

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

- 93.1 Established in 1992 by an act of Parliament, the Trust Fund for Specialised Medical Care (Cardiac Centre) became operational in June 1998. Its prime function is to provide cardiac surgery and interventional cardiology coupled with specialised care to cardiac patients.
- 93.2 From a modest start since its inception, the Cardiac Centre has grown rapidly over the years to become a landmark player in cardiac and other related interventions in cardiology for the African region. At present, in addition to providing cardiac surgeries, the Cardiac Centre provides other services such as Vascular surgeries, Coronary Angiography and Coronary Angioplasty to patients. In line with Government's objective to decentralise medical facilities and services, the Cardiac Centre has also, since September 2017, set up a new Cardiac Surgery Wing at the Victoria Hospital to allow patients in catchment areas to avail from an early surgery and avoid the hassle of travelling long distances to attend to treatment.
- 93.3 An Executive Director is presently at the helm of the Cardiac Centre and he is responsible for its day-to-day management. As regards the clinical administration of the Centre, the responsibility befalls the Director Cardiac Services. Under the control of these two, lies a complement of medical, paramedical, professional, technical and supporting grades.
- 93.4 We provided the Cardiac Centre with several new levels in our previous Report to enable it deliver its services in a more efficient manner. According to Management, most of these grades have already been filled. Further, since the last Report till date, the Bureau has provided salaries for Doctors recruited on contractual basis; re-assessed a few grades on the basis of the proposed schemes of service that were submitted to determine whether the amendments would have any bearing on the salaries; and gave advice on several issues relating to administrative/implementation problems.
- 93.5 In the course of this review exercise, the staff side have pressed for the creation of various grades; change in the working hours of Doctors as well as other grades; restyling of certain grades; provision of appropriate training to officers; introduction of on-call allowances for a few grades and extension of salary scales. Management, on the other side, in addition to supporting several of the proposals of the Unions, has requested for the creation of additional levels to strengthen its existing structure and provision of certain specific conditions of service for its employees. Besides these submissions, other representations were also received from individual employees, which were equally given due consideration.
- 93.6 All the above representations have been scrupulously examined and extensively discussed with the parties concerned during consultations. Further, staff members who expressed the wish to depone were also heard. Wherever, for technical reasons, we could not accede to the proposals made, we so informed the parties and provided the necessary explanations related thereto. We also gave advice on the appropriate

course of action to be adopted regarding representations which do not fall within our province.

- 93.7 We are, in this Report, further strengthening the organisation structure through the provision of new grades at different levels and in the various departments of the Centre based on organisational requirements. Certain grades are being restyled to reflect the nature of duties and responsibilities involved, and on-call and in-attendance allowances are being introduced for the grade of Specialised Perfusionist/Senior Specialised Perfusionist. We are also making appropriate recommendation regarding hours of work of these officers and that of the Doctors. Regarding some of the conditions of service which are specific to the Cardiac Centre, improvement is being brought thereto in this Report.
- 93.8 In so far as the request made by the staff side for the provision of training to certain grades is concerned, the Bureau emphasises that appropriate recommendations for training have been made in the Chapter on Training and Development in Volume 1 of this Report. Nonetheless, the matter was discussed with Management during the consultative meeting and the latter was agreeable to do needful for the provision of training to its employees.

Hours of Work of Doctors

- 93.9 As mentioned earlier, a request has been made by the staff side to review the hours of work of the Doctors from 0800-1800 to 0845-1600, to which Management has raised no objection. The Union has grounded its request on the premise that the Centre has now an adequate number of Doctors as well as the requisite logistics to effectively deliver its services compared to what was previously available. It has also relied on the relevant provisions of law regarding working hours to back its request.
- 93.10 The onus for determining the working hours of employees normally rests upon Management. Yet, in the present case, we have deemed it appropriate to examine the matter in view of associated implications. On the basis of the arguments brought forward, we consider that there is justified grounds for the hours of work of the Doctors to be reviewed. Nevertheless, we also firmly believe that it would not be wise for the Centre to operate within normal working hours only given the nature of the services provided. Presently, although operating up to 1800 hours, there is a list of patients awaiting for surgery or angiography. Should the hours of operation be reviewed downwards, the list of patients in waiting would become longer and longer where they would have to wait much more. As this would cause prejudice to patients, a new formula needs to be designed. In the circumstance, we are making appropriate recommendation which, while ensuring that the Doctors are not unduly penalised, provides for a continuous delivery of service up to 1800 hours as is presently the case.
- 93.11 The above provision is also being extended to officers in the grade of Specialised Perfusionist/Senior Specialised Perfusionist and Specialised Physiotherapist who are also required to work till 1800 hours.

