

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

- Ministry:** Finance and Economic Empowerment
- Department:** Registrar-General
- Post:** Chief Registration Officer
- Salary:** Rs 24,800 x 800 – 28000 x 1,000 – 30,000 x 1,250 – 36,250 (18 53 64)
- Effective Date:** 9 October 2008
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Principal Registration Officer who reckon at least three years' service in a substantive capacity in the grade and who possess -
- (a) a sound knowledge of all legislations relevant to the Department;
 - (b) a knowledge of Land Registry;
 - (c) good administrative, communication and organising skills;
 - (d) the ability to interact with officers at all levels; and
 - (e) the ability to lead and motivate staff.
- Duties:**
- 1. To assist the Assistant Registrar-General in the performance of his duties.
 - 2. To make "depouillement" of expedition and to make entries in the margin of inscription for erasure.
 - 3. To sign registration certificates on photocopies and documents.
 - 4. To check inscriptions of privilege prepared by Registration Officers.
 - 5. To verify certificates showing inscriptions burdening immovable properties.
 - 6. To guide subordinate staff, monitor their work and assist in their training.
 - 7. To provide guidance to officers in the determination of tax/duties payable.
 - 8. To exercise control over tax/duty collection in accordance with legislation in force.



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*for Senior Chief Executive
Ministry of Civil Service and
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9. To examine cases and deal with appeals against assessments of duties and taxes in such cases.
10. To verify documents relating to Global Business Activities.
11. To assist in the promotion of good industrial relations and staff welfare.
12. To be responsible for the preparation and compilation of periodic reports including annual reports.
13. To participate in the implementation of the computerisation projects of the Department.
14. To prepare and process data to be fed into the computer system of the Department and to retrieve such data, as and when required.
15. To attend court/Assessment Review Committee, as and when required.
16. To provide guidance to junior officers attending Assessment Review Committee and deal with Appeals before the Supreme Court.
17. To perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Chief Registration Officers in the roles ascribed to them.

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