

being of the inhabitants. The District Councils also run sewing classes under the responsibility of a Supervisor, Sewing Classes and Sewing Mistresses.

- 2.81 The Welfare Department is at present manned by officers in the grade of Senior Welfare Officer and Welfare Officer; and in line with its mission, is also responsible, *inter alia*, for the provision of infrastructure and organisation of socio-cultural, youth, sporting, athletic and recreational activities.
- 2.82 To enable the District Councils to cope with the developments that have occurred both in load and variety we are, therefore, making appropriate recommendation for the creation of a new grade of Principal Welfare Officer.

Recommendation 24

- 2.83 We recommend the creation of a new grade of Principal Welfare Officer on the establishment of the Welfare Department of the District Councils. The qualification requirements and the duties and responsibilities of the grade should be in accordance with the prescribed scheme of service already in force in the Local Government Service.**

Part Time Sewing Mistress

- 2.84 Prior to the 1993 PRB Report, employees in the grade of Part Time Sewing Mistress were drawing a monthly allowance. The teaching classes were run on a sessional basis and the duration of each session varied from one village council to another. The basis on which the allowance was payable was also not uniform.
- 2.85 In the 1993 Report, we rationalised both the duration of session and the allowance payable and since then these employees have been remunerated on a sessional basis. Today, Part Time Sewing Mistresses are being paid an allowance of Rs 155 per session of three hours. They put in five sessions of three hours a week.
- 2.86 In the context of this review, representations have been received both from management and staff associations for a reversion to the pre-1993 arrangement

concerning the payment of a monthly allowance. It has been argued that the present mode of payment on a sessional basis is neither practical nor administratively convenient. The incumbents are not remunerated in respect of public holidays falling on weekdays and the computation of their compassionate allowance has also become complex on account of the daily wages.

2.87 In view of the foregoing, we concur that the allowance payable to Part Time Sewing Mistresses should be computed on a monthly basis.

Recommendation 25

2.88 We recommend that Part Time Sewing Mistress in the District Councils should be paid an allowance of Rs 5040 monthly. The computation of the allowance has been made on the basis of five sessions, each of three hours, weekly.

2.89 In addition to the foregoing general recommendations for District Councils, we have examined the specific organisational requirements and issues related to each District Council and have made appropriate recommendations. These are dealt with under the respective organisations.

2.1 BLACK RIVER DISTRICT COUNCIL

SECRETARIAT

Assistant Internal Auditor (New Grade)

2.1.1 At present, the Internal Auditor is the only officer responsible for undertaking internal audit over the entire activities of the Black River District Council. As the activities of the organisation have in the course of time been constantly on the increase both in type and load, a request has been made for the provision of a grade of Assistant Internal Auditor to strengthen the internal audit function. Such an arrangement already exists in certain local authorities.

Recommendation 1

2.1.2 **We recommend the creation of a new grade of Assistant Internal Auditor. Appointment to the grade should be made by selection from among serving officers reckoning at least five years' service in a substantive capacity possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Accounts and the foundation stage of ACCA Examinations or stage I of CIMA Examinations or equivalent qualifications acceptable to the Local Government Service Commission.**

2.1.3 The Assistant Internal Auditor would assist the Internal Auditor in his duties; carry out internal audit in finance, stores, transport and other operations of the Local Authority in accordance with internal audit programmes and procedures.

WORKS DEPARTMENT

Supervisor (Lighting Section) (New Grade)

2.1.4 A grade of Electrical Workshop Supervisor already exists on the establishment of the Municipality of Beau Bassin-Rose Hill and the District Council of Moka-Flacq. However, in this Report, we have restyled the grade to a more

appropriate appellation commensurate with the qualification requirements and the duties and responsibilities.

- 2.1.5 We are, therefore, making provision for a similar grade to be responsible for street lighting in the district council area of Black River.

Recommendation 2

- 2.1.6 **We recommend that a new grade of Supervisor (Lighting Section) be created. Appointment thereto should be made by selection from among serving officers in the grades of Foreman and Overseer who possess at least the Certificate of Primary Education; have passed the trade test conducted by a recognised institution in the field of electricity; and have followed a vocational course in the field of electricity or equivalent qualifications acceptable to the Local Government Service Commission.**

- 2.1.7 The Supervisor (Lighting Section) would, *inter alia*, be responsible to the Head, Works Department for the smooth running of the Lighting Section; assist the Chief Inspector of Works in the distribution and supervision of work and the deployment of labour as regards the Lighting Section; carry out site inspections with a view to checking time sheets, materials used and ascertaining that works are carried out as planned and in compliance with relevant norms; and attend promptly to all street lighting problems, liaise with the Central Electricity Board (CEB) and attend meetings.

WELFARE DEPARTMENT

- 2.1.8 In line with its mission, the Welfare Department is also responsible, *inter alia*, for the provision of infrastructure and organisation of socio-cultural, youth, sporting, athletic and recreational activities.
- 2.1.9 To enable the Black River District Council to cope with the developments that have occurred, both in load and variety, we are making appropriate recommendations for the creation of the following additional new grades:

Groundsman, Stadium Attendant, and Children Playground Attendant (Part Time).