Recommendation 1

93.12 We recommend that the hours of work of Doctors, Specialised Perfusionist/Senior Specialised Perfusionists and Specialised Physiotherapists of the Cardiac Centre should not be more than 40 hours weekly.

Senior Procurement and Supply Officer (New Grade)

93.13 With a view to improving operational efficiency, we provided the Cardiac Centre with a grade of Procurement and Supply Officer in our last Report. In the context of this review, it has been argued that there has been a significant rise in the volume and complexity of the procurement transactions over the last few years, owing to an expansion in activities and coming into operation of the new wing at the Victoria Hospital.

93.14 In this perspective, a request has been made by Management to further reinforce the Procurement Section with the creation of a level of Manager, Procurement and Supply. We have carefully examined the proposal taking into account the size of the organisation and volume of activities, and hold that a grade of Senior Procurement and Supply Officer would be more appropriate to meet the current needs of the organisation, to which Management is agreeable. We are recommending accordingly.

Recommendation 2

93.15 We recommend the creation of a grade of Senior Procurement and Supply Officer. The mode of appointment thereto should be as recommended in the Introductory Chapter of this Volume.

93.16 Incumbent would be required, among others, to be responsible for the general supervision and control for the proper functioning of the section; liaise with suppliers and follow up on purchase orders to ensure timely delivery of commodities; flag non-compliance and misinterpretation of existing rules and regulations; perform procurement and store operations in compliance with provisions laid down in the Financial Management Kit and regulations made under the Public Procurement Act 2006 and other regulations in force; and carry out appraisal and review of organisational set-up, systems and procedures related to supply and store operations, as and when required.

Health Records Officer (New Grade)

93.17 Presently the Health Records Clerks and Higher Health Records Clerks at the Cardiac Centre report to a Senior Health Records Officer who is on secondment from the Ministry of Health and Wellness. Given that the Cardiac Centre has been advised by the parent Ministry to recruit its own staff and as the need is deeply felt for a supervisory level to oversee the health records department, Management has requested that it be provided with a grade of Health Records Officer. We have examined the request and on the basis of the merit of the case, are making appropriate recommendation.

Recommendation 3

93.18 We recommend the creation of a grade of Health Records Officer. Appointment thereto should be made by selection from among officers of the Health Records Cadre who possess a Certificate in Health Records Management or Health Information Management or a Certificate from the Institute of Health Records and Information Management (IHRIM) and who are recognised as a Certified Member.

93.19 The Health Records Officer would be required, among others, to supervise the health records department and provide appropriate coverage of health service point; prepare duty roster for health records staff; provide-on-the-job training to health records staff; effect quality control of clinical coding and all registers kept by the health records department; and keep a register of dormant case-notes, arranging for their transfer to secondary storage areas and their ultimate disposal.

IT Officer (New Grade)

93.20 A request has been made by Management for the creation of a grade of IT Officer against the abolition of the grade of Systems Administrator which has remained vacant for years and which no longer meets the demands of the organisation. Given that the volume of activities of the Cardiac Centre that are IT based is quite substantial, the need is, therefore, felt for the organisation to be equipped with the right skills to ensure an effective and smooth delivery of services. Thus, we subscribe to the request made and are recommending accordingly.

Recommendation 4

93.21 We recommend:

- (i) the creation of a grade of IT Officer. Appointment thereto should be made by selection from among candidates possessing a Degree in Computer Science or Computer Engineering or Information Systems or Information Technology or an equivalent qualification acceptable to the Board; and**
- (ii) that the grade of Systems Administrator be abolished.**

93.22 Incumbent in the grade of IT Officer would be required, *inter alia*, to troubleshoot network and internet problems as well as diagnose and figure out software/hardware faults; perform database, network and systems administration; assist in performing system study and analysis; install and configure hardware and common PC-related software and provide preventing measures and technical support thereon; comply with and promote applicable security standards in relation to computer systems; commission IT equipment; carry out survey/audit of the technical features of computer equipment; and conceive and develop training materials.

