

25.1 SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION

- 25.1.1 The Social Security and National Solidarity Division is responsible for the provision of a range of services such as social assistance in cash; allowances to purchase Assistive Devices like dentures, wheelchairs, spectacles and hearing aids; empowerment and welfare of persons with disabilities, among others. Operations are carried out through Social Security Division; Welfare and Elderly Persons' Protection Unit; Medical Unit; Disability Empowerment Unit; and Recreation Centres.
- 25.1.2 Activities of the Division are conducted by officers in grades from the Social Security Officer Cadre; Disability Empowerment Officer Cadre; and the Organising Officer, Recreation Centre Cadre.
- 25.1.3 Unions pertaining to the Social Security Officer Cadre and Management requested for change in the mode of appointment of certain grades and review of salary. As regards amendments to scheme of service, parties were apprised that same normally rest upon Management. No representations were received from Unions for the Disability Empowerment Officer and the Organising Officer, Recreation Centre Cadres. We are, thus, making appropriate provisions based on the additional information received from Management.

SOCIAL SECURITY DIVISION

Social Security Officer

- 25.1.4 Appointment to the grade of Social Security Officer is made by selection from among incumbents who hold a substantive appointment in the grade of Management Support Officer possessing a Cambridge Higher School Certificate. Due to a high rate of turnover in the grade, both Unions and Management explained that there is need for a wider pool of candidates and requested for an amendment in the mode of recruitment. We are recommending accordingly.

Recommendation 1

- 25.1.5 **We recommend that appointment to the grade of Social Security Officer should, henceforth, be made by selection from among Management Support Officers who possess a Cambridge Higher School Certificate AND from among candidates who possess a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" or an equivalent qualification. This element has been considered in arriving at the salary scale recommended for the grade.**

Principal Social Security Officer**Senior Social Security Officer**

- 25.1.6 At present, Principal Social Security Officers and Senior Social Security Officers who possess the relevant Diploma are allowed to move incrementally in the Master Salary Scale. We are reviewing the salary points.

Recommendation 2

- 25.1.7 We recommend that incumbents in the grades of Principal Social Security Officer and Senior Social Security Officer who possess a Diploma in Social Work or an equivalent qualification should be allowed to move incrementally in the Master Salary Scale up to salary points Rs 67900 and Rs 60600 respectively provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.**

Conveyance of officers during cyclonic conditions Class III and Class IV and other officially declared natural calamities

- 25.1.8 Unions representing the Social Security Officer Cadre informed that, during cyclonic conditions and officially declared natural calamities, officers are called upon to ensure that refugee centres are open and sometimes have to transport food items thereto, in their own vehicles, without any form of compensation. Hence, request was made for the payment of an allowance. The views of the Ministry were sought and the Bureau was apprised that officers concerned are granted overtime in such cases. However, it happens that these officers may, in the performance of their functions, have to commute when the island is under a cyclone warning Class III or IV or other officially declared natural calamities. We are making an appropriate provision to that end.

Recommendation 3

- 25.1.9 We recommend that Management of the Social Security Division should make necessary transport arrangements with the Police Department for the conveyance of officers from their place of residence to refugee centres and back, when they are called upon to distribute food items in refugee centres during cyclonic conditions Class III or IV or other officially declared natural calamities.**

DISABILITY EMPOWERMENT UNIT**Specific Provision for Principal Disability Empowerment Officer**

- 25.1.10 Officers in the grade of Principal Disability Empowerment Officer who possess a Degree in Social Work are currently allowed to move incrementally in the Master Salary Scale subject to certain criteria. The provision is being maintained while the salary point is being revised.

Recommendation 4

- 25.1.11** We recommend that officers in the grade of Principal Disability Empowerment Officer possessing a Degree in Social Work should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 80000 provided they satisfy the performance criteria as set out in the Chapter on Observations and General Provisions of this Volume.

RECREATION CENTRES**Allowance for providing a 24-hour coverage in Recreation Centres**

- 25.1.12** Cultural and official functions, seminars and social activities are organised in Recreation Centres mainly for senior citizens and disabled persons. An allowance is currently paid to officers who are called upon to work during nights, Weekends and Public Holidays in the Recreation Centres. Given that these activities are still ongoing, we are revising the quantum of the allowance.

