

80. SIR SEEWOSAGUR RAMGOOLAM BOTANIC GARDEN TRUST

- 80.1 Operating under the *aegis* of the Attorney-General's Office, Ministry of Agro-Industry and Food Security, the objects of the Sir Seewoosagur Ramgoolam Botanic Garden Trust (SSRBGT) are, among others, to manage, administer and ensure the maintenance of the garden, buildings and historical monuments found in the garden; to care for the collection of plants and preserved plant materials in the garden; to disseminate knowledge with respect to plant life through publications and other means; and to ensure protection of the environment and plant life in the garden.
- 80.2 The SSRBGT is headed by a Director who is responsible for the execution of the policy of the Board and the control and management of the day-to-day business of the Trust. He is assisted in his duties by officers in the Technical, Administrative, Finance, Procurement and Supply, General Services grades and employees in the Workmen's group.
- 80.3 In the context of this review exercise, several requests were made by the staff side, namely, the merging of the grades of Technical Assistant and Senior Technical Assistant; the payment of risk allowance to the incumbents in the grades of Technical Assistant, Ticket/Sales Officer and Driver; and the grant of duty free car, car allowance and loan facilities to officers performing field work.
- 80.4 Management, on the other hand, requested for the restructuring of the top Management of the SSRBGT with a Chief Executive Officer at the apex supported by a Finance and Administrative Manager, and Technical and Operations Manager. Creation of additional grades such as Human Resource Officer, Store and Procurement Officer, Maintenance Officer, Tool Store Officer, IT Officer, Commercial Officer and Cultural/Events Coordinator; restyling of certain grades; and merging of the grades of Technical Assistant and Senior Technical Assistant were also canvassed.
- 80.5 During consultative meeting, the staff side was informed that the merging of grades depends on several factors, amongst, operational requirements, extent of overlapping of duties and need for supervision. As for compensation in terms of risk allowance, members were requested to direct the issue to their Management to arrange for a Risk Assessment Exercise as recommended under the Chapter Risk, Insurance and Compensation. The Bureau also informed staff side to participate in the survey on Travelling and Car Benefits conducted to determine eligibility for duty free and loan facilities. Appropriate explanations were given for proposals made that could not be retained.
- 80.6 On the basis of functional requirements, we are providing for the grades of Human Resource Officer/Senior Human Resource Officer and ICT Technician to consolidate the existing organisation structure. Additionally, the grades of Technical Assistant and Senior Technical Assistant are being merged.

Human Resource Officer/Senior Resource Officer (New Grade)

80.7 Management has submitted that an officer of the support services has been entrusted with the duties related to human resources. For any issue, the officer has to liaise with the Manager, Human Resources of the parent Ministry, causing much delay in solving HR matters. A request has thus been made for the creation of a grade of Human Resource Officer/Senior Human Resource Officer.

Recommendation 1

80.8 We recommend the creation of a grade of Human Resource Officer/Senior Human Resource Officer. The mode of appointment and duties devolving upon the grade should be as recommended in the Introductory Chapter of this Volume.

Movement beyond Top Salary

80.9 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Introductory Chapter of this Volume.**

ICT Technician (New Grade)

80.10 Management has expressed that the activities of the SSRBGT are being computerised with a view to provide prompt and adequate services online to customers/visitors. Therefore, proposal was made to create the grade of ICT Technician against abolition of the grade of Audio Visual Assistant which is vacant and would no longer be needed.

Recommendation 2

80.11 We recommend the creation of a grade of ICT Technician against abolition of the grade of Audio Visual Assistant. Appointment thereto should be made by selection from among candidates possessing a Diploma in Information and Communication Technology from a recognised institution or equivalent qualification acceptable to the Board of SSRBGT and reckoning at least three years' post-qualification experience in the field of Information Technology, including database/systems/network administration.

80.12 Incumbents would be required, among others, to implement, support and maintain the IT System of the SSRBGT; develop small computer programmes for end users; implement security measures to safeguard IT Systems from threats; ensure compliance with ICT standards, guidelines and methodologies; be responsible for the updating and maintenance of the website of the SSRBGT; and assess the hardware and software requirement of the SSRBGT.

Technical Assistant/Senior Technical Assistant
formerly Technical Assistant
Senior Technical Assistant

80.13 Both the Management of SSRBGT and the staff side have stated that the grade of Senior Technical Assistant is vacant and all the duties and responsibilities devolving upon the grade are being carried out by the Technical Assistants without any remuneration. Additionally, employees in these grades report to the Technical Officer/Senior Technical Officer. Hence, they requested for a merger of the grades of Technical Assistant and Senior Technical Assistant.

Recommendation 3

80.14 We recommend that:

- (i) **the grades of Technical Assistant and Senior Technical Assistant be merged and restyled Technical Assistant/Senior Technical Assistant; and**
- (ii) **the scheme of service of the merged grade of Technical Assistant/Senior Technical Assistant formerly Technical Assistant and Senior Technical Assistant should be amended to integrate the duties of the grades of Technical Assistant and Senior Technical Assistant.**

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SALARY SCHEDULE

SSRBGT 1	:	Rs 21150 Safety and Health Officer (Part-Time)
SSRBGT 2	:	Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150 General Worker
SSRBGT 3	:	Rs 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 22625 General Handy Worker (Roster)
SSRBGT 4	:	Rs 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23025 Stores Attendant

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- SSRBGT 5 : Rs 14725 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 23950**
Gardener/Nursery Attendant
Insecticide Sprayer Operator
Office Attendant
Stockman
Woodcutter
- SSRBGT 6 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 25000**
Senior Gardener/Nursery Attendant
- SSRBGT 7 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- SSRBGT 8 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Field Supervisor
- SSRBGT 9 : Rs 15745 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Handy Worker (Skilled)
- SSRBGT 10 : Rs 19225 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 28225**
Head Gardener/Nursery Attendant
- SSRBGT 11 : Rs 17565 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 30700**
Driver (Lorries above 5 Tons, Heavy Mechanical Unit, Heavy Tractors)
- SSRBGT 12 : Rs 16265 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 31525**
Ticket/Sales Officer (Roster)
- SSRBGT 13 : Rs 16525 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34000**
Word Processing Operator

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- SSRBGT 14 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerical Officer/Higher Clerical Officer
Guide
- SSRBGT 15 : Rs 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Warehouse Assistant (Personal) (from ex- Tobacco Board)
- SSRBGT 16 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- SSRBGT 17 : 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
- SSRBGT 18 : Rs 17305 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 41250**
Technical Assistant/Senior Technical Assistant
formerly Technical Assistant
Senior Technical Assistant
- SSRBGT 19 : Rs 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Confidential Secretary
- SSRBGT 20 : Rs 24475 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 43500**
Accounts Officer
- SSRBGT 21 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100**
Human Resource Officer/Senior Human Resource Officer (New Grade)
- SSRBGT 22 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
ICT Technician (New Grade)

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- SSRBGT 23 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 47675**
Assistant Warehouse Supervisor (Personal) (from ex-Tobacco Board)
- SSRBGT 24 : Rs 21850 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200**
Technical Officer/Senior Technical Officer
- SSRBGT 25 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Publications and Liaison Officer
- SSRBGT 26 : Rs 28225 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Scientific Officer
- SSRBGT 27 : Rs 29050 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Botanist
- SSRBGT 28 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 62700**
Accountant
- SSRBGT 29 : Rs 30700 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x 1575 – 49250 x 1650 – 54200 x 1700 – 64400 x 1800 – 69800**
Administrative Manager
- SSRBGT 30 : Rs 82250 x 3000 – 88250 x 3125 – 91375**
Director