Recommendation 3

2.1.10 We recommend the creation of the new grades of Groundsman, Stadium Attendant and Children Playground Attendant (Part Time). The qualification requirements and the duties and responsibilities of the grades should be in accordance with the respective prescribed schemes of service already in force in the Local Government Service.

Village Councils

2.1.11 At present, there are a number of persons who are employed by the Black River District Council on a part time basis as Village Hall Attendant & TV Operator, Village Hall/Sub-Hall Attendant, TV Operator, and Sanitary Attendant.

2.1.12 The Village Halls are currently being used practically during the whole day as follows: from 8.00 a.m. to 2.00 p.m. for preprimary schools, from 12.00 to 3.30 p.m. for sewing classes, and from 4.00 p.m. to 11.00 p.m. for indoor games and watching of TV.

2.1.13 However, the Village Halls are being serviced by the Attendants as follows: Part Time Village Hall Attendant & TV Operator from 4.00 p.m. to 11.00 p.m., Part Time Village Hall/Sub-Hall Attendant from 4.00 p.m. to 7.00 p.m., Part Time TV Operator from 7.00 p.m. to 11.00 p.m., and Part Time Sanitary Attendant (for toilets located outside Village Halls) two hours in the morning and two hours in the afternoon.

2.1.14 As the Black River District Council intends to use the village halls to the maximum and to make optimum use of the personnel attached to them, we are recommending a new grade of Village Hall Attendant on a full time basis to subsequently absorb part timers.

Recommendation 4

- 2.1.15 We recommend the creation of a new grade of Village Hall Attendant (Full Time). It is understood that the number of persons to be absorbed would be based on operational requirements.
- 2.1.16 The Village Hall Attendant would be required to perform all the duties presently devolving on the part timers, and two employees would accordingly be posted to a Village Hall.

BLACK RIVER DISTRICT COUNCIL

SALARY SCHEDULE

SECRETARIAT

BRS 1	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Library Attendant (New Grade) Office Attendant
BRS 2	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
BRS 3	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Receptionist/Telephonist
BRS 4	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
BRS 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerical Officer/Higher Clerical Officer Library Clerk

SECRETARIAT (Contd.)

BRS 6	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Word Processing Operator
BRS 7	:	Rs 10300 x 300 - 10600 x 400 - 15000 Senior Library Clerk (New Grade)
BRS 8	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Committee Clerk
BRS 9	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor (New Grade) Database Supervisor
BRS 10	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
BRS 11	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk, Registry
BRS 12	:	Rs 15000 x 500 - 17000 x 600 - 18200 Senior Committee Clerk (New Grade)
BRS 13	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Library Officer Safety and Health Officer/Senior Safety and Health Officer (New Grade)
BRS 14	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
BRS 15	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer

SECRETARIAT (Contd.)

BRS 16	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Secretary
BRS 17	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)
BRS 18	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
BRS 19	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
BRS 20	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Secretary
BRS 21	:	Rs 45000 Secretary

TREASURY DEPARTMENT**SALARY SCHEDULE**

BRT 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant <i>formerly Storeman</i>
BRT 2	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Assistant Stores Officer (Personal)
BRT 3	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Storekeeper</i>

TREASURY DEPARTMENT (Contd.)

BRT 4	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier
BRT 5	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk, Treasury Higher Purchasing and Supply Officer (New Grade) Tax Controller
BRT 6	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer (New Grade)
BRT 7	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (New Grade)
BRT 8	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Treasurer (Personal)
BRT 9	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

BRW 1	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
BRW 2	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Handy Worker (New Grade) Lorry Loader

WORKS DEPARTMENT (Contd.)

- BRW 3** : **Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Roadmender/Tarman
formerly Roadmender
Tradesman's Assistant
- BRW 4** : **Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Gardener
- BRW 5** : **Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000**
Plant and Equipment Operator
- BRW 6** : **Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**
Driver
- BRW 7** : **Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000**
Gangman
- BRW 8** : **Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Carpenter
Electrician
Mason
Painter
Plumber and Pipe Fitter
- BRW 9** : **Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**
Driver, Heavy Mechanical Unit
- BRW 10** : **Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Foreman
- BRW 11** : **Rs 12600 x 400 - 15000**
Supervisor (Lighting Section) (New Grade)
-
-

WORKS DEPARTMENT (Contd.)

BRW 12	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works <i>formerly Works Inspector</i>
BRW 13	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works <i>formerly Senior Works Inspector</i>
BRW 14	:	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works <i>formerly Principal Works Inspector</i>
BRW 15	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (Future Holder)
BRW 16	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Civil Engineer (Personal)
BRW 17	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Works Department (New Grade)

PLANNING DEPARTMENT**SALARY SCHEDULE**

BRP 1	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Planning Assistant
BRP 2	:	Rs 13800 x 400 - 14600 Cadet Planner
BRP 3	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)

PLANNING DEPARTMENT (Contd.)

