NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD

INTERNAL MEMO

OUR REF: HR/MEMO/VOL I/08/020/069

TO : CHIEF EXECUTIVE OFFICER

FROM : Ag. CHIEF MANAGER HR & ADMIN

DATE : AUGUST 31 2020

Ag CM - HR & Admin

Approved for implementation in line with the Board's resolutions. Please issue communication to all HODs and Fund Managers

31/08/2020

EQUATING NG-CDF BOARD GRADES TO CIVIL SERVICE JOB GROUPS FOR PURPOSES OF PAYMENT OF ALLOWANCES

The Public Service Commission issued guidelines on development of various human resource policy instruments including the grading structure as guided by the State Corporation's Advisory Committee (SCAC). The Board finalized developing the policy instruments and thereafter approved by SCAC and forwarded by the Cabinet Secretary for implementation vide Memo Ref. No. TNTP/SDP/4/52 dated 18th December 2019.

Further, the Board in its 136 meeting held on 28th August 2020 approved for implementation equating the Board's grades to civil service job groups for purposes of allowances including Daily Subsistence Allowances (DSA) with effect from 1st July 2020 as shown below:-

FUNCTIONAL AREA	DESIGNATION	JOB GRADE	CIVIL SERVICE EQUIVALENT GRADE FOR PURPOSES OF ALLOWANCES
EXECUTIVE	Chief Executive Officer	NGCDF 1	U
DEPARTMENT	Chief Manager	NGCDF 2	T
DIVISION	Manager	NGCDF 3	S
SECTION	Principal Officer	NGCDF 4	R
UNIT	Senior Officer	NGCDF 5	P
OPERATIONS	Officer	NGCDF 6	N
	Senior Assistant Officer	NGCDF 7	M
	Assistant Officer	NGCDF 8	K
	Senior Office Assistant	NGCDF 9	H
	Office Assistant	NGCDF 10	G

In light of the above and based on the Salaries and Remuneration Commission (SRC) circular on Review of rates and cluster classification for purposes of payment of Daily Subsistence Allowance (DSA) – Local Travel Ref. No. SRC/ADM/CIR/1/13/Vol. IV (1) dated 20th November, 2017 the rates are as provided below:-