14. OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

To insert after paragraph 14.6 the following:

Public Relations/Press Officer (New Grade)

Recommendation EOAC 19

14.6A The Committee recommends the creation of a new grade of Public Relations/Press Officer. Appointment to the grade should be made by selection from among candidates possessing a degree in Communication Studies with specialisation in Journalism or an equivalent qualification acceptable to the Public Service Commission together with at least three years’ experience in Journalism/Communication. Candidates should also have a good working knowledge of IT and all applications relating to communication and be able to work under pressure to meet tight deadlines.

14.6B The Public Relations/Press Officer would be required, amongst others, to respond to queries from the press or other media representatives, write press releases and news reports about the work of the Office of the Director of Public Prosecutions, develop media contacts and monitor media coverage, attend press conferences and media interviews.

Asset Forfeiture Unit

To delete paragraph 14.7 and whole content

To replace by the following:

Computer Mobile Expert (New Grade)

Investigator (New Grade)

Disclosure Officer (New Grade)

14.7 The Asset Forfeiture Unit which has been set up within the Office of the Director of Public Prosecutions deals with all matters relating to asset recovery under the Asset Recovery Act 2011. The Office of the Director of Public Prosecutions has been designated as the Enforcement Authority. The Asset Forfeiture Unit is presently manned by officers in the grades of Crime Analyst, Enforcement Manager and Forensic Accountant. Management has recommended that the structure be reinforced to enable the Unit to better deliver on its mandate.
Recommendation EOAC 20

14.7A The Committee, therefore, recommends the creation of the following new grades on the establishment of the Office of the Director of Public Prosecutions:

(i) Computer Mobile Expert;

(ii) Investigator; and

(iii) Disclosure Officer

14.7B (i) The Computer Mobile Expert should be recruited from among candidates possessing a Degree in Computer Science or an equivalent qualification acceptable to the Public Service Commission and reckoning at least three years’ experience in the field. Candidates should be conversant with standard computer operating systems, networks and hardware as well as security software and document creation applications and have a good knowledge of hacking and intrusion techniques, security testing and computer system diagnostics.

(ii) The Investigator should be recruited from among candidates possessing a degree in Police Studies or an equivalent qualification acceptable to the Public Service Commission and reckoning at least three years’ experience in investigation duties and having strong investigative and analytical capabilities.

(iii) The Disclosure Officer should be recruited from among candidates possessing a Diploma in Legal Studies or an equivalent qualification acceptable to the Public Service Commission.

14.7C (i) The Computer Mobile Expert would be required, amongst others, to conduct computer forensic investigations; examine digital media such as personal computers and cell phones so as to establish factual evidence of illegal, unauthorised or unusual activities; identify possible sources of evidence and preserving same by using forensic and other appropriate tools; make a forensic analysis of evidence and to submit findings; search for specific electronic data including internet use history, word processing documents, images and other files; track and retrieve files and information that have been hidden, deleted or lost and appear in Court, as and when required.

(ii) The Investigator would be required, amongst others, to investigate suspected cases of tainted assets; arrest or assist in the arrest of suspects and the escort of suspects/accused
parties, as and when required; prepare cases for prosecution; be responsible for exhibits, movement of exhibits and their safe custody; to process bail applications, objection to departure and attachment orders and swear affidavits, as and when required, and appear in Court.

(iii) The Disclosure Officer would be required, amongst others, to examine and assess all documents within the Asset Forfeiture Unit on behalf of the Investigating Officer(s); to oversee and coordinate the disclosure process and ensure the accuracy, integrity and timeliness of all submissions; to be accountable and responsible for all aspects of disclosure materials in an enquiry, including justification for sensitivity classifications attributed to material; ensure suitable handling and classification of all sensitive materials; attend Court hearings, and throughout the duration of a trial, to assist the Judiciary with any disclosure issues that may arise and may be required to give evidence on matters pertaining to disclosure; to make suitable arrangements to facilitate access to authorised parties to disclosure materials, as and when required.

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To insert after paragraph 14.10 the following:

Trainee Legal Assistant

14.10 A The Director of Public Prosecutions has recommended that, in view of difficulties in retaining Trainee Legal Assistants, the traineeship be reduced from two years to one year. The Committee has examined the matter and is agreeable to the request.

