

## 1. OFFICE OF THE CLERK

- 1.1 The Office of the Clerk is also referred to as the Secretariat of the Assembly. Its objectives are, among others, to provide high quality advice, facilities and services to enable the Assembly House and its Committees to conduct their business effectively as well as enable individual Members to accomplish their parliamentary duties effectively; comply fully with Government guidelines and legislative provisions in its business transactions; interact with Members and the public in a positive manner and with respect, fairness, consistency, honesty and confidentiality, and interact with the local, regional and international stakeholders/collaborators in order to enhance the demographic principles to which the RRA adheres to.
- 1.2 It is headed by the Clerk, Regional Assembly who is the custodian of all documents and records pertaining to the Assembly. She is assisted in the performance of her duties by a Deputy Clerk, Regional Assembly and supported by other staff belonging to the professional, technical, General Services and manual grades.
- 1.3 Requests from the staff side pertain mainly to the creation of grades; grant of allowance to Library Clerk/Senior Library Clerk for performing higher duties; and provision of Health Surveillance to officers.
- 1.4 Management requested for the creation and restyling of a few grades; review of the mode of appointment of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly; payment of certain allowances; grant of 100% duty free facilities to Deputy Clerk, Regional Assembly; and alignment of salary of a few grades.
- 1.5 Upon examination of the requests, the Bureau is making appropriate provisions for those acceded to.

### **Clerk, Regional Assembly**

### **Deputy Clerk, Regional Assembly**

- 1.6 The mode of appointment to the grades of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly is presently on an assignment basis or contractual terms. Submissions were made by Management and the staff side to, among others, consider filling the grades on a permanent and pensionable basis.
- 1.7 Given the nature of the proposals made, we consider that same should be looked into administratively by the RRA, after consultations with the relevant authorities. We are, meanwhile, maintaining the existing provisions and retaining payment of the Robing Allowance.

**Recommendation 1****1.8 We recommend that:**

- (i) appointment to or filling of the posts of Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should continue to be made on assignment basis or contractual terms; and
- (ii) the retirement benefits of a public officer, who has been assigned the duties of Clerk, Regional Assembly or Deputy Clerk, Regional Assembly by the appropriate Service Commission or through delegation of power by the Public Service Commission and retires or is subsequently reverted to his substantive post, should continue to be computed on the prevailing pensionable emoluments of the office to which he was assigned, provided he satisfies the provisions made at paragraph 13.29 in the Chapter Retirement and Retirement Benefits for the Public Sector of Volume 1 of this Report.

**Robing Allowance**

- 1.9 Currently, the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly are eligible for a yearly Robing Allowance. We are providing for the continued payment of the allowance whilst revising its quantum.

**Recommendation 2**

- 1.10 We recommend that the Clerk, Regional Assembly and Deputy Clerk, Regional Assembly should be paid a Robing Allowance of Rs 5640 yearly.**

**Payment of an allowance to the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk**

- 1.11 Both Management and Union have requested for the payment of an allowance to the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk, on the ground that incumbent is shouldering additional higher responsibilities. An examination of the JDQ filled in by incumbent has revealed that the higher duties form part of those befalling a Library Officer. However, given that the need for a full-time position of Library Officer at the Office of the Clerk is not felt, it is more appropriate to additionally compensate the Library Clerk/Senior Library Clerk (Rodrigues) by way of an allowance. We are recommending in that direction.

**Recommendation 3**

- 1.12 We recommend that the Library Clerk/Senior Library Clerk (Rodrigues) posted at the Office of the Clerk, should be paid a monthly allowance equivalent to two increments at salary point reached for shouldering additional/higher responsibilities.**

**Editor, Regional Assembly**

- 1.13 In view of the workload, provision was made for the Regional Assembly to avail the services of incumbents in the grade of Editor, Regional Assembly on sessional

basis against payment of an allowance of Rs 1050 per session of three hours. The present arrangement is being maintained while the quantum of the allowance is being revised.

#### **Recommendation 4**

- 1.14 We recommend that the allowance payable to incumbent in the grade of Editor, Regional Assembly employed on a sessional basis, should be revised to Rs 1155 per session of three hours.**

#### **Hansard Unit**

##### ***formerly Reporting Section***

- 1.15** At present, the Reporting Section comprises the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly. The main requests from both Management and staff side were, among others, the creation of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly; restyling of the Reporting Section to Hansard Unit; restyling of the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly to Hansard Reporter and Sub Editor, Regional Assembly and Assistant Hansard Reporter and Sub Editor, Regional Assembly respectively. After examination of the duties and responsibilities as per their respective scheme of service, the Bureau is restyling the grades in the Reporters' Cadre to more appropriate appellations. The structure is also being reinforced with the creation of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly.