Recommendation 5

- 25.1.13** We recommend that Disability Empowerment Officer/Senior Disability Empowerment Officers; Organising Officers, Recreation Centre; Senior Organising Officers, Recreation Centre and officers of the Social Security Officer Cadre who are required to work beyond normal working hours at the Recreation Centres to provide a 24-hour coverage during nights, Weekends and Public Holidays be paid a revised allowance as hereunder:

Period	Allowance (Rs)
Weekdays	
1600 – 2200 hours	360
2200 – 0800 hours the next day	590
Saturdays	
0800 – 2200 hours	830
2200 – 0900 hours the next day	655
Sundays and Public Holidays	
0900 – 1600 hours	425
1600 – 2200 hours	360
2200 – 0900 hours the next day	655

WELFARE AND ELDERLY PERSONS PROTECTION UNIT**Hotline Service**

- 25.1.14 An All-inclusive Allowance (excluding travelling) is paid to officers posted in the Welfare and Elderly Persons Protection Unit who run a Hotline Service for the purpose of receiving complaints in connection with the non-payment of pension, social aid and other issues related to elderly persons. The quantum of allowance is being revised.

Recommendation 6

- 25.1.15 We recommend that the officers who are required to operate the Hotline Service of the Welfare and Elderly Persons Protection Unit to answer phone calls after office hours during Weekdays, Weekends and Public Holidays for the purpose of receiving complaints in connection with the non-payment of pensions, social aid and elderly issues, should be paid a revised All-inclusive Allowance (excluding travelling) as hereunder:

Period	All-inclusive Allowance (excluding travelling)
Weekdays From 1600 hours to 0900 hours the following day.	Rs 375 per day/night period
Saturdays, Sundays and Public Holidays From 0900 hours to 0900 hours the following day.	Rs 515 per day/night period

MEDICAL UNIT

- 25.1.16 The provision of medical and paramedical services to elderly and disabled children is conferred upon the Medical Unit. The latter is also responsible for health education and provision of preventive, promotive, curative and rehabilitative services. The Director, Medical Unit who is at the head of the Unit, is supported by the Assistant Director, Medical Unit along with Medical Practitioners, Nursing Officers, Physiotherapists and Occupational Therapists employed on a sessional basis.
- 25.1.17 Most of representations received from officers of the Unit pertain to the provision of enhanced Conditions of Service, including the payment of Continuing Professional Development allowance; duty free facilities and a review of the quantum of the existing allowances. Certain proposals, such as automatic renewal of the contract of the Medical Practitioners, fall outside the purview of the Bureau and the parties concerned were accordingly informed.

- 25.1.18 In general, the Bureau considers the prevailing arrangements at the Medical Unit to be adequate.

Specific Conditions of Service

- 25.1.19 Medical Practitioners of the Ministry of Health and Wellness benefit from specific Conditions of Service, which are also applicable to the Assistant Director, Medical Unit and the Director, Medical Unit. These are being maintained.

Recommendation 7

- 25.1.20 We recommend that the following provisions, under the Ministry of Health and Wellness, should also apply to the Assistant Director, Medical Unit and the Director, Medical Unit:

Specific Conditions of Service	Recommendation under the MOHW
Book Allowance/Smart Phones for Members of the Medical and Dental Professions	R 28 Para 23.73
Continuing Professional Development	R 29 Para 23.75
Special Medical Service Allowance	R 30 Para 23.77
Rent Free Telephone and Free calls	R33 Para 23.83
Special Provisions for officers of the Medical and Dental Professions	R 34 Para 23.85 and 23.86

Allowance to Doctors employed on a sessional basis

- 25.1.21 Currently, Specialists who are employed on sessional basis are paid an allowance of Rs 1705 for serving the Medical Tribunals and Rs 1460 for serving the Medical Boards per session of three hours while the General Practitioners are paid an allowance of Rs 1215 for serving the Medical Boards per session of three hours. In addition, the latter are also paid a Travelling Allowance of Rs 2420. We have examined the request for the General Practitioners to be paid Mileage Allowance instead of the Travelling Allowance and consider the existing arrangement to be more appropriate.

Recommendation 8

- 25.1.22 We recommend that:

- (i) General Practitioners and Specialists employed on a sessional basis to service the Medical Tribunals and Medical Boards should be paid allowances as per the following table:

Grades	Allowances per session of 3 hours
Specialist servicing Medical Tribunal	Rs 1875
Specialist servicing Medical Board	Rs 1605
General Practitioner servicing Medical Board	Rs 1335

- (ii) the allowances for servicing the Medical Boards should be paid on a *pro rata* basis for all hours of work put beyond the specified number of hours;
- (iii) the Specialists servicing the Medical Tribunals should be paid the allowance, provided at least five cases are dealt with per session; and
- (iv) the General Practitioners should be paid a monthly travelling allowance of Rs 3060 in addition to the above allowance.

Domiciliary Visits

25.1.23 For carrying out domiciliary visits, doctors employed on a sessional basis are paid an allowance of Rs 650 per claimant visited. We are revising the quantum of this allowance.

