

LAWS OF THE WEST INDIES

CHAPTER 511

CIVIL ESTABLISHMENT

LAWS OF THE WEST INDIES

CIVIL ESTABLISHMENT

Cap. 511

STATUTORY INSTRUMENTS

THE CIVIL ESTABLISHMENT (GENERAL) ORDER, 1958

CHAPTER 511

THE CIVIL ESTABLISHMENT ACT, 1958.

ARRANGEMENT OF SECTIONS

Section

1. Short title.
Commencement, s. 2 omitted.
3. Interpretation.
4. Governor-General may make Orders constituting offices, determining emoluments, etc. — Orders to be provisional until approved by Legislature.
5. Increments — Special cases.
6. Officers on secondment.
7. Savings.
8. Emoluments, etc., payable out of public funds of Federation.

AN ACT to make provision for the public service of the Federation and for matters connected therewith. Act 9/1958.

Date of assent 9th July, 1958

Commencement 14th November, 1958 S.I. 14/1958.

1. This Act may be cited as the Civil Establishment Act, 1958. Short title

[Commencement, s. 2 omitted.]

3. In this Act, unless the context otherwise requires—Inter-pretation.
“Officer” means an officer in the public service of the Federation;

“Public Service Commission” means the Public Service Commission provided for under article 102 of the Constitution:

Provided that until the temporary Public Service Commission provided for under subsection (6) of section 2 of the West Indies S. I. 1957 No. 1364 (U.K.)
(Federation) Order in Council, 1957 has ceased to exist in accordance with paragraph (d) of that subsection, references to the Commission shall be construed as references to the temporary Public Service Commission.

“public service of the Federation” means the service of the Crown in a civil capacity in respect of the government of the Federation but does not include service as a member of the Council of State or as a member of any board, panel, committee or other similar body (whether incorporated or not) established by a law of the Federal Legislature.

Governor-General may make Orders constituting offices, determining emoluments, etc.

4. (1) The power of the Governor-General to constitute or abolish offices in the public service of the Federation shall be exercised by Order.

(2) It shall be lawful for the Governor-General from time to time by Order.

- (a) to determine the number of persons who may be appointed to such offices;
- (b) to prescribe the qualifications to be possessed by persons appointed to such offices;
- (c) to determine the emoluments to be attached to such offices; and
- (d) to authorise the payment of the cost of passages and other travelling expenses of officers and their families.

(3) An order under this section may contain such incidental, consequential and supplemental provisions as the Governor-General thinks necessary or expedient for giving full effect to the order, and may include provision—

- (a) for making in any enactment regulating the number of offices in respect of which, or the number of office holders in respect of whom, salaries may be paid, such modifications as may be expedient;
- (b) for the adaptation, amendment or repeal of any enactment relating to the appointment, powers, duties, rights and liabilities of any officer holding any office specified in an order or bearing the same style and title as an officer appointed to any office specified in an order.

(4) An order under this section may provide that it shall be deemed to have had effect as from the third day of January, one thousand nine hundred and fifty-eight.

(5) An order under this section shall be provisional only and shall be of no effect until it has been laid before the Federal Legislature and has been approved by a resolution of each chamber. Orders to be provisional until approved by Legislature.

5. Where the emoluments attached to an office constituted by an order under section 4 of this Act include a salary on an incremental scale, the Governor-General acting in his discretion but after consultation with the Public Service Commission, may direct— Increments.

(i) that the initial salary of any person appointed to such office shall include such an amount of increment as he thinks expedient;

(ii) that in any case in which it shall appear to the Governor-General that there are special circumstances relating to the amount of salary or annual increments of a person already appointed to such office which operate unfairly upon, or to the prejudice of, such person and which warrant special adjustment, the salary of such person shall be adjusted within the limits of the scale in such manner as the Governor-General may deem expedient. Special cases.

6. (1) If an officer is seconded from the public service of the Federation to the service of another territory or to service under an authority, body or agency and such territory, authority, body or agency (in this section referred to as an approved employer) is approved by the Governor-General for the purposes of this section, such officer shall, during the period of his secondment, cease to receive the emoluments attached to his office but shall nevertheless be deemed to hold such office for the purposes of any law of the Federal Legislature which makes provision for the payment of pensions to officers. Officers on secondment.

(2) Where the holder of an office (in this section referred to as the substantive holder) is withdrawn from his office for the purpose of being seconded in accordance with

the provisions of the preceding subsection of this section, and if the approved employer agrees to pay to the Federation during the period of his secondment a contribution in respect of his pension at the rate prescribed by the Governor-General, it shall be lawful for the Governor-General to appoint a person to such office as if it were vacant and such person shall be deemed to be the holder of such office and shall receive the emoluments attached thereto during such time as the substantive holder thereof is seconded as aforesaid.

Savings.

7. (1) The powers conferred by or under this Act shall be in addition to and not in derogation of the powers exercisable by virtue of the prerogative of the Crown.

(2) Nothing in this Act shall be construed so as to affect any power vested in the Governor-General to exercise disciplinary control over officers.

Emoluments,
etc., payable
out of public
funds of
Federation.

8. All monies payable under the provisions of any order made under this Act are hereby appropriated out of the public funds of the Federation and shall be paid therefrom on the warrant of the Governor-General.

[The next page is 11]

THE CIVIL ESTABLISHMENT (GENERAL) ORDER, 1958.

ARRANGEMENT OF ARTICLES

Article

1. Citation.
2. Establishment of offices.
3. Efficiency bar.
4. Symbols.

[Commencement art. 5 omitted.]

SCHEDULE.

AN ORDER made by the Governor-General in exercise of the powers S.I. conferred on him by section 4 of the Civil Establishment Act, 1958, 15/1958. and of all other powers enabling him in that behalf.

Date of making 15th November, 1958

Commencement 3rd January, 1958

1. This Order may be cited as the Civil Establishment (General) Citation. Order, 1958.

2. (1) The offices specified in the first column of the Schedule to this Order (hereinafter referred to as "established offices") are hereby established and constituted as offices in the public service of the Federation.

(2) There shall be attached to each established office the emoluments set out in relation thereto in the second column of the Schedule.