#### **Recommendation 5**

- 1.16 We recommend that:**

- (i) the grades of Reporter, Regional Assembly and Assistant Reporter, Regional Assembly be restyled Hansard Reporter and Sub Editor, Regional Assembly and Assistant Hansard Reporter and Sub Editor, Regional Assembly respectively; and**
- (ii) the schemes of service of the grades of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* and Assistant Hansard Reporter and Sub Editor, Regional Assembly *formerly Assistant Reporter, Regional Assembly* be amended to reflect the actual duties being performed by the incumbents.**

#### **Senior Hansard Reporter and Sub Editor, Regional Assembly (New Grade)**

#### **Recommendation 6**

- 1.17 We recommend the creation of a grade of Senior Hansard Reporter and Sub Editor, Regional Assembly. The grade should be filled by promotion, on the basis of experience and merit, of officers in the grade of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* who reckon at least four years' service in a substantive capacity in the grade.**

- 1.18 Incumbent would be required, *inter alia*, to: take down annotation and ensure accurate reporting of the Regional Assembly and its Committees; distribute "Takes" for transcription and sub editing; proofread Hansard, sub edit, monitor and check transcripts of subordinate staff; merge 'Takes', prepare transcripts for editing, finalise and cross-check details of verbatim reports prior to online publishing and printed versions of Hansard; check written questions and prepare checklist for follow-up actions; and insert amendments, as and when necessary, for the Regional Assembly and its Committees.
- 1.19 **We further recommend that pending the filling of the grade of Senior Hansard Reporter and Sub Editor, Regional Assembly, incumbent in the grade of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly*, who is effectively shouldering higher responsibilities on a regular basis, be paid a non-pensionable *ad hoc* allowance equivalent to three increments at salary point reached. However, the payment of this allowance should lapse with the filling of the vacancy of the new grade of Senior Hansard Reporter and Sub Editor, Regional Assembly.**

### **Staggered hours**

- 1.20 Officers in the grades of Hansard Reporter and Sub Editor, Regional Assembly *formerly Reporter, Regional Assembly* and Assistant Hansard Reporter and Sub Editor, Regional Assembly *formerly Assistant Reporter, Regional Assembly* are required to work at staggered hours. **This element has been considered in determining the recommended salaries of the grades.**

### **Special Condition of Service**

#### **Health Surveillance for officers of the Hansard Reporter and Sub Editor Cadre**

- 1.21 Representations were made from the staff side for the provision of a Health Surveillance to officers in the Hansard Unit *formerly Reporting Section*. Upon perusal of the Job Description Questionnaires, it has been observed that officers in the Unit are constantly required to wear earphones as well as view their monitor throughout the day. Hence, they claim that they are prone to be affected, among others, by vision syndrome, suffer from strain injuries and other painful conditions affecting muscles and tendons. As these conditions may be detrimental to their health, we are making appropriate recommendation for the Health Surveillance of these officers.

### **Recommendation 7**

- 1.22 **We recommend that Management should make arrangement with the Safety and Health Officer/Senior Safety and Health Officer of the Chief Commissioner's Office to conduct regular occupational safety and health audits for officers of the Hansard Unit, *formerly Reporting Section* so as to identify any risk to safety and health and to subsequently make arrangement with the Health Authority for a Health Surveillance of these officers.**

**Allowance to Sergeant-at-Arms**

- 1.23 A Police Officer acting as Sergeant-at-Arms is currently eligible for a monthly allowance of Rs 3045. The Bureau is maintaining the existing arrangement while the quantum is being revised.

**Recommendation 8**

- 1.24 We recommend that the monthly allowance presently payable to the Police Officer performing the duties of Sergeant-at-Arms be revised to Rs 3350.

**SALARY SCHEDULE**

Salary Code	Salary Scale and Grade
	<b>OFFICE OF THE CLERK</b>
<b>02 000 109</b>	<b>Rs 138000</b> Clerk, Regional Assembly
<b>02 073 095</b>	<b>Rs 50100 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 89250</b> Deputy Clerk, Regional Assembly
<b>08 060 090</b>	<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> Editor, Regional Assembly
<b>08 064 083</b>	<b>Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 64200</b> Senior Hansard Reporter and Sub Editor, Regional Assembly (New Grade)
<b>08 056 079</b>	<b>Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400</b> Hansard Reporter and Sub Editor, Regional Assembly <i>formerly Reporter, Regional Assembly</i>

Salary Code	Salary Scale and Grade
08 034 071	<p><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></p> <p>Assistant Hansard Reporter and Sub Editor, Regional Assembly <i>formerly Assistant Reporter, Regional Assembly</i></p>

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