- BRP 4** : **Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**
Planning Officer (Future Holder)
- BRP 5** : **Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**
Planning Officer (Personal)
- BRP 6** : **Rs 22400 x 800 - 28000 x 1000 - 35000**
Head, Planning Department (New Grade)

HEALTH DEPARTMENT**SALARY SCHEDULE**

- BRH 1** : **Rs 4500**
Sanitary Attendant (Part Time)
- BRH 2** : **Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500**
Sanitary Attendant
- BRH 3** : **Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200**
Burial Ground Attendant (Roster)
Watchman
- BRH 4** : **Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Assistant Health Inspector
Officer-in-Charge, Cemeteries
- BRH 5** : **Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Health Inspector
- BRH 6** : **Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000**
Senior Health Inspector
-
-

HEALTH DEPARTMENT (Contd.)

- BRH 7 : Rs 18800 x 600 - 20000 x 800 - 23200**
Principal Health Inspector
- BRH 8 : Rs 26400 x 800 - 28000 x 1000 - 32000**
Chief Health Inspector (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

- BR WEL 1 : Rs 3800**
Children Playground Attendant (Part Time) (New Grade)
- BR WEL 2 : Rs 5040**
Sewing Mistress (Part time)
- BR WEL 3 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Groundsman (New Grade)
- BR WEL 4 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Stadium Attendant (New Grade)
- BR WEL 5 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 -
10000 x 300 - 10600 x 400 - 12200**
Supervisor, Sewing Classes
- BR WEL 6 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300
- 10600 x 400 - 15000**
Welfare Officer
- BR WEL 7 : Rs 13000 x 400 - 15000 x 500 -17000**
Senior Welfare Officer
- BR WEL 8 : Rs 15000 x 500 - 17000 x 600 - 19400**
Principal Welfare Officer (New Grade)

VILLAGE COUNCILS

BRV 1 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400
Village Hall Attendant (Full Time) (New Grade)

PART TIME WORKERS

BRV 2 : Rs 2400
Sanitary Attendant

BRV 3 : Rs 3225
TV Operator

BRV 4 : Rs 3740
Village Hall/Sub-Hall-Attendant

BRV 5 : Rs 5175
Village Hall Attendant and TV Operator

2.2 GRAND PORT-SAVANNE DISTRICT COUNCIL

SECRETARIAT

Assistant Internal Auditor (New Grade)

- 2.2.1 We have received representation for an additional level to provide support to the Internal Auditor who is responsible for internal audit duties.

Recommendation 1

- 2.2.2 **We recommend the creation of a grade of Assistant Internal Auditor. Appointment to the grade should be made by selection from among serving officers reckoning at least five years' service in a substantive capacity and possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts and the foundation stage of ACCA Examinations or stage I of CIMA Examinations or equivalent qualifications.**

- 2.2.3 The Assistant Internal Auditor would assist the Internal Auditor in his duties, carry out internal audit in finance, stores, transport and other operations of the district council in accordance with internal audit programmes and procedures.

WORKS DEPARTMENT

Supervisor (Lighting Section) (New Grade)

- 2.2.4 Presently, a Foreman is responsible to organise and control the work of Electricians in respect of installation, maintenance and repairs of all electrical fittings.
- 2.2.5 We are making provision for a grade with relevant qualification and experience to look after the Lighting Section.

Recommendation 2

- 2.2.6 We recommend the creation of a grade of Supervisor (Lighting Section). Appointment thereto should be made by selection from among serving officers in the grades of Foreman and Overseer possessing the Certificate of Primary Education, having passed the appropriate trade test and having followed a relevant vocational course.**
- 2.2.7 The incumbent would be responsible to the Head, Works Department for the smooth running of the Lighting Section. He would be required, *inter alia*, to assist the Chief Inspector of Works in the distribution and supervision of work and the deployment of labour as regards the Lighting Section, carry out site inspection with a view to checking time sheets, materials used and ascertaining that works are carried out as planned and in compliance with relevant norms and attend promptly to all Street Lighting problems.

GRAND PORT - SAVANNE DISTRICT COUNCIL**SALARY SCHEDULE****SECRETARIAT**

GSS 1	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
GSS 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Office Attendant Village Hall Attendant
GSS 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
GSS 4	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Receptionist/Telephonist

SECRETARIAT (Contd.)

- GSS 5 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000**
Word Processing Operator
- GSS 6 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Clerk
- GSS 7 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Senior Word Processing Operator (New Grade)
- GSS 8 : Rs 10600 x 400 - 15000**
Senior Clerk
- GSS 9 : Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500**
Committee Clerk (New Grade)
- GSS 10 : Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Data Base Supervisor
Assistant Internal Auditor (New Grade)
- GSS 11 : Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Confidential Secretary
- GSS 12 : Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Head Clerk, Registry
- GSS 13 : Rs 15000 x 500 - 17000 x 600 - 18200**
Senior Committee Clerk (New Grade)

SECRETARIAT (Contd.)