Recommendation 9

25.1.24 We recommend that doctors employed on sessional basis to carry out domiciliary visits should be paid an allowance (inclusive of travelling) of Rs 715, per claimant visited.

On-Call and In-Attendance Allowances

25.1.25 At present, an On-call Allowance is paid to the Medical Practitioners for providing 24-hour medical coverage at the Centre for severely disabled persons at Pointe aux Sables. They are also paid an In-attendance Allowance whenever they attend duty while being on-call. The present arrangements should continue to be applicable.

Recommendation 10

25.1.26 We recommend that Medical Practitioners employed on sessional basis to provide 24-hour medical coverage at the Centre for severely disabled persons at Pointe aux Sables should be paid On-call Allowances as follows:

Period	On-call Allowance (Rs)
Weekday 1200 hours to 0900 hours the following day	715
Saturday, Sunday and Public Holiday 0900 hours to 0900 hours the following day	870

25.1.27 We also recommend that whenever these Medical Practitioners are required to attend duty while on-call, they should be paid Rs 330 per hour, inclusive of travelling time.

Allowance for certifying cause of death

25.1.28 As per prevailing provision, an allowance of Rs 350 per case is paid to the Medical Practitioners who are required to certify the cause of death of inmates in Homes. We are maintaining the payment of the allowance while revising the quantum thereof.

Recommendation 11

25.1.29 We recommend that the allowance paid to Medical Practitioners on sessional basis for certifying the cause of death of inmates in Homes should be revised to Rs 385 per case.

Allowance to Nursing Officers employed on sessional basis

25.1.30 As per arrangements in place, Nursing Officers employed on sessional basis to provide nursing care, keep medical records and distribute prescribed medicines in Charitable Institutions, Foyer Trochetia and Recreational Centres whenever there are inmates, are paid an allowance of Rs 770 per day session of four hours and Rs 880 per night session of four hours. Additionally, Nursing Officers who are required to provide health care to the elderly in Health Clubs and conduct health education are paid a fee of Rs 550. These arrangements should continue to prevail.

Recommendation 12

25.1.31 We recommend that:

- (i) the allowance payable to the Nursing Officers for providing services in Charitable Institutions, Foyer Trochetia and Recreation Centres be revised to Rs 850 per day session of four hours and Rs 970 per night session of four hours; and**
- (ii) the fees payable to the Nursing Officers for providing health care to the elderly in Health Clubs should be revised to Rs 605 per session of three hours.**

SOCIAL SECURITY AND NATIONAL SOLIDARITY DIVISION**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
02 000 116	Rs 166000 Permanent Secretary
09 093 107	Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 130000 Director, Medical Unit
09 081 103	Rs 60600 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 114000 Assistant Director, Medical Unit
23 000 108	Rs 134000 Commissioner, Social Security
23 082 098	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Deputy Commissioner, Social Security
23 069 091	Rs 45930 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 80000 Assistant Commissioner, Social Security
23 065 084	Rs 42050 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 66050 Principal Social Security Officer
23 056 080	Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 Senior Social Security Officer
23 049 076	Rs 31365 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 Higher Social Security Officer

Salary Code	Salary Scale and Grade
23 039 073	Rs 27905 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 - 50100 Social Security Officer
23 074 098	Rs 51200 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000 Head, Disability Empowerment Unit
23 060 090	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 Principal Disability Empowerment Officer
23 049 084	Rs 31365 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 x 1750 - 62350 x 1850 - 66050 Disability Empowerment Officer/Senior Disability Empowerment Officer
23 082 099	Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 99750 Manager, Recreation Centre (Personal)
23 075 094	Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Manager, Recreation Centre
23 063 085	Rs 40110 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 Senior Organising Officer, Recreation Centre
23 041 079	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 Organising Officer, Recreation Centre

Salary Code	Salary Scale and Grade
01 064 094	Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 Secretary (Ex-MESTF) (Personal)
01 043 072	Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 Accounts Clerk (Ex-MESTF) (Personal)
08 032 069	Rs 25745 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 Clerical Officer (Ex-MESTF) (Personal)
08 031 068	Rs 25445 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 - 44960 Word Processing Operator (Ex-MESTF) (Personal)
24 035 063	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 - 40110 Driver (Heavy Vehicles above 5 tons)
25 028 061	Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 General Assistant
24 028 061	Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215 Driver (on roster)
24 027 060	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver (Ordinary vehicles up to 5 tons)
24 024 054	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Office Attendant (Ex-MESTF) (Personal)

Salary Code	Salary Scale and Grade
24 021 052	Rs 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 32615 Social Security Attendant Stores Attendant
24 020 049	Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365 Caretaker (Ex-MESTF) (Personal)
24 001 047	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 General Worker

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