

**GOVERNMENT INFORMATION SERVICE**

- 18.44 The Government Information Service (GIS), established in 1996, is the official communications arm of the Government. Its prime role is to objectively inform the public on the multifarious activities of the Government and explain the background of important policy decisions. The GIS has in place a digital and social media strategy to market Government initiatives, projects, measures and activities on a daily basis through digital channels and on social media platforms. It also provides information to Government to facilitate decision making.
- 18.45 Officers in the Information, Audio-Visual, Documentation and Press Sections are responsible for the conduct of the core activities of the GIS whereas those in the Administration Division cater for the administrative, personnel and financial matters. The responsibility for the proper management and operation rests upon the Director, Information Services.
- 18.46 All the submissions received from Management, Union and Individuals in the context of this review have been examined. Most of the proposals of the staff side pertain to issues which fall under Management's prerogative such as determination of hours of work and compensation linked to extra hours put in. Management, on its part, requested, among others, for the qualifications requirement recommended for the grade of Head, Audio-Visual Protection Officer Cadre in the last Report to be applicable to future holders only, which we could not accede to.
- 18.47 Due to non-submission of requested information, we were unable to examine certain representations such as travelling time to be taken into consideration when computing extra hours. The Bureau considers that the present organisational set up of the GIS as well as the existing provisions are adequate for it to deliver its services effectively. We are, nevertheless, restyling the grade of Assistant Director, Information Services to a more appropriate appellation to reflect the duties performed.

**Deputy Director, Information Services*****formerly Assistant Director, Information Services***

- 18.48 A request has been made by the staff side for the grade of Assistant Director, Information Services to be restyled to an appellation which is reflective of the nature thereof. Taking into consideration the duties and responsibilities devolving upon the grade, the Bureau is recommending accordingly.

**Recommendation 14**

- 18.49 We recommend that the grade of Assistant Director, Information Services be restyled Deputy Director, Information Services.**

**Time-off facilities for the Information Officer Cadre**

- 18.50 Officers of the Information Officer Cadre are regularly required to work beyond normal working hours due to the nature of their duties/responsibilities. In accordance with existing arrangements, they are compensated through payment of overtime for the extra hours put in. In case they do not qualify for overtime, they are granted time-off facilities or compensated at the normal hourly rate. As these provisions are deemed appropriate, they should remain in effect.

**Recommendation 15**

- 18.51 **We recommend that officers of the Information Officer Cadre who put in more than 40 hours in a week, should be paid overtime in accordance with provisions laid down at paragraph 16.5.51 to 16.5.56 of Volume 1 of this Report.**
- 18.52 **We further recommend that in case they are required to put in additional hours of work on a regular basis but do not qualify for overtime, they should be granted equivalent time-off. However, where it is not possible for Management to grant time-off to the officers within a period of four consecutive months, they should be compensated at the normal hourly rate, subject to their having put in a minimum of either five (5) hours weekly or 15 hours monthly.**

**On-call Allowance**

- 18.53 As per existing provision, certain officers of the GIS as well as those posted thereat who are required to remain on-call after normal working hours to ensure continuity of dissemination of information on social media platforms are entitled to payment of an On-call Allowance. This provision should continue to be applicable.

**Recommendation 16**

- 18.54 **We recommend that officers in the undermentioned grades should be paid an On-call Allowance for being on-call after normal working hours from 1600 hours to 2100 hours on Weekdays and from 0900 hours to 2100 hours on Saturdays, Sundays and Public Holidays:**

Grade	On-call Allowance per day (Rs)	
	Weekdays	Saturdays/Sundays/ Public Holidays
Information Officer	160	385
Principal Information Officer	250	600
Publicity/Documentation Officer	90	215

Grade	On-call Allowance per day (Rs)	
	Weekdays	Saturdays/Sundays/ Public Holidays
Information Support Officer/Senior Information Support Officer (Personal)	120	290
Assistant Systems Analyst/Senior Assistant Systems Analyst	170	400

### Allowance for Working From Home after normal working hours

18.55 Officers in the grades mentioned in the above table are, in addition to the On-call Allowance, paid a monthly *ad hoc* allowance for working from home beyond their normal working hours. This allowance is equally paid to other officers of the Information Officer Cadre and Audio-Visual Production Officer Cadre who are also required to Work From Home for, among others, writing and vetting of news items and editing and uploading of video contents on social media platforms. As these arrangements would continue to prevail, we are maintaining the payment of the allowance.

### Recommendation 17

18.56 We recommend the payment of a monthly *ad hoc* allowance equivalent to two increments at salary point reached for Working From Home beyond their normal working hours to the following officers:

- (i) officers concerned whose grades are mentioned in the above table;
- (ii) officers of the Information Officer Cadre who are required to write and vet news items; and
- (iii) officers of the Audio-Visual Production Officer Cadre who are required to edit and upload video contents on the social media platforms of the GIS and select, edit and send photos of official events, among others.

### Press Section

#### Special Allowance

18.57 In view of the sensitive nature of the job performed by certain officers posted to the Press Section, the latter are presently being paid a special monthly allowance. This provision should continue until the publication of the next Report.

**Recommendation 18**

- 18.58** We recommend that Senior Publicity/Documentation Officers and Publicity/Documentation Officers posted to the Press Section should continue to be paid a special monthly allowance equivalent to three increments at the point reached in their respective salary scale until publication of the next Report.

**GOVERNMENT INFORMATION SERVICE****SALARY SCHEDULE**

<b>Salary Code</b>	<b>Salary Scale and Grade</b>
10 103 106	<b>Rs 114000 x 4000 - 126000</b> Director, Information Services
10 093 103	<b>Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000</b> Deputy Director, Information Services <i>formerly Assistant Director, Information Services</i>
10 082 098	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Principal Information Officer
10 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Head, Documentation Unit Senior Information Officer
10 060 090	<b>Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750</b> Information Officer
<b>PRESS AND PUBLICITY SECTION</b>	
10 055 079	<b>Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Principal Publicity/Documentation Officer

Salary Code	Salary Scale and Grade
10 048 074	<b>Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 51200</b> Senior Publicity/Documentation Officer
10 033 069	<b>Rs 26045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930</b> Publicity/Documentation Officer
<b>AUDIO VISUAL SECTION</b>	
10 065 090	<b>Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700 QB 73600 x 1900 - 75500 x 2250 - 77750</b> Head, Audio-Visual Production Officer Cadre
10 057 084	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050</b> Principal Audio-Visual Production Officer
10 050 082	<b>Rs 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350</b> Senior Audio-Visual Production Officer
10 041 079	<b>Rs 28545 x 320 - 28865 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 - 54500 x 1450 - 57400</b> Audio-Visual Production Officer
10 035 080	<b>Rs 26645 x 300 - 26945 x 320 - 28865 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 - 54500 x 1450 - 58850</b> Information Support Officer/Senior Information Support Officer (Personal)
24 027 060	<b>Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Driver

Salary Code	Salary Scale and Grade
24 001 047	<b>Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615</b> General Worker

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