

PROCUREMENT AND SUPPLY CADRE

- 23.50 In accordance with the Procurement Act 2006 and the Financial Management Kit, the Procurement and Supply Cadre has, as main responsibility, to advise and guide Heads of Ministries and Departments in the efficient and effective management as well as control of their procurement and supply functions, with a view to facilitating the smooth running of their core business. Though the Procurement and Supply functions may vary in scope from one organisation to another, they are of special importance to organisations as they have a direct bearing on their effective delivery of services. The main functions of this Cadre pertain to procurement, issuing, handling, distribution and warehousing of goods.
- 23.51 Operating in a seven-level structure, the Procurement and Supply Cadre is headed by a Director (Procurement and Supply) who has the responsibility for providing advice and guidance to the Financial Secretary and other Accounting Officers on procurement and supply operations, thereby providing better support in the implementation of Government policies and programmes. In the discharge of his functions, the Director (Procurement and Supply) is assisted by a Deputy Director (Procurement and Supply) and supported by officers belonging to the grades of Manager (Procurement and Supply), Assistant Manager (Procurement and Supply), Principal Procurement and Supply Officer, Procurement and Supply Officer/Senior Procurement and Supply Officer and Assistant Procurement and Supply Officer respectively.
- 23.52 In our last Report, the grade of Assistant Procurement and Supply Officer was made evanescent as the technical duties thereof were integrated in the scheme of service of the grade of Office Management Assistant. However, in the absence of Office Management Assistants, certain organisations encountered difficulties in updating their ledgers and store forms and such shortcomings were also highlighted in the Report of the Director of Audit. Consequently, the Ministry of Finance, Economic Planning and Development with the approval of the High Powered Committee reinstated the grade of Assistant Procurement and Supply Officer.
- 23.53 The main representations from both staff side and Management were geared towards parity of treatment with the grade of Office Management Assistant and review of qualifications requirement. Management also proposed to restyle the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer into Procurement and Supply Officer and Senior Procurement and Supply Officer respectively. These proposals were discussed during the consultative meetings and requests that had technical implications could not be considered. After analysis of all the demands, no amendments could be brought to the existing structure, save to the qualifications requirement of the grades of Assistant Procurement and Supply Officer and Procurement and Supply Officer/Senior Procurement and Supply Officer. Additionally, with the reinstatement of the grade of Assistant Procurement and Supply Officer, recommendations made in the 2016 PRB Report which are no longer valid are being waived.

Manager (Procurement and Supply)

23.54 In our previous Report, certain amendments were brought to the mode of appointment of the grade of Manager (Procurement and Supply) following the changes made in the structure of the Cadre. As there are still a few officers holding the post of Assistant Manager (Procurement and Supply) (Personal), we consider it worthwhile to replicate the existing provision.

Recommendation 15

23.55 We recommend that the grade of Manager (Procurement and Supply) should continue to be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) (Personal) reckoning at least three years' service in a substantive capacity in the grade.

23.56 We also recommend that, on complete phasing out of the grade of Assistant Manager (Procurement and Supply) (Personal), the grade of Manager (Procurement and Supply) should thereafter be filled by promotion, on the basis of merit and experience, of officers in the grade of Assistant Manager (Procurement and Supply) reckoning at least three years' service in a substantive capacity in the grade.

Specific Provision for Assistant Manager (Procurement and Supply)**Recommendation 16**

23.57 We recommend that officers in the grade of Assistant Manager (Procurement and Supply) possessing a Degree in Procurement and Supply Management or Purchasing and Supply Management or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 64400 provided they satisfy the performance criteria as set out in the Introductory Chapter of this Volume.

Assistant Procurement and Supply Officer

23.58 The grade of Assistant Procurement and Supply Officer (APSO) is presently filled by selection from among officers in the grade of Management Support Officer reckoning at least four years' service in a substantive capacity in the grade or an aggregate of at least four years' service in the grade of Management Support Officer and the former grades of Officer and Clerical Officer/Higher Clerical Officer.

23.59 With a view to harmonising the mode of appointment of different grades in the Cadre to what obtains for comparable positions in the Civil Service, to the extent possible, and pursuant to the creation of the grade of Management Support Assistant, there is need to bring consequential amendments to the qualifications requirement of the grade of APSO. In so doing, we are ensuring that no prejudice is caused to those Management Support Officers already in post as at the eve of the publication of this Report.

Recommendation 17

23.60 We recommend that appointment to the grade of Assistant Procurement and Supply Officer should, up to 31 December 2030, be made by selection from among officers in the grade of Management Support Officer, in post as at the eve of the publication of this Report and new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in their respective grade. Thereafter, the post should be filled by selection from among officers in the new grade of Management Support Assistant reckoning at least four years' service in a substantive capacity in the grade.

Procurement and Supply Officer/Senior Procurement and Supply Officer

23.61 With the re-instatement of the grade of APSO, subsequent amendments need to be brought to the mode of appointment of the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer. We are, while making appropriate transitional provision, ensuring equity and fairness to those Assistant Procurement and Supply Officers in post as at the eve of the publication of this Report.

Recommendation 18

23.62 We recommend that the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should continue to be filled by promotion, on the basis of experience and merit, of Assistant Procurement and Supply Officers (in post as at the eve of the publication of this Report) and reckoning at least two years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

23.63 We further recommend that, on complete phasing out of the number of officers in the grade of Assistant Procurement and Supply Officer in post as at the eve of the publication of this Report, the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer should, thereafter, be filled by promotion, on the basis of experience and merit, of officers in the grade of Assistant Procurement and Supply Officer reckoning at least four years' service in a substantive capacity in the grade or by selection from Office Management Assistants (in post as at the eve of the publication of this Report) reckoning at least four years' service in a substantive capacity in the grade.

Movement for Procurement and Supply Officer/Senior Procurement and Supply Officer

23.64 Officers in the grade of Procurement and Supply Officer/Senior Procurement and Supply Officer are allowed to move incrementally in the Master Salary Scale up to salary point Rs 42325, subject to satisfying specific conditions. The present arrangement should continue to prevail.

Recommendation 19

23.65 We recommend that Procurement and Supply Officer/Senior Procurement and Supply Officers possessing a Diploma in Procurement and Supply Management or Purchasing and Supply Management or a Certificate in Purchasing and Supply Management obtained prior to 30 June 2008 be allowed to proceed incrementally in the Master Salary Scale up to the salary point Rs 47675 provided they satisfy the performance criteria as per provision made in the Introductory Chapter of this Volume.

PROCUREMENT AND SUPPLY CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
21 101 104	Rs 91375 x 3125 -100750 Director (Procurement and Supply)
21 080 096	Rs 49250 x 1650 - 54200 x 1700 -64400 x 1800 -69800 x 2000 -75800 x 2150 - 77950 Deputy Director (Procurement and Supply)
21 075 092	Rs 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 – 69800 Manager (Procurement and Supply)
21 068 089	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 Assistant Manager (Procurement and Supply) (Personal)
21 068 088	Rs 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700 Assistant Manager (Procurement and Supply)
21 062 081	Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900 Principal Procurement and Supply Officer

Salary Code	Salary Scale and Grade
21 053 078	Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 Procurement and Supply Officer/Senior Procurement and Supply Officer
21 041 070	Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 Assistant Procurement and Supply Officer