Recommendation EOAC 21

14.10 B The Committee recommends that Trainee Legal Assistants should be required to undergo theoretical and practical training in legal procedures at all levels and in general principles of law for a period of at least one year before they may be considered for appointment to the grade of Legal Assistant.

Chief Legal Assistant (New Grade)

Registrar (Legal Assistant Cadre) (New Grade)

14.10C The Director of Public Prosecutions has made submissions for the creation of the grades of (a) a Chief Legal Assistant to assist the Registrar in the administrative duties of the Law Revision Unit and (b) a Registrar (Legal Assistant Cadre) to have overall supervision on all registries.
Recommendation EOAC 22

14.10D The Committee recommends the creation of a new grade of Chief Legal Assistant on the establishment of the Office of the Director of Public Prosecutions. Appointment thereto would be made by selection from among officers in the grade of Principal Legal Assistant who reckon at least two years’ service in a substantive capacity in the grade.

14.10E The Chief Legal Assistant would be required, inter alia, to prepare answers to petitions and to queries from members of the public; to prepare records for appeals from the Supreme Court to the Court of Criminal or Civil Appeal or from the decisions of the Judges in Chambers, the Master and Registrar and the Judge in Bankruptcy; and appeals to the Judicial Committee of the Privy Council; to be responsible for all proceedings before the Master’s Court.

14.10F The Committee also recommends the creation of a new grade of Registrar (Legal Assistant Cadre) on the establishment of the Office of the Director of Public Prosecutions. Appointment thereto should be made by promotion of officers in the grade of Chief Legal Assistant who reckon at least two years’ service in a substantive capacity in the grade.

14.10G The Registrar (Legal Assistant Cadre) would be required, amongst others, to supervise all registries and to be responsible for the administrative duties of the Law Revision Unit; to be responsible for the proofing of Notices, Acts and Proclamations to be published in the gazette; and to be responsible for all law books in the Law Revision Unit.

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To insert after paragraph 14.12 the following:

Recommendation EOAC 23

14.12A The Committee recommends, with effect from 1 January 2014, and up to the next overall review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment to the Director of Public Prosecutions of a monthly Special Legal Service Allowance of the same percentage as that payable to the Senior Puisne Judge.

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Black Jacket Allowance

To delete paragraph 14.21 and whole content

To replace by the following:
Recommendation EOAC 24

14.21 The Committee recommends that the allowance for black jacket and tie be revised to Rs 4800.

To insert after paragraph 14.21 the following:

Bail and Remand Court and Weekend Court

14.21 A Management has submitted that, following the implementation of the new system of operation of the Bail and Remand Court, a supervising officer designated by the Director of Public Prosecutions, State Counsels and other officers, officers of the Legal Assistant cadre are being required to work over and above their normal working hours, during weekends and public holidays for the grant of release on bail to persons arrested during weekends and public holidays. The Committee is thus making an appropriate provision to compensate officers concerned.

Recommendation EOAC 25

14.21 B The Committee recommends, with effect from 01 January 2013 and up to the next overall Review of Pay and Grading Structures and Conditions of Service in the Public Sector, the payment of a monthly Allowance to officers of the Office of the Director of Public Prosecutions, as specified in the table below:

<table>
<thead>
<tr>
<th>Officer</th>
<th>Monthly Allowance (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervising officer designated by the Director of Public Prosecutions</td>
<td>25000</td>
</tr>
<tr>
<td>State Counsel</td>
<td>23000</td>
</tr>
<tr>
<td>officer of the Legal Assistant cadre</td>
<td>9,700</td>
</tr>
</tbody>
</table>

Allowance in connection with work performed in Specialised units

14.21C The Director of Public Prosecutions has submitted that legal officers posted in the Asset Recovery Unit, Piracy Unit and Victims and Witness Support Unit have undergone specialised training and acquired specialist skills which are essential to conduct cases in these areas. A request has been made for payment of an allowance to the officers concerned in view of the specific nature of the duties performed by them.
Recommendation EOAC 26

14.21D The Committee recommends the payment of a monthly allowance of Rs 5,000 to designated officers posted in the three units and a monthly allowance of Rs 10,000 to the officers in charge of the respective units.

Senior officers of the Office of the Director of Public Prosecutions

Recommendation EOAC 27

14.21 E The Committee recommends that a Barrister serving in the Office of the Director of Public Prosecutions, who, on being offered appointment as a Puisne Judge, cannot be released or who opts to continue to serve the Office of the Director of Public Prosecutions with the approval of the authorities, be granted the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.