Safety and Health Officer (Part-Time) (New Grade)

93.23 The Cardiac Centre has submitted that it has a staff size of over 400 employees and consequently it requires a level of Safety and Health Officer on a part-time basis to

deal with its recurring safety and health issues. As the request is in line with the provisions laid down in the Occupational Safety and Health Act, we subscribe to the proposal made.

Recommendation 5

93.24 We recommend the creation of a grade of Safety and Health Officer on a part-time basis. Appointment to the grade should be made by selection from among candidates possessing a Diploma in Occupational Health and Safety or Occupational Safety and Health Management or an equivalent qualification acceptable to the Board.

93.25 Incumbent would, *inter alia*, be required to be responsible for exercising general supervision regarding compliance with the provisions of the Occupational Safety and Health Act; plan, elaborate, implement and maintain adequate health and safety measures; design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislation in force; inspect sites of work, assess risks and make recommendations; and advise on all matters relating to safety and health.

Office Management Assistant (New Grade)

93.26 Management has requested that it be provided with a level of Office Management Assistant on the ground that the officer in the grade of Executive Officer (Personal) in post is required, over and above her normal set of duties, to assume higher responsibilities which are not listed in her scheme of service. In view of the permanency of the duties being performed, the need is now felt for a new level to perform the higher level duties. We have examined the proposal in line with the existing structure against the duties and responsibilities devolving on that level, and we are consequently making appropriate recommendation to that effect.

Recommendation 6

93.27 We recommend the creation of a grade of Office Management Assistant. The mode of appointment to the grade as well as the duties should be as recommended in the Introductory Chapter of this Volume.

93.28 Incumbent would be required, *inter alia*, to provide administrative support in general administration, human resource management, finance and procurement and supply; assist in the organisation of official functions, induction and training programmes and other activities; manage and ensure safekeeping of official records; ensure the keeping of proper, complete and up-to-date human resource/financial records; and coordinate and supervise the work of subordinate staff.

Nursing Aid (Shift)

formerly Nursing Aid/General Worker

93.29 Fervent representations have been made by the staff side to review the job appellation of the grade of Nursing Aid/General Worker on the premise that the actual one is demeaning and does not reflect the real nature of duties devolving upon incumbents.

A careful examination of the prescribed scheme of service of the grade as well as the Job Description Questionnaires reveal that incumbents indeed do not perform General Worker duties; the moreso these duties are also listed in the scheme of service of the grade of Handy Worker and incumbents in the latter grade are effectively performing same. Based on our examination, we are, thus, inclined to conclude that the current job title does not portray a clear description of the duties being performed. In the circumstances, we consider the demand made for restyling of the grade to be valid. We also consider that the scheme of service of the grade should be amended to reflect the actual duties performed.

Recommendation 7

- 93.30 We recommend that the grade of Nursing Aid/General Worker be restyled Nursing Aid (Shift).**
- 93.31 We further recommend that the scheme of service of the grade should be amended to reflect the actual duties performed by the incumbents.**

On-Call and In-Attendance Allowances

- 93.32 The Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons and Specialised Physiotherapists are paid On-Call allowances when required to be On Call. While In-Attendance, they qualify for payment of an additional allowance which is inclusive of travelling time.
- 93.33 Both Management and the staff side have made proposal for the extension of the On-Call and in-attendance allowances to incumbents in the grade of Specialised Perfusionist/Senior Specialised Perfusionist. When there are emergency surgeries after normal working hours during nights, weekends and public holidays, these Specialised Perfusionist/Senior Specialised Perfusionists are equally required to attend as they play a very important role as a member of the surgery team.
- 93.34 On the other hand, we have also been apprised that although Cardiac Anaesthetists are supposed to be operating on an On-Call roster system during the weekdays, their services are often required for the whole night whenever there are two or more cardiac surgeries and to cater for critical post-operative/post interventional in-patients in the ICU and other emergencies. The officers are presently being paid the In-Attendance allowance for working overnight. However, the Internal Control Unit of the Ministry has raised certain apprehensions regarding the present system, which it considers to be inappropriate. In the circumstance, the Ministry has requested that the present system of compensation be reviewed.
- 93.35 After examination, we are making appropriate recommendation to address these issues in line with existing provisions, that is, extending the On-Call allowance and In-Attendance allowance to incumbents in the grade of Specialised Perfusionist/Senior Specialised Perfusionist and making provision for the officers whose grades are listed at paragraph 93.36 to be remunerated at hourly rate whenever they are required to work overnight, otherwise the present system of On-Call and In-Attendance should apply.

