

## 2.3 Management of State Lands

### Cadastral Office

- 2.3.1 The Cadastral Office is responsible for the management, monitoring and allocation of State Lands in Rodrigues. It comprises two divisions, namely Survey and Planning.

#### LAND SURVEY DIVISION FORMERLY SURVEY DIVISION

- 2.3.2 Among its objectives, the Land Survey Division *formerly Survey Division* is required to: keep an up-to-date and complete record of uses and occupation of all State Lands in Rodrigues; ensure that land development in Rodrigues is done in an orderly and sustainable way; and attend to land related queries and complaints.
- 2.3.3 Presently, a Principal Surveyor, who is also the Officer-in-Charge of the Cadastral Office, heads this Division. He is assisted by officers in the Surveyor and Cartographer Cadres as well as Survey Technicians and other supporting staff.
- 2.3.4 Representations were made to reinforce the organisation structure with the creation of a senior position for the Survey Technicians and to extend the existing allowance granted to officers of the Survey Division of the Ministry of Housing and Lands who are engaged in Hydrographic Surveys to the RRA.
- 2.3.5 To facilitate a study on the request pertaining to Hydrographic Surveys, the Bureau sought relevant information from Management. It is reported that at present, neither a dedicated Hydrographic Unit exists at the RRA nor is there any equipment available for conducting Hydrographic Surveys.
- 2.3.6 In accordance with the relevant Act, we are bringing forth the necessary change in appellation for grades in the Professional cadre. As regards an appropriate structure for the Survey Technicians, the Bureau, after conducting an assessment, is introducing a grade of Senior Survey Technician.

#### Land Surveyor Cadre *formerly Surveyor Cadre*

##### Recommendation 1

- 2.3.7 We recommend that, in line with the Land Surveyors Act, the grades in the Land Surveyor Cadre *formerly Surveyor Cadre* be restyled as below:

Grade	Restyled to
Principal Surveyor	Principal Land Surveyor
Senior Surveyor	Senior Land Surveyor
Surveyor	Land Surveyor

Grade	Restyled to
Trainee Surveyor	Trainee Land Surveyor

### Senior Survey Technician (New Grade)

#### Recommendation 2

- 2.3.8 We recommend the creation of a grade of Senior Survey Technician. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Survey Technician who reckon at least five years' service in a substantive capacity in the grade.**
- 2.3.9** Incumbent would, among others, be required to: assist the Land Surveyors *formerly Surveyors*; supervise and monitor the work of subordinate staff; carry out in conformity with existing conventions, preliminary and simple surveys of land; compile, process and provide information on land; update the Index of Leases, Domain Book and Acquisition Books, Maps and any other land records; carry out inspections and detect encroachments, squatters, illegal removal of sand on State Lands; and attend to Court in cases involving infringement of conditions of approved leases.

### Allowance for the Principal Land Surveyor *formerly Principal Surveyor*

- 2.3.10** Prevailing provision caters for the payment of a monthly allowance to the Principal Land Surveyor *formerly Principal Surveyor* designated to act as the Officer-in-Charge of the Cadastral Office. While maintaining this allowance, the Bureau is also enhancing its quantum.

#### Recommendation 3

- 2.3.11 We recommend that the Principal Land Surveyor *formerly Principal Surveyor* who has been designated to act as the Officer-in-Charge of the Cadastral Office should be paid an allowance of Rs 1410 per month.**

### Plan Printing Operator

- 2.3.12** Incumbents in the grade of Plan Printing Operator (PPO) who hold a Certificate in AutoCAD, along with the prescribed qualification for this position, may advance beyond their top salary by one increment if they meet the specified criteria. This provision was reviewed in the previous Report and is being maintained.

#### Recommendation 4

- 2.3.13 We recommend that, upon obtaining a Certificate in AutoCAD or a relevant equivalent qualification, Plan Printing Operators should be granted one additional increment subject to the top salary recommended for the grade.**

## Health Surveillance

- 2.3.14 As Plan Printing Operators are constantly exposed to hazardous substances, emitted by printing machines, the current provision allows for Management to make the necessary arrangement for them to benefit from free medical/health check-up. The Bureau considers that this provision still holds good.

## Recommendation 5

- 2.3.15 **We recommend that Management should continue to make the necessary arrangement with the relevant Health Authorities for Plan Printing Operators to undergo free regular medical/health check-up.**

## PLANNING DIVISION

- 2.3.16 The Planning Division is, among others, responsible, for: the implementation of approved land use planning policies; enforcement of existing legislation; as well as ensuring that development control is done with the help of existing planning instrument.
- 2.3.17 Besides a Professional grade, officers in other grades such as Development Control Officer, Planning Assistant and Cadet Planner also serve the Planning Unit.
- 2.3.18 Both Management and Unions made common request for the establishment of a full-fledged Planning Unit, with the creation of various grades across different cadres. After conducting an evaluation, the Bureau is making the appropriate recommendations.