GSS 14	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Safety and Health Officer/Senior Safety and Health Officer
GSS 15	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
GSS 16	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Secretary
GSS 17	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Internal Auditor (possessing the ACCA Final or equivalent) Human Resources Development Officer (New Grade)
GSS 18	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
GSS 19	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
GSS 20	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Secretary
GSS 21	:	Rs 45000 Secretary

TREASURY DEPARTMENT**SALARY SCHEDULE**

GST 1	:	Rs 6725 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12600 Assistant Stores Officer (Personal)
--------------	----------	--

TREASURY DEPARTMENT (Contd.)

GST 2	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Storekeeper</i>
GST 3	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier
GST 4	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk, Treasury Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i> Tax Controller
GST 5	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer (New Grade)
GST 6	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (New Grade)
GST 7	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Treasurer (Personal)
GST 8	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

GSW 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Handy Worker (New Grade)
--------------	----------	---

WORKS DEPARTMENT (Contd.)

GSW 2	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Assistant Mechanic Roadmender/Tarman <i>formerly Roadmender</i>
GSW 3	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
GSW 4	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
GSW 5	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Automobile Electrician Carpenter Electrician Mason Mechanic Painter Plumber and Pipe Fitter Welder
GSW 6	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
GSW 7	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Gangman, Road Works (Personal)
GSW 8	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Foreman
GSW 9	:	Rs 12600 x 400 - 15000 Supervisor (Lighting) (New Grade)

WORKS DEPARTMENT (Contd.)

GSW 10	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works <i>formerly Works Inspector</i>
GSW 11	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works <i>formerly Senior Works Inspector</i>
GSW 12	:	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works <i>formerly Principal Works Inspector</i>
GSW 13	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (Future Holder)
GSW 14	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Civil Engineer (Personal)
GSW 15	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Works Department (New Grade)

PLANNING DEPARTMENT**SALARY SCHEDULE**

GSP 1	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Planning Assistant
GSP 2	:	Rs 13800 x 400 - 14600 Cadet Planner
GSP 3	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)

PLANNING DEPARTMENT (Contd.)

- GSP 4 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200**
Planning Officer (Future Holder)
- GSP 5 : Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000**
Planning Officer (Personal)
- GSP 6 : Rs 22400 x 800 – 28000 x1000 - 35000**
Head, Planning Department (New Grade)

HEALTH DEPARTMENT**SALARY SCHEDULE**

- GSH 1 : Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500**
Lorry Loader
Sanitary Attendant
- GSH 2 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Market Attendant
Refuse Collector
- GSH 3 : Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200**
Burial Ground Attendant (Roster)
Watchman
- GSH 4 : Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600**
Gangman (Scavenging)
- GSH 5 : Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Assistant Health Inspector
Officer-in-Charge, Cemeteries

HEALTH DEPARTMENT (Contd.)

- GSH 6 : Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600**
Health Inspector
- GSH 7 : Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000**
Senior Health Inspector
- GSH 8 : Rs 18800 x 600 - 20000 x 800 - 23200**
Principal Health Inspector
- GST 9 : Rs 26400 x 800 - 28000 x 1000 - 32000**
Chief Health Inspector (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

- GS WEL 1 : Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025**
Groundsman
- GS WEL 2 : Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Library Attendant
Gardener
- GS WEL 3 : Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Kindergarten Teacher
- GS WEL 4 : Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12200**
Supervisor of Sewing Classes
- GS WEL 5 : Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Library Clerk

WELFARE DEPARTMENT (Contd.)

GS WEL 6	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000
		Welfare Officer
GS WEL 7	:	Rs 10300 x 300 - 10600 x 400 - 15000
		Senior Library Clerk (New Grade)
GS WEL 8	:	Rs 13000 x 400 - 15000 x 500 - 17000
		Senior Welfare Officer
GS WEL 9	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400
		Library Officer (New Grade)
GS WEL 10	:	Rs 15000 x 500 - 17000 x 600 - 19400
		Principal Welfare Officer (New Grade)

VILLAGE COUNCILS**PART TIME WORKERS**

GSV 1	:	Rs 2115
		Sanitary Attendant
GSV 2	:	Rs 2130
		Library Attendant
GSV 3	:	Rs 2915
		Village Hall Attendant <i>formerly Sub-Hall Attendant</i>
GSV 4	:	Rs 3410
		TV Attendant
GSV 5	:	Rs 3685
		Village Hall Attendant

VILLAGE COUNCILS (Contd.)