Recommendation 8

93.36 We recommend that the Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists, Vascular Surgeons, Specialised Physiotherapists and Specialised Perfusionist/Senior Specialised Perfusionists be paid 'On-Call' allowances as hereunder:

On-Call Grades	Director Cardiac Services, Cardiologist, Cardiac Surgeon, Cardiac Anaesthetist and Vascular Surgeon Rs	Specialised Physiotherapist Rs	Specialised Perfusionist/Senior Specialised Perfusionist Rs
Weekdays 1800 hours to 0800 hours the following day	1145	375	350
Saturdays 1200 hours to Sunday 0800 hours	1715	525	490
Sundays and Public Holidays 0800 hours to 0800 hours the following day	1715	630	590

93.37 When attending the Centre while On-Call, the rate of In-Attendance allowance, inclusive of travelling time, payable to the above officers, should be as hereunder:

- (i) Director Cardiac Services, Cardiac Surgeons, Cardiologists, Cardiac Anaesthetists and Vascular Surgeons Rs 980 per hour
- (ii) Specialised Physiotherapists Rs 210 per hour
- (iii) Specialised Perfusionist/Senior Specialised Perfusionists Rs 195 per hour

93.38 However, for the days when the aforementioned officers would continue to work at the Cardiac Centre after their normal hours up to 0800 hours the next day, they should be compensated at the normal hourly rated based on the salary point reached in their salary scale, for every additional hour put in.

Allowance for coverage at Night, Sunday and Public Holiday

93.39 Presently, Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers who are called upon to put in additional hours of work at night, Saturday afternoon, Sundays and Public Holidays are compensated at the normal hourly rate at the salary point reached in their respective salary scale, for every additional hour put in. As this arrangement would continue to be in force, we are maintaining the provision.

Recommendation 9

93.40 We recommend that Specialised Registered Medical Officers and Trainee Specialised Registered Medical Officers who are required to put in additional hours of work at Night, on Saturday afternoon, Sundays and Public Holidays should be compensated at the normal hourly rate based on the salary point reached in their respective salary scale, for every additional hour put in.

Continuing Professional Development

93.41 Members of medical profession on the establishment of the Ministry of Health and Wellness (MOHW) are entitled to a Continuing Professional Development (CPD) allowance which is meant to provide them with some sort of assistance towards meeting their obligations in achieving the required number of CPD points. The latter are also granted a maximum of 10 days' special leave to enable them to take advantage of CPD programmes either locally or abroad.

93.42 Given that continuing professional development is also a prerequisite for Doctors at the Cardiac Centre, a case has been made for the above privileges to be extended to them. On the basis of the strength of the case, we subscribe to the proposal made.

Recommendation 10

93.43 We recommend that members of the Medical Profession of the Cardiac Centre should be:

- (i) paid an allowance of Rs 12130 annually, cumulative over a period of three years, to meet the expenses towards their Continuing Professional Development on presentation of documentary evidence. The CPD accumulated for the first year would, however, be forfeited on the fourth year if not benefited from; and**
- (ii) granted special leave of a maximum of 10 days annually, subject to the exigencies of service, to enable them to take advantage of Continuing Professional Development Programmes either locally or abroad. However, such special leave may be combined with other types of leave whenever the number of days' leave required for the programmes exceeds 10 days.**

Book Allowance/ Special Medical Service Allowance

93.44 Members of the Medical Profession at the Cardiac Centre are entitled to a yearly book allowance for the purchase of medical books, e-materials, journals and other publications and a Special Medical Service Allowance. Besides, in our last Report, we also made provision for the grant of smart phones to the concerned officers so that they can keep abreast of latest development in their field using digital technology. In accordance with what has been recommended for the MOHW, we are making provision for the book allowance to lapse upon the grant of a smart phone of equivalent value.

Recommendation 11

93.45 We recommend that:

- (i) the Cardiac Centre should, at the earliest, provide a smart phone of equivalent value to the Book Allowance to every member of the Medical Profession who is appointed in a substantive capacity at the Cardiac Centre; and**
- (ii) the concerned officer should continue to be paid an annual allowance of Rs 13500 for the purchase of medical books, e-materials, journals and other publications until such time that he is provided with the smart phone.**

93.46 We further recommend that provision made at paragraph 36.101 under the Ministry of Health and Wellness in respect of the Special Medical Service Allowance be extended to members of the Medical Profession at the Cardiac Centre.

