

78. NATIONAL WOMEN'S COUNCIL

- 78.1 Operating under the *aegis* of the Ministry of Gender Equality and Family Welfare, the National Women's Council (NWC) was established under the NWC Act No. 27 of 1985 as subsequently amended in 2016. The NWC is responsible to provide a platform for women to voice their needs, concerns and aspirations; promote women's empowerment and gender equality; and ensure and promote the active participation of women in the social, economic and political fields in order to further their overall empowerment.
- 78.2 The Manager who is the head of the organisation, is responsible for the execution of the policy of the Board as well as the day-to-day control and management of the NWC. A team of professional, technical, support staff and employees of the Workmen's Group assist the latter in his functions.
- 78.3 In the context of this review exercise, proposals from the staff side pertain to, among others, upgrading of the salary scales of some grades; creating supervisory levels for the Family Support Officer Cadre and Office Attendant; and filling of vacant positions at the Dress Making Unit. Whereas, Management's submissions were related to the creation of a few grades; review of salary scale of the grades of Manager and Programme Assistant; restyle the grade of Supervisor, Women's Association; amend the scheme of service of the grade of Programme Officer; and the grant of duty-free facilities to certain grades. Requests that did not meet the criteria for consideration in the context of this Report were turned down and the parties were so informed.
- 78.4 On the basis of functional needs, the Bureau is providing for the grades of Assistant Procurement and Supply Officer and Receptionist/Telephone Operator.

Assistant Procurement and Supply Officer (New Grade)

- 78.5 Management requested for the creation of a grade of Assistant Procurement and Supply Officer as currently a Family Support Officer is performing duties pertaining to procurement and store, under the supervision of the Assistant Manager, Procurement and Supply from the parent Ministry. In view of the number of procurement activities at the Council as averred by Management, we are providing for a grade of Assistant Procurement and Supply Officer to enable the smooth running of the Council.

Recommendation 1

- 78.6 **We recommend the creation of a grade of Assistant Procurement and Supply Officer. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.**

Receptionist/Telephone Operator (New Grade)

- 78.7 Management has also submitted that at present, the duties of Receptionist/Telephone Operator are being performed by officers in the grade of Family Support Officer on a rotational basis. Since this function requires an incumbent on a full-time basis, we are providing for the grade of Receptionist/Telephone Operator.

Recommendation 2

- 78.8 **We recommend the creation of a grade of Receptionist/Telephone Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in English Language and French obtained at not more than two sittings or passes in at least five subjects with at least Grade C in English and French on one Certificate at the General Certificate of Education "Ordinary Level".**
- 78.9 Incumbent would, among others, be required to operate the telephone switchboard (PABX) at the reception desk; maintain a register of all visitors and control access to officers; assist visitors by providing information to them; ensure that calls and messages are properly noted and communicated to officers concerned; and ensure the safe custody of application forms.

Human Resource Officer/Senior Human Resource Officer

- 78.10 Human Resource Officer/Senior Human Resource Officers possessing the relevant Diploma are currently allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related which has been made in the Chapter on Observations and General Provisions of this Volume should also be applicable to incumbent in post.**

Adult Literacy Instructor/Instructress**Family Support Officer**

- 78.11 At present, officers in the grades of Family Support Officer and Adult Literacy Instructor/Instructress are granted loan facilities for the purchase of a car of up to eight years old. This provision should continue to prevail and we are recommending accordingly.

Recommendation 3

- 78.12 **We recommend that officers in the grades of Adult Literacy Instructor/Instructress and Family Support Officer who hold a substantive appointment in their respective grade and who are required to regularly perform extensive field duties should continue to be granted loan facilities for the purchase of a car as per provision made at paragraph 16.2.58 (j) in Chapter Travelling and Car Benefits of Volume 1 of this Report.**

78. NATIONAL WOMEN'S COUNCIL

SALARY SCHEDULE

NWC 1	:	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
NWC 2	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 33600 Office/Field Assistant
NWC 3	:	Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280 Craft Instructor
NWC 4	:	Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280 Office Auxiliary/Senior Office Auxiliary <i>formerly Office Attendant</i>
NWC 5	:	Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 Driver/Office Auxiliary <i>formerly Driver/Office Attendant</i>
NWC 6	:	Rs 23945 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 Receptionist/Telephone Operator (New Grade)
NWC 7	:	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)
NWC 8	:	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 - 42050 Dressmaking Teacher
NWC 9	:	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 Adult Literacy Instructor/Instructress Family Support Officer
NWC 10	:	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 Clerk/Word Processing Operator Programme Assistant

78. NATIONAL WOMEN'S COUNCIL (Contd)

- NWC 11 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Senior Dressmaking and Craft Teacher
- NWC 12 : Rs 26345 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**
Supervisor, Women's Association
- NWC 13 : Rs 28225 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**
Management Support Officer
- NWC 14 : Rs 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**
Extension Officer (Personal) (Ex-SMEDA)
- NWC 15 : 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
Assistant Procurement and Supply Officer (New Grade)
- NWC 16 : Rs 28225 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 - 55950**
Programme Officer
- NWC 17 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Accounts Officer
- NWC 18 : 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**
Human Resource Officer/Senior Human Resource Officer
- NWC 19 : 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**
Programme Coordinator
- NWC 20 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 91750**
Manager