- GSV 6** : **Rs 4000**
Village Hall Attendant (Personal to post holder as at 01.07.93)
- GSV 7** : **Rs 4785**
Hindi Teacher (ii)
- GSV 8** : **Rs 5040**
Sewing Teacher
- GSV 9** : **Rs 5750**
Hindi Teacher (i)
Marathi Teacher
- GSV 10** : **Rs 5845**
Village Hall and T.V Attendant

2.3 MOKA-FLACQ DISTRICT COUNCIL

WORKS DEPARTMENT

Supervisor (Lighting Section) formerly Electrical Workshop Supervisor

- 2.3.1 A grade of Electrical Workshop Supervisor exists on the establishment of certain local authorities. Appointment to the grade is made by selection from among serving officers in the grades of Foreman and Overseer who (a) possess at least the Certificate of Primary Education; (b) have passed the trade test conducted by a recognised institution in the field of electricity; and (c) have followed a vocational course in the field of electricity or an equivalent qualification acceptable to the Local Government Service Commission.
- 2.3.2 The Electrical Workshop Supervisor is responsible to the Engineer for, *inter alia*, the smooth running of the Lighting Section; carrying out inspections with a view to checking time sheets, materials used and ascertaining that works are carried out as planned and in compliance with relevant norms; attending to all street lighting problems, liaising with the Central Electricity Board (CEB) and certifying all street lighting claims from the CEB.
- 2.3.3 On account of the qualification requirements and the nature of the duties and responsibilities devolving on the incumbent, there is need to restyle the grade to a more appropriate appellation and to reset its level in the hierarchy of the Works Department.

Recommendation

- 2.3.4 **We recommend that the grade of Electrical Workshop Supervisor in the Local Authorities be restyled Supervisor (Lighting Section). We have provided a personal salary scale for the officers in post.**

MOKA-FLACQ DISTRICT COUNCIL**SALARY SCHEDULE****SECRETARIAT**

MFS 1	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Watchman
MFS 2	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener Library Attendant (New Grade) Office Attendant
MFS 3	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
MFS 4	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Receptionist/Telephonist
MFS 5	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
MFS 6	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerk Library Clerk (New Grade)
MFS 7	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Senior Word Processing Operator
MFS 8	:	Rs 10300 x 300 - 10600 x 400 - 15000 Senior Library Clerk (New Grade)
MFS 9	:	Rs 10600 x 400 - 15000 Senior Clerk

SECRETARIAT (Contd.)

MFS 10	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 15500 Committee Clerk (New Grade)
MFS 11		Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Assistant Internal Auditor Database Supervisor
MFS 12	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Confidential Secretary
MFS 13	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk, Registry
MFS 14	:	Rs 15000 x 500 - 17000 x 600 - 18200 Senior Committee Clerk (New Grade)
MFS 15	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Library Officer (New Grade) Safety and Health Officer/Senior Safety and Health Officer (New Grade)
MFS 16	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
MFS 17	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
MFS 18	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Secretary
MFS 19	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)

SECRETARIAT (Contd.)

MFS 20	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
MFS 21	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
MFS 22	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Secretary
MFS 23	:	Rs 45000 Secretary

TREASURY DEPARTMENT**SALARY SCHEDULE**

MFT 1	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Stores Attendant (New Grade)
MFT 2	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Storekeeper</i>
MFT 3		Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier Revenue Collector
MFT 4	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk Treasury Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i>
MFT 5	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer (New Grade)

TREASURY DEPARTMENT (Contd.)

MFT 6	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (New Grade)
MFT 7	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Treasurer (Personal)
MFT 8	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

MFW 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Handy Worker (New Grade)
MFW 2	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Assistant Electrician Assistant Plumber & Pipe Fitter Assistant Tradesman (Mechanic) Assistant Welder and Painter Tradesman's Assistant (Welder) Roadmender/Tarman <i>formerly Roadmender</i> Roadmender/Tarman <i>formerly Sprayer Helper</i>
MFW 3	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant & Equipment Operator
MFW 4	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver

WORKS DEPARTMENT (Contd.)

- MFW 5 : Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300**
Automobile Electrician
Cabinet Maker
Electrician
Mason
Mechanic
Painter
Panel Beater
Plumber and Pipe Fitter
Rattaner
Welder and Painter
- MFW 6 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000**
Driver (Heavy Mechanical Unit)
- MFW 7 : Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800**
Gangman Road Works (Personal)
- MFW 8 : Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400**
Foreman
- MFW 9 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600**
Assistant Inspector of Works
formerly Assistant Works Inspector
- MFW 10 : Rs 12600 x 400 - 15000**
Supervisor (Lighting Section) (Future Holder)
- MFW 11 : Rs 12200 x 400 - 15000 x 500 - 16000**
Supervisor (Lighting Section) (Personal to officer in post as at 30.06.03)
formerly Electrical Workshop Supervisor

WORKS DEPARTMENT (Contd.)

MFW 12	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works <i>formerly Works Inspector</i>
MFW 13	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works <i>formerly Senior Works Inspector</i>
MFW 14	:	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works <i>formerly Principal Works Inspector</i>
MFW 15	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (Future Holder)
MFW 16	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Civil Engineer (Personal)
MFW 17	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Works Department (New Grade)

PLANNING DEPARTMENT**SALARY SCHEDULE**

MFP 1	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Planning Assistant
MFP 2	:	Rs 13800 x 400 - 14600 Cadet Planner
MFP 3	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)

PLANNING DEPARTMENT (Contd.)

