

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

- Ministry:** Health and Quality of Life
- Post:** Timekeeper (Health)
- Salary:** Rs 10,700 x 250 – 11,700 x 300 – 13,800 x 400 – 15,000 x 500 – 16,000 x 600 – 19,000 (08 23 44)
- Effective Date:** 8 June 2011
- Qualifications:** By selection from among employees in the grades of Health Surveillance Officer, Gangman and Leading Hand of the Ministry who possess good organising and supervisory skills.
- Duties:**
1. To record the attendance of subordinate staff under his supervision.
 2. To prepare paysheets, bills of bicycle allowance, refund of travelling expenses, uniform allowance, overtime and responsibility allowance for subordinate staff.
 3. To maintain records of –
 - (i) leave taken by subordinate staff;
 - (ii) spraying works carried out by them; and
 - (iii) larviciding effected by them.
 4. To be responsible for indenting, receiving and issuing stores and to ensure that stores items under his responsibility are properly kept.
 5. To ensure that all spraying apparatus and equipment are in proper working condition.
 6. To supervise anti-malaria work, larviciding of breeding places of mosquitoes, elimination of insects, disinfection, fogging operation and the mixing of insecticides.
 7. To organise and authorise the conveyance of workers according to programme of work, and refuelling of Government vehicles under his responsibility.
 8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Timekeepers (Health) in the roles ascribed to them.



CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 08 JUN 2011