



Ministry of Civil Service Affairs and Administrative Reforms

30 July 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 42 of 2004
E/260/37/01/02

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c Ministries

Schemes of Service - Parastatal and other Statutory Bodies and Local Authorities

Attention is invited to the recommendations made at paragraphs 12 and 19 of the Pay Research Bureau Report 2003 (Volume II Part II) regarding *ad hoc* changes to the organisation structures of Parastatal Organisations reported upon by the Bureau and the revision of schemes of service for grades on their establishment which are identical/comparable to those in the Civil Service and which are reproduced hereunder for guidance -

(a) Ad hoc Changes in Organisation Structures

"11. Since the last review, we have observed that in some Parastatal organisations new grades have been created and graded, others upgraded and quite a few have been merged and restyled, without going through the proper channel. This obviously has a direct bearing on other grades especially with those common to other organisations. Such a situation, if left unattended, may trigger claims from other organisations for similar treatment.

Recommendation 2

12. We recommend that Ministries/Departments should impress upon Parastatal Organisations falling under their aegis, and reported upon by the Bureau, that creation of new levels or merging or upgrading of existing grades should necessarily go through the proper channel."

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(b) **Revision of Schemes of Service**

"18. In the Parastatal Bodies as well as in the Local Authorities, there are certain grades which are identical/comparable to those of the Civil Service in terms of qualification requirements, duties, level of responsibility and job content such as Clerical Officer/Higher Clerical Officer and Office Attendant. The salaries of these grades have, therefore, been aligned. In the light of a revision of the qualification requirements for such grades in the Civil Service, it is necessary that adjustment in the schemes of service of the corresponding grades be made in the Parastatal Bodies and the Local Authorities, as this element has been taken into account in determining the salaries.

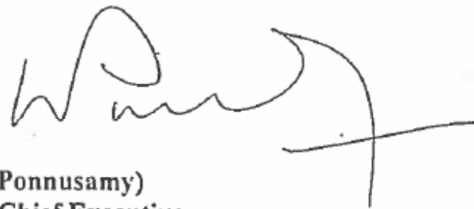
Recommendation 4

19. We recommend that where the salaries of identical/comparable grades in Parastatal Bodies and Local Authorities have been aligned on those of the Civil Service, the schemes of service of these grades should, wherever relevant, be amended along the lines of counterparts in the Civil Service."

2. It should be noted that the established procedures to be followed by Parastatal and other Statutory Bodies and Local Authorities for the processing of requests for *ad hoc* changes in organisation structures including grading of new posts and revision of existing ones are laid down in this Ministry's Circular Letter No. 30 of 1998 dated 21 October 1998, copy of which is enclosed for your information.

3. Furthermore, while framing or reviewing schemes of service, consideration should be given to the general recommendations made in the Pay Research Bureau Report 2003 (Volume 1) and the Report "Errors, Omissions and Clarifications" of the PRB 2003, a list of which is enclosed.

4. Supervising Officers i/c Ministries are kindly requested to apprise Parastatal and other Statutory Bodies and Local Authorities operating under their aegis of the above and to ensure compliance thereto.



(K. Ponnusamy)
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service