MFP 4	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Planning Officer (Future Holder)
MFP 5	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Planning Officer (Personal)
MFP 6	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Planning Department (New Grade)

HEALTH DEPARTMENT**SALARY SCHEDULE**

MFH 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader
MFH 2	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Market Attendant Refuse Collector
MFH 3	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Burial Ground Attendant (Roster) Market Watchman
MFH 4	:	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Gangman (Scavenging)
MFH 5	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Inspector Officer-in-Charge, Cemeteries

HEALTH DEPARTMENT (Contd.)

MFH 6	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Health Inspector
MFH 7	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000
		Senior Health Inspector
MFH 8	:	Rs 18800 x 600 - 20000 x 800 - 23200
		Principal Health Inspector
MFH 9	:	Rs 26400 x 800 - 28000 x 1000 - 32000
		Chief Health Inspector (New Grade)

WELFARE DEPARTMENT**SALARY SCHEDULE**

MF WEL 1	:	Rs 5040
		Sewing Mistress
MF WEL 2	:	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12200
		Supervisor, Sewing Classes
MF WEL 3	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000
		Welfare Officer
MF WEL 4	:	Rs 13000 x 400 - 15000 x 500 - 17000
		Senior Welfare Officer
MF WEL 5	:	Rs 15000 x 500 - 17000 x 600 - 19400
		Principal Welfare Officer (New Grade)

VILLAGE COUNCILS

MFV 1 : **Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400**
Sub-Hall Attendant (Full Time)
Village Hall Attendant (Full Time)

PART TIME WORKERS

MFV 2 : **Rs 2000**
Newspaper Collector

MFV 3 : **Rs 2435**
Cremation Ground Attendant
Library Attendant
Sanitary Attendant

MFV 4 : **Rs 3225**
TV Operator

MFV 5 : **Rs 3735**
Sub-Hall Attendant
Village Hall Attendant

MFV 6 : **Rs 3860**
Village Hall Attendant/Newspaper Collector and
Sanitary Attendant

MFV 7 : **Rs 5330**
Sub-Hall Attendant and TV Operator
Village Hall Attendant and TV Operator

MFV 8 : **Rs 5705**
Village Hall Attendant/Newspaper Collector and
Library Attendant

VILLAGE COUNCILS (Contd.)

MFV 9 : **Rs 5900**
Village Hall Attendant/TV Operator and Newspaper
Collector

MFV 10 : **Rs 6285**
Village Hall Attendant/ TV Operator and Library Attendant

2.4 PAMPLEMOUSSES-RIVIERE DU REMPART DISTRICT COUNCIL

SECRETARIAT

Assistant Internal Auditor (New grade)

2.4.1 The Internal Auditor is responsible to carry out the internal audit duties. Representation has been made for an additional level to provide support to the Internal Auditor.

Recommendation 1

2.4.2 **We recommend the creation of a grade of Assistant Internal Auditor on the establishment of the Pamplemousses-Riviere du Rempart District Council. Appointment to the grade should be made by selection from among serving officers reckoning at least five years' service in a substantive capacity and possessing the Cambridge School Certificate with credit in five subjects including English Language, French and Mathematics or Principles of Accounts and the foundation stage of ACCA Examinations or stage I of CIMA Examinations or equivalent qualifications.**

2.4.3 The Assistant Internal Auditor would assist the Internal Auditor in his duties, carry out internal audit in finance, stores, transport and other operations of the organisation in accordance with internal audit programmes and procedures.

WORKS DEPARTMENT

2.4.4 We are reinforcing the structure of the Works Department with the creation of additional levels.

Chief Inspector of Works (New Grade)

Recommendation 2

2.4.5 We recommend the creation of a grade of Chief Inspector of Works to be appointed by selection, on the basis of merit and experience, from officers in the grade of Senior Inspector of Works reckoning at least two years' experience in a substantive capacity.

2.4.6 The Chief Inspector of Works would be responsible to the Head, Works Department for, among others, the execution of all works, the distribution and deployment of Labour within the department, carrying out inspections to ascertain that work is being carried as planned, preparing reports and for the maintenance of public buildings.

Supervisor (Lighting) (New Grade)

2.4.7 There are at present five teams of electricians who perform duties such as maintenance and installation works related to street lighting of the 36 villages. The work allocation and supervision of electricians is presently done by Assistant Secretaries. There is need for a grade with relevant qualification and experience.

Recommendation 3

2.4.8 We recommend the creation of a grade of Supervisor (Lighting). Appointment thereto should be made by selection from among serving officers in the grades of Foreman and Overseer possessing at least a Certificate of Primary Education, having passed the appropriate trade test conducted by a recognised institution and having followed a relevant vocational course or equivalent qualifications.

2.4.9 Incumbent would report to the Head, Works Department and be responsible for the smooth running of the Lighting Section. He would be required, *inter alia*, to prepare the daily program of work and ensure implementation thereof, assist the Chief Inspector of Works in the distribution and supervision of work, carry out

site inspection with a view to checking time sheets and materials used, and attend promptly to all street lighting problems.