Special Provision for Officers of the Medical Profession

93.47 Members of the Medical Profession of the Cardiac Centre are allowed to move incrementally in the Master Salary Scale and are entitled to car benefits as provided for members of the medical and dental professions of the MOHW. These provisions should continue to prevail.

Recommendation 12

93.48 We recommend that the provisions made at paragraphs 36.110 and 36.111 under the Chapter Ministry of Health and Wellness should equally apply to members of the Medical Profession at the Cardiac Centre.

Medical Specialists**Recommendation 13**

93.49 We recommend that the Cardiac Surgeons, Cardiac Anaesthetists, Cardiologists and Vascular Surgeons should be known as Consultant on reaching salary point of Rs 94500.

Bank for Specialised Nursing Officer

- 93.50 To palliate the problem of shortage of staff in the grade of Specialised Nursing Officer besides ensuring effective service delivery, the Cardiac Centre introduced a Bank Scheme for Specialised Nursing Officers in September 2017. Subsequently, the Bureau recommended the payment of an all-inclusive allowance of Rs 940 per day session of four hours and Rs 1070 per night session of four hours to the serving officers of the Specialised Nursing Officer Cadre who would be employed on a sessional basis under the bank scheme.
- 93.51 In the context of this review exercise, various representations have been received to review the mode of computation of the above allowance so that the officers are paid according to the position they occupy and not a uniform rate. Given that **the allowance is meant for operating at the level of Specialised Nursing Officer**, the Bureau holds that the actual mode of computation is appropriate and warrants no amendments. We are, however, revising the quantum of the allowances.
- 93.52 The Bureau also considers that it is not appropriate for the officers in the grades of Deputy Specialised Nursing Superintendent, Specialised Nursing Superintendent and Chief Specialised Nursing Superintendent to be included in the bank scheme given that they operate at higher levels and it would not be in order for them, while operating at the level of Specialised Nursing Officer under the bank scheme, to take instructions from officers who are junior to them. In the circumstance, we are removing these three grades from the Bank Scheme.

Recommendation 14

- 93.53 We recommend the payment of an all-inclusive allowance (excluding travelling) of Rs 990 per day session of four hours and Rs 1125 per night session of four hours to serving Specialised Nursing Officers and Specialised Head Nurses under the Bank for Specialised Nursing Officer Scheme.**
- 93.54 We also recommend that the payment of the allowances under the Bank Scheme should be on a *pro-rata* basis whenever the officer is required to work for more than or less than the specified number of hours.**

Shift Work and Night Duty Allowance

- 93.55 Officers of the Cardiac Centre who effectively work on night shift are paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours to 0500 hours including up to a maximum of two hours' lying-in period.
- 93.56 The Night Duty Allowance is, however, computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours for officers of the Specialised Nursing Officer Cadre. These provisions would continue to be in force.

Recommendation 15

- 93.57 We recommend that incumbents in the grades of Theatre Attendant (Shift), Nursing Aid (Shift) formerly Nursing Aid/General Workers, Ambulance Driver**

(Shift) and Handy Worker (Shift) who effectively work on night shift, should be paid a Night Duty Allowance equivalent to 25% of the normal rate per hour for the hours between 2300 hours and 0500 hours including up to a maximum of two hours' lying-in period.

93.58 We further recommend that the Night Duty Allowance, for officers in the Specialised Nursing Officer Cadre, should be computed exceptionally at the rate of 25% on the basis of eight hours in respect of the present night shift of 13½ hours.

Night Attendance Bonus

93.59 Trainee Specialised Nursing Officers, Specialised Nursing Officers and Specialised Head Nurses are entitled to a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month. This arrangement should prevail.

Recommendation 16

93.60 We recommend that incumbents in the grades listed below should be paid a monthly Night Attendance Bonus provided they attend duty on all scheduled night shifts during the month.

Grade	Night Attendance Bonus/month Rs
Trainee Specialised Nursing Officer	615
Specialised Nursing Officer	
Up to 10 years' service	615
Over 10 years' service	765
Specialised Head Nurse	
Up to 5 years' service	765
Over 5 years' service	920

Retention Allowance

93.61 In our previous Report, provision was made for payment of the Retention Allowance to some categories of officers at the Cardiac Centre to be discontinued as from January 2017. However, the requirement for the officers to refund the Retention Allowance in case they leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission was maintained.