14.21 F The Committee further recommends that the Deputy Director of Public Prosecutions who, on being offered appointment as a Puisne Judge, cannot be released or who opts to continue to serve the Office of the Director of Public Prosecutions with the approval of the authorities, be granted (i) a pensionable allowance to bring his salary to the level of a Puisne Judge, and (ii) the retirement benefits accruing to a member of the Judiciary, subject to the concurrence of the High Powered Committee.

OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

REVISED SALARY SCHEDULE

<table>
<thead>
<tr>
<th>Salary Code</th>
<th>Salary Scale and Grade</th>
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<tbody>
<tr>
<td>12 00 103</td>
<td>Rs 156000  Director of Public Prosecutions</td>
</tr>
<tr>
<td>12 00 101</td>
<td>Rs 132000  Deputy Director of Public Prosecutions</td>
</tr>
</tbody>
</table>
| 12 00 99    | Rs 111000  Chief State Attorney  
Senior Assistant Director of Public Prosecutions |
| 12 00 96    | Rs 102000  Assistant Director of Public Prosecutions  
Deputy Chief State Attorney |
<table>
<thead>
<tr>
<th>Salary Code</th>
<th>Salary Scale and Grade</th>
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| 12 77 89    | **Rs 55775 x 1500 – 58775 x 1800 – 69575 x 2425 – 72000 x 2500 – 77000 x 3000 – 80000**  
Legal Administrator  
Principal State Attorney  
Principal State Counsel  |
| 12 70 84    | **Rs 45275 x 1500 – 58775 x 1800 – 67775**  
Senior State Attorney  
Senior State Counsel  |
| 12.64.79    | **Rs 36575 x 1200 – 37775 x 1500 – 58775**  
Registrar (Legal Assistant Cadre) (New Cadre)  |
| 12 61 79    | **Rs 33275 x 900 – 34175 x 1200 – 37775 x 1500 – 58775**  
State Attorney  |
| 12 61 79    | **Rs 33275 x 900 – 34175 x 1200 – 37775 x 1500 – 58775**  
Legal Research Officer  
State Counsel  |
| 12 49 75    | **Rs 23675 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 – 52775**  
Enforcement Manager  |
| 12.58.73    | **Rs 30575 x 900 – 34175 x 1200 – 37775 x 1500 – 49775**  
Chief Legal Assistant (New Grade)  |
| 12 53 68    | **Rs 26675 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 – 42275**  
Principal Legal Assistant  |
| 12 45 64    | **Rs 20675 x 750 – 29675 x 900 – 34175 x 1200 – 36575**  
Senior Legal Assistant  |
| 12 30 60    | **Rs 14575 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675 x 750 – 29675 x 900 – 32375**  
Legal Assistant  |
<table>
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<th>Salary Code</th>
<th>Salary Scale and Grade</th>
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<tbody>
<tr>
<td>12 22 24</td>
<td>Rs 12425 x 250 – 12925</td>
</tr>
<tr>
<td></td>
<td>Trainee Legal Assistant</td>
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<tr>
<td></td>
<td><strong>OTHER GRADES</strong></td>
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<td>01 53 75</td>
<td>Rs 26675 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 – 52775</td>
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<tr>
<td></td>
<td>Forensic Accountant</td>
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<tr>
<td>20 50 75</td>
<td>Rs 24425 x 750 – 29675 x 900 – 34175 x 1200 – 37775 x 1500 – 52775</td>
</tr>
<tr>
<td></td>
<td>Crime Analyst</td>
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<tr>
<td></td>
<td>Public Relations/Press Officer (New Grade)</td>
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<tr>
<td></td>
<td>Computer Mobile Expert (New Grade)</td>
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<td>Disclosure Officer (New Grade)</td>
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<tr>
<td></td>
<td>Investigator (New Grade)</td>
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<td>22 16 48</td>
<td>Rs 10925 x 250 – 13675 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675 x 750 – 22925</td>
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<td>Receptionist/Telephone Operator</td>
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<td>Rs 11175 x 250 – 13675 x 300 – 15475 x 350 – 17225 x 450 – 19475 x 600 – 20675</td>
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<td>Driver</td>
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<td>24 10 35</td>
<td>Rs 9450 x 225 – 9675 x 250 – 13675 x 300 – 15475 x 350 – 16175</td>
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<td>Handy Worker</td>
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