Workshop Supervisor (New Grade)

2.4.10 The fleet of vehicles and plant and equipment at the District Council consists of lorries, double cabs, trucks, rollers, among others. An Overseer is posted at the mechanical workshop dealing with the repairs and maintenance. We are providing for an appropriate level.

Recommendation 4

2.4.11 **We recommend the creation of a grade of Workshop Supervisor. Appointment thereto should be made by selection from among serving officers in the grades of Foreman and Overseer possessing at least a Certificate of Primary Education and having passed the appropriate trade test conducted by a recognised institution together with proof of having followed a relevant vocational course or equivalent qualifications.**

2.4.12 Incumbent would, *inter alia*, be responsible to the Head, Works Department for the day-to-day administration of the mechanical workshop, distribution and supervision of all works effected in the garage.

PAMPLEMOUSSES - RIVIERE DU REMPART DISTRICT COUNCIL

SALARY SCHEDULE

SECRETARIAT

PRS 1	:	Rs 4800 x 125 - 5675 x 150 -7025 General Worker <i>formerly General Office/Premises Worker</i>
PRS 2	:	Rs 5050 x 125 - 5675 x 150 -7325 General Worker (Personal) <i>formerly General Office/Premises Worker (Personal)</i>

SECRETARIAT (Contd.)

PRS 3	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Caretaker
PRS 4	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Gardener/Nurseryman Groundsman Office Attendant Library Attendant (New Grade) Village Hall Attendant
PRS 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Senior/Head Office Attendant
PRS 6	:	Rs 5975 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Receptionist/Telephonist
PRS 7	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11800 Handicraft Teacher Pre-Primary School Teacher
PRS 8	:	Rs 6575 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 12200 Supervisor, Sewing Classes
PRS 9	:	Rs 6875 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Word Processing Operator
PRS 10	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13400 Clerical Officer Clerk Library Clerk

SECRETARIAT (Contd.)

PRS 11	:	Rs 8600 x 200 – 9000 x 250 – 10000 x 300 – 10600 x 400 – 14600
		Senior Word Processing Operator
PRS 12	:	Rs 10300 x 300 - 10600 x 400 - 15000
		Senior Library Clerk
PRS 13	:	Rs 10600 x 400 – 15000
		Senior Clerk
PRS 14	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 -15500
		Committee Clerk (New Grade)
PRS 15	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Assistant Internal Auditor (New Grade) Database Supervisor
PRS 16	:	Rs 10300 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600
		Confidential Secretary
PRS 17	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 -17600
		Head Clerk (Registry)
PRS 18	:	Rs 15000 x 500 - 17000 x 600 - 18200
		Senior Committee Clerk (New Grade)
PRS 19	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400
		Safety and Health Officer/Senior Safety and Health Officer (New Grade) Library Officer (New Grade)

SECRETARIAT (Contd.)

PRS 20	:	Rs 12600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Internal Auditor
PRS 21	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 24000 Personnel Officer
PRS 22	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Assistant Secretary
PRS 23	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Human Resources Development Officer (New Grade)
PRS 24	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 IT Officer (New Grade)
PRS 25	:	Rs 20800 x 800 - 28000 x 1000 - 30000 Attorney (New Grade)
PRS 26	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Deputy Secretary
PRS 27	:	Rs 45000 Secretary

TREASURY DEPARTMENT**SALARY SCHEDULE**

PRT 1	:	Rs 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 Purchasing and Supply Officer <i>formerly Storekeeper</i>
PRT 2	:	Rs 10000 x 300 - 10600 x 400 - 15000 x 500 - 16500 Cashier
PRT 3	:	Rs 13000 x 400 - 15000 x 500 - 17000 x 600 - 17600 Head Clerk (Treasury) Higher Purchasing and Supply Officer <i>formerly Higher Stores Officer</i> Tax Controller
PRT 4	:	Rs 16000 x 500 - 17000 x 600 - 20000 Senior Purchasing and Supply Officer (New Grade)
PRT 5	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 27200 Accountant (New Grade)
PRT 6	:	Rs 16000 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 -30000 Treasurer (Personal)
PRT 7	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Principal Accountant (New Grade)

WORKS DEPARTMENT**SALARY SCHEDULE**

PRW 1	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 -7500 Handy Worker (New Grade)
--------------	----------	--

WORKS DEPARTMENT (Contd.)

PRW 2	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Assistant Mechanic Roadmender/Tarman <i>formerly Roadmender</i> Tradesman Assistant
PRW 3	:	Rs 5675 x 150 - 7325 x 175 - 8200 x 200 - 8400 Chemical Sprayer Operator
PRW 4	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 Plant and Equipment Operator
PRW 5	:	Rs 7025 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Gangman
PRW 6	:	Rs 6275 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10300 Electrician Mason Mechanic Painter Panel Beater Plumber & Pipe Fitter Welder
PRW 7	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 11000 Driver, Heavy Mechanical Unit
PRW 8	:	Rs 9750 x 250 - 10000 x 300 - 10600 x 400 - 13400 Foreman
PRW 9	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Inspector of Works <i>formerly Assistant Works Inspector</i>

WORKS DEPARTMENT (Contd.)