93.62 Following representations received, we are waiving the requirement for the Retention Allowance to be refunded in case the officers leave the service before reaching the age at which they may retire without the approval of the appropriate Service Commission.

Recommendation 17

- 93.63 We recommend that officers who have benefitted from the Retention Allowance up to 31 December 2016 and are leaving or retiring from the service will no longer be required to refund the sum obtained as allowance.**
- 93.64 We further recommend that all officers who have left or retired from the service as from 01 January 2021 and who have been required to refund the allowance, should be reimbursed the amount refunded by them.**

Diploma in Cardiac Nursing

- 93.65 Recommendations have been made in our previous Reports for the MOHW to consider the advisability of running and awarding a Diploma in Cardiac Nursing to Trainee Specialised Nursing Officers on completion of their three-year training.
- 93.66 Since the course is yet to be mounted, the staff side have urged that the recommendation be maintained and implemented at the earliest possible. We have sought the views of Management on the matter and the latter is agreeable to liaise with the concerned authorities for the mounting of the course. We are, hence, maintaining this recommendation.

Recommendation 18

- 93.67 We recommend that the Ministry of Health and Wellness considers the advisability of mounting a Diploma Course in Cardiac Nursing for the Trainee Specialised Nursing Officers on completion of their three-year training.**

Refund of Vacation Leave and Casual Leave

- 93.68 Specific provisions exist for officers of the Specialised Nursing Officer Cadre to be allowed to accumulate their vacation leave over and above their authorised ceiling as well as their unutilised casual leave. Such leave can either be taken as leave prior to retirement or is refunded in the event the officers opt to work during the excess accumulated period.
- 93.69 Previously, both the vacation leave and the casual leave were refunded at the rate of 1/30 at the time of retirement. In our last Report, we reviewed the mode of refund for casual leave to a yearly basis. For this review exercise, we are improving further on the existing conditions.

Recommendation 19

- 93.70 We recommend that:**
- (i) officers of the Specialised Nursing Officer Cadre should continue to be allowed to accumulate their vacation leave over and above their authorised ceiling. Such leave may be taken as leave prior to retirement. If the officers opt to work during the excess accumulated leave period, they should be refunded the accumulated vacation leave at the rate of 1/30 of their last monthly salary per day at the time of retirement;**

- (ii) **the unutilised casual leave of officers of the Specialised Nursing Officer Cadre should be refunded annually at the rate of 1/66 of their last monthly salary per day in the corresponding year;**
- (iii) **unutilised casual leave should be refunded to officers of the Specialised Nursing Officer Cadre on a *pro-rata* basis for the year in which the officer proceeds on retirement or passes away while in service; and**
- (iv) **officers of the Specialised Nursing Officer Cadre should continue to be refunded all unutilised accumulated casual leaves as at 31.12.15 at the rate of 1/30 of the last monthly salary per day at the time of retirement.**

Notional Time

93.71 The Union have represented that in line with what obtains at the Ministry of Health and Wellness regarding handing over time, same should be extended to officers of the Specialised Nursing Officer Cadre. Given that the concerned officers are required to work on shift and are involved in handing over, we subscribe to the proposal made.

Recommendation 20

93.72 **We recommend that Specialised Head Nurses or any other officer who are involved in handing over when effective working hours and notional time exceeds 40 hours weekly or a multiple of 40 hours where the shift covers a cycle, should be compensated for the handing over time up to a maximum of 30 minutes through the grant of time-off.**

Compensation for work on Public Holidays falling on Night Shift

Recommendation 21

93.73 **We recommend that the handing over period of time up to a maximum of 30 minutes should continue to be considered as effective working hours for the purpose of determining any compensation or grant of day's off.**

Allowance to Theatre Attendant (Shift) when posted in the Operation Theatre for a whole month

93.74 Theatre Attendants, on shift, when posted to Operation Theatres for a whole month, are entitled to a monthly allowance of Rs 465. This arrangement should continue to be in force. The quantum of the allowance is being revised accordingly.