## Change in Appellation

## Recommendation 6

- 2.3.19 **We recommend that, in line with the Town Planners' Council Act, the grades in the Town Planner Cadre *formerly Town and Country Planning Officer Cadre* be restyled as hereunder:**

Grade	Restyled to
Town and Country Planning Officer	Town Planner
Cadet Planner	Trainee Town Planner

- 2.3.20 **We also recommend that, henceforth, recruitment to the grade of Town Planner *formerly Town and Country Planning Officer* should be made by appointment of Trainee Town Planners *formerly Cadet Planners* who have obtained registration as Town Planners with the Town Planners' Council; and by selection from among Development Control Officers who are registered as Town Planners with the Town Planners' Council. In the absence of qualified serving officers, appointment thereto should be made**

by selection from among candidates who are registered as Town Planners with the Town Planners' Council.

### **Senior Town Planner (New Grade)**

#### **Recommendation 7**

**2.3.21 We recommend the creation of a grade of Senior Town Planner. Appointment thereto should be made by promotion, on the basis of experience and merit, of officers in the grade of Town Planner *formerly Town and Country Planning Officer* reckoning at least three years' service in a substantive capacity in the grade.**

**2.3.22 Incumbent would, *inter alia*, be required to: train Town Planners *formerly Town and Country Planning Officers* and supervise their work; advise on town and country planning matters; and prepare and revise development plans at all spatial levels.**

### **Special Professional Premium**

**2.3.23 A recommendation has been made for the payment of a monthly Special Professional Premium to registered professionals in the field of Town Planning, as provided under the Ministry of Housing and Lands in Volume 2 Part I of this Report. This provision should equally apply to registered professionals serving in this field in the RRA.**

### **Trainee Technical Design Officer (New Grade)**

#### **Recommendation 8**

**2.3.24 We recommend the creation of a grade of Trainee Technical Design Officer. Appointment thereto should be made by selection from candidates possessing a Cambridge Higher School Certificate with a pass at "Principal Level" in Geometrical and Mechanical Drawing or Design and Technology (Communication) or Design and Technology or Mathematics or Physics or passes in at least two subjects obtained on one certificate at the General Certificate of Education "Advanced Level" in the aforementioned subjects; and who are computer literate.**

**2.3.25 The Trainee Technical Design Officer would be required to undergo training for a period of at least two years, both theoretical and practical, including on-the-job training in drawings and design techniques.**

### **Technical Design Officer (New Grade)**

#### **Recommendation 9**

**2.3.26 We recommend the creation of a grade of Technical Design Officer. Recruitment to the grade should be made by appointment of Trainee Technical Design Officers who have satisfactorily completed their training.**

- 2.3.27 Incumbent would, among others, be required to: draw diagrams of planning schemes and proposals formulated by Town Planners *formerly Town and Country Planning Officers*; design and produce drawings of planning schemes and proposals; carry out simple architectural designs and planning layouts; compile cartographic data; carry out site surveys and field work and report thereon; and perform IT-related duties including the use of AutoCAD software, graphic design software and Geographic Information System (GIS).

### Cartographer Cadre

- 2.3.28 Broad provisions have been made for the Cartographer Cadre at the Ministry of Housing and Lands in Volume 2 Part I of this Report. For the purpose of consistency, these provisions should equally apply to the grades of Senior Cartographer (Personal) and Cartographer/Senior Cartographer at the RRA.

### SALARY SCHEDULE

Salary Code	Salary Scale and Grade
	<b>MANAGEMENT OF STATE LANDS – CADASTRAL OFFICE</b> <b>LAND SURVEY DIVISION</b> <b>FORMERLY SURVEY DIVISION</b>
26 082 098	<b>Rs 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000</b> Principal Land Surveyor <i>formerly Principal Surveyor</i>
26 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Land Surveyor <i>formerly Senior Surveyor</i>
26 061 090	<b>Rs 38215 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> Land Surveyor <i>formerly Surveyor</i>
26 033 036	<b>Rs 26045 x 300 - 26945</b> Trainee Land Surveyor <i>formerly Trainee Surveyor</i>

Salary Code	Salary Scale and Grade
26 064 084	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200 QB 66050</b> Senior Cartographer (Personal salary for officers in post as at 31.12.12)
26 045 084	<b>Rs 29915 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 x 1750 - 62350 x 1850 - 64200 QB 66050</b> Cartographer/Senior Cartographer
26 033 035	<b>Rs 26045 x 300 - 26645</b> Trainee Cartographer
26 057 078	<b>Rs 35280 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950</b> Senior Survey Technician (New Grade)
26 036 073	<b>Rs 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 - 50100</b> Survey Technician
24 042 067	<b>Rs 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 43990</b> Head Survey Field Worker
24 023 060	<b>Rs 23045 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290</b> Survey Field Worker/Senior Survey Field Worker
16 028 067	<b>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 - 39140 x 970 - 43990</b> Plan Printing Operator
<b>PLANNING DIVISION</b>	
26 075 094	<b>Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750</b> Senior Town Planner (New Grade)

Salary Code	Salary Scale and Grade
26 067 090	<b>Rs 43990 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> Town Planner <i>formerly Town and Country Planning Officer</i>
26 058 061	<b>Rs 35840 x 725 - 37290 x 925 - 38215</b> Trainee Town Planner <i>formerly Cadet Planner</i>
26 049 081	<b>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 - 60600</b> Development Control Officer
26 043 075	<b>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 x 1100 - 52300</b> Technical Design Officer (New Grade)
26 033 035	<b>Rs 26045 x 300 - 26645</b> Trainee Technical Design Officer (New Grade)
26 034 071	<b>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 x 1050 - 47950</b> Planning Assistant

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