PRW 10	:	Rs 12600 x 400 - 15000 Supervisor (Lighting) (New Grade) Workshop Supervisor (New Grade)
PRW 11	:	Rs 12200 x 400 - 15000 x 500 - 17000 Inspector of Works <i>formerly Works Inspector</i>
PRW 12	:	Rs 14200 x 400 - 15000 x 500 - 17000 x 600 - 19400 Senior Inspector of Works <i>formerly Senior Works Inspector</i>
PRW 13	:	Rs 17600 x 600 - 20000 x 800 - 23200 Chief Inspector of Works (New Grade)
PRW 14	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Civil Engineer (Future Holder)
PRW 15	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Engineer (Personal)
PRW 16	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Works Department (New Grade)

PLANNING DEPARTMENT**SALARY SCHEDULE**

PRP 1	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Planning Assistant
PRP 2	:	Rs 13800 x 400 - 14600 Cadet Planner

PLANNING DEPARTMENT (Contd.)

PRP 3	:	Rs 10600 x 400 - 15000 x 500 - 17000 x 600 - 19400 Planning Inspector (New Grade)
PRP 4	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 27200 Planning Officer (Future Holder)
PRP 5	:	Rs 16500 x 500 - 17000 x 600 - 20000 x 800 - 28000 x 1000 - 30000 Planning Officer (Personal)
PRP 6	:	Rs 22400 x 800 - 28000 x 1000 - 35000 Head, Planning Department (New Grade)

HEALTH DEPARTMENT**SALARY SCHEDULE**

PRH 1	:	Rs 4500 Sanitary Attendant II (Part time) <i>formerly drawing salary Rs 3135 as at 01.07.98</i>
PRH 2	:	Rs 4800 x 125 - 5675 x 150 - 7025 General Worker <i>formerly General Field and Office/Premises Worker</i>
PRH 3	:	Rs 5050 x 125 - 5675 x 150 - 7325 x 175 - 7500 Lorry Loader
PRH 4	:	Rs 5300 x 125 - 5675 x 150 - 7325 x 175 - 8025 Refuse Collector
PRH 5	:	Rs 5425 x 125 - 5675 x 150 - 7325 x 175 - 8200 Burial Ground Attendant (Roster) <i>formerly Cemetery Labourer</i>

HEALTH DEPARTMENT (Contd.)

PRH 6	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 Driver
PRH 7	:	Rs 6425 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Gangman (Scavenging)
PRH 8	:	Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 Driver/Supervisor (Personal)
PRH 9	:	Rs 6125 x 150 - 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 13000 Overseer
PRH 10	:	Rs 7325 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 14600 Assistant Health Inspector Officer-in-Charge, Cemeteries
PRH 11	:	Rs 8600 x 200 - 9000 x 250 - 10000 x 300 - 10600 x 400 - 15000 x 500 - 17000 x 600 - 17600 Health Inspector
PRH 12	:	Rs 14600 x 400 - 15000 x 500 - 17000 x 600 - 20000 Senior Health Inspector
PRH 13	:	Rs 18800 x 600 - 20000 x 800 - 23200 Principal Health Inspector
PRH 14	:	Rs 26400 x 800 - 28000 x 1000 - 32000 Chief Health Inspector (New Grade)

WELFARE DEPARTMENT

SALARY SCHEDULE

**PR WEL 1 : Rs 7500 x 175 - 8200 x 200 - 9000 x 250 - 10000 x 300 –
10600 x 400 - 15000**

Welfare Officer

PR WEL 2 : Rs 13000 x 400 - 15000 x 500 - 17000

Senior Welfare Officer

PR WEL 3 : Rs 15000 x 500 - 17000 x 600 - 19400

Principal Welfare Officer (New Grade)

VILLAGE COUNCILS

PART TIME WORKERS

PRV 1 : Rs 2000

Mobile Dispensary Attendant

PRV 2 : Rs 2345

Library Attendant

PRV 3 : Rs 3175

Radio and T.V Attendant

Sanitary Attendant III (drawing salary Rs 2180 as at 01.07.98)

Teacher, Oriental Language

PRV 4 : Rs 3730

Village Hall/Sub-Hall Attendant

PRV 5 : Rs 4865

Sanitary Attendant I (drawing salary of Rs 3450 as at 01.07.98)

VILLAGE COUNCILS (Contd.)

- PRV 6 : Rs 5195**
Sewing Mistress (Personal) (3 sessions/week)
- PRV 7 : Rs 5555**
Village Hall and T.V Attendant (Personal to holders of
post as at 30.06.03)
- PRV 8 : Rs 6125**
Sewing Mistress (Personal) (4 sessions/week)