Recommendation 22

93.75 **We recommend that incumbents in the grade of Theatre Attendant (Shift), when posted to Operation Theatres for a whole month, should be paid a monthly allowance of Rs 490.**

Human Resource Officer/Senior Human Resource Officer

93.76 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.**

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE)

SALARY SCHEDULE

TFSMC 1	:	Rs 21150 Safety and Health Officer (Part-Time) (New Grade)
TFSMC 2	:	Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 Handy Worker
TFSMC 3	:	Rs 14475 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 Handy Worker (Shift)
TFSMC 4	:	Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950 Office Attendant
TFSMC 5	:	Rs 15485x 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 (Personal)
TFSMC 6	:	Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 Nursing Aid (Shift) <i>formerly Nursing Aid/General Worker</i> Theatre Attendant (Shift)
TFSMC 7	:	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 Handy Worker Supervisor
TFSMC 8	:	Rs 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 Receptionist/Telephonist
TFSMC 9	:	Rs 16265 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875 Driver (Shift)

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- TFSMC 10 :** 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
Ambulance Driver (Shift)
- TFSMC 11 :** 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 - 26050 x 675 - 27400 x 825
- 31525
Linen Health Officer
- TFSMC 12 :** 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 - 31525
Receptionist/Telephonist (Roster)
- TFSMC 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
- TFSMC 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
- TFSMC 15 :** 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 - 35650 x 900
- 36550
Bio-Medical Technician
- TFSMC 16 :** 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 - 35650 x 900
- 37450
Health Records Clerk
- TFSMC 17 :** 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
- TFSMC 18 :** Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675
- 27400 x 825 - 35650 x 900 - 37450
Accounts Clerk
Assistant Procurement and Supply Officer
Executive Officer (Personal)

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 19 : Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350**
Higher Health Records Clerk
- TFSMC 20 : Rs 19850 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Internal Control Officer
- TFSMC 21 : 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
- TFSMC 22 : Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500**
Procurement and Supply Officer
- TFSMC 23 : Rs 19225 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 QB 42200 x 1300 - 44800**
Pharmacy Technician
- TFSMC 24 : Rs 20825 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 44800**
Trainee Specialised Nursing Officer
- TFSMC 25 : Rs 23025 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Office Management Assistant (New Grade)
- TFSMC 26 : Rs 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800**
Health Records Officer (New Grade)
- TFSMC 27 : Rs 21150 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 43500 QB 44800 x 1300 - 46100**
Medical Imaging Technologist
- TFSMC 28 : 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

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 29 : Rs 25525 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 QB 47675 x 1575 - 49250**
Specialised Nursing Officer (Male and Female)
- TFSMC 30 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250**
Senior Procurement and Supply Officer (New Grade)
- TFSMC 31 : Rs 23950 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 41250 QB 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 50900**
Accounting Technician
- TFSMC 32 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550**
Specialised Head Nurse
- TFSMC 33 : Rs 34825 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 59300**
Deputy Specialised Nursing Superintendent
- TFSMC 34 : Rs 28225 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 62700**
IT Officer (New Grade)
- TFSMC 35 : Rs 38400 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 66200**
Specialised Perfusionist/Senior Specialised Perfusionist
- TFSMC 36 : Rs 30700 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Accountant/Senior Accountant
formerly Accountant
- TFSMC 37 : Rs 31525 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Administrative Secretary
Pharmacist/Senior Pharmacist
- TFSMC 38 : Rs 40300 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800**
Specialised Nursing Superintendent
Specialised Physiotherapist

93. TRUST FUND FOR SPECIALISED MEDICAL CARE (CARDIAC CENTRE) (Contd)

- TFSMC 39 : Rs 41250 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250**
Trainee Specialised Registered Medical Officer
- TFSMC 40 : Rs 46100 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 77950**
Chief Specialised Nursing Superintendent
- TFSMC 41 : Rs 47675 x 1575 - 49250 x 1650 - 54200 x 1700 - 64400 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 91375**
Specialised Registered Medical Officer
- TFSMC 42 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 103875**
Medical Registrar
- TFSMC 43 : Rs 68000 x 1800 - 69800 x 2000 - 75800 x 2150 - 82250 x 3000 - 88250 x 3125 - 110125**
Cardiac Anaesthetist
Cardiac Surgeon
Cardiologist
Vascular Surgeon
- TFSMC 44 : Rs 119500**
Director Cardiac Services
- TFSMC 45 : Rs 122625**
Director Cardiac Services (Personal)
Executive Director



