

PROCUREMENT AND SUPPLY CADRE

- 18.11.34 The Procurement and Supply Cadre is responsible for advising and guiding Heads of Ministries and Departments in the efficient and effective management as well as control of their procurement and supply functions. The activities of the Procurement and Supply Cadre are regulated by the Procurement Act 2006 and the Financial Management Kit.
- 18.11.35 A Director (Procurement and Supply) heads the Cadre and is responsible for ensuring that the procurement and supply process of goods, works, consultancy services along with other services are carried out in compliance with the provisions laid down in the Financial Management Kit, the Public Procurement Act and other regulations. Officers of the Procurement and Supply Cadre are outposted to Ministries/Departments to assist and advise Accounting Officers in carrying out the procurement activities.
- 18.11.36 Representations from the staff side were mainly geared towards creation of grades; restyling and upgrading of certain levels; grant of Risk Allowance; and amendments to the mode of appointment of certain positions in the Procurement and Supply Cadre. Management, on the other hand, made proposals for a review of the structure, particularly at lower levels, in light of difficulties faced in the recruitment process; and upgrading of salaries of a few grades. We have examined the requests of all parties and are making appropriate recommendations.

Trainee (Procurement and Supply) (New Grade)

- 18.11.37 The grade of Assistant Procurement and Supply Officer (APSO), which is the first level in the Cadre, is currently filled by selection from officers in the grade of Management Support Officer. Management highlighted that many posts were vacant due to several reasons, namely high rate of turnover in the source grade and difficulties in attracting potential candidates. Hence, a request was made for the creation of a trainee grade to curb the recruitment problem and provide for a pool of officers. We are recommending accordingly.

Recommendation 10

- 18.11.38 **We recommend the creation of a grade of Trainee (Procurement and Supply). Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or an equivalent qualification.**
- 18.11.39 **We also recommend that selected candidates should be required to undergo training, both theoretical and practical, in Procurement and Supply Operations for a duration of one year.**
- 18.11.40 **We further recommend that following the creation of the grade of Trainee (Procurement and Supply), consequential amendments should be**

brought to the scheme of service of the grade of Assistant Procurement and Supply Officer.

Allowance for Coordination and Monitoring

18.11.41 Both Management and Union have submitted that in large Ministries/Departments, where there are several Managers (Procurement and Supply), a higher level be created to ensure coordination of their work, among others. We have examined the proposals and consider that there is need for the officers to synchronise their efforts for greater effectiveness. We are making an appropriate recommendation in this respect.

Recommendation 11

18.11.42 We recommend that in Ministries/Departments where there are at least three Managers (Procurement and Supply) and no other higher levels, the seniormost Manager (Procurement and Supply) should be assigned the responsibility to coordinate, control and monitor the work of the other Managers, against payment of a monthly allowance of Rs 4500.

Adhoc Allowance to APSOs in post as from 11 April 2022

18.11.43 As per the approval of the Ministry of Public Service and Administrative Reforms, APSOs in post as from 11 April 2022 are granted an *ad hoc* allowance equivalent to two increments at the point reached in their salary scale, for performing additional duties and assuming higher responsibilities. Considering that the provision of this allowance is timebound, we have during this review exercise, re-examined Job Description Questionnaires of incumbents and on this basis, we are making appropriate recommendation for those who were entitled to the allowance.

Recommendation 12

18.11.44 We recommend that Assistant Procurement and Supply Officers in post as from 11 April 2022 should be granted one additional increment on conversion and the allowance currently payable to them for shouldering additional duties and responsibilities should, henceforth, be discontinued.

Specific Provisions for Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers

18.11.45 By virtue of existing provisions, Assistant Managers (Procurement and Supply) and Procurement and Supply Officer/Senior Procurement and Supply Officers are allowed to move incrementally in the Master Salary Scale, subject to satisfying specific conditions. We are maintaining same while revising the salary points.

Recommendation 13**18.11.46 We recommend that:**

- (i) officers in the grade of Assistant Manager (Procurement and Supply) who possess 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 80000; and
- (ii) 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 or an equivalent qualification should be allowed to proceed incrementally in the Master Salary Scale up to the salary point Rs 60600,

provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

PROCUREMENT AND SUPPLY CADRE**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
21 103 106	Rs 114000 x 4000 - 126000 Director (Procurement and Supply)
21 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Deputy Director (Procurement and Supply)
21 077 094	Rs 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Manager (Procurement and Supply)
21 070 090	Rs 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750 Assistant Manager (Procurement and Supply)
21 064 083	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 Principal Procurement and Supply Officer

Salary Code	Salary Scale and Grade
21 055 080	Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 Procurement and Supply Officer/Senior Procurement and Supply Officer
21 043 073	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 50100 Assistant Procurement and Supply Officer
21 033 034	Rs 26045 x 300 - 26345 Trainee (Procurement and Supply) (New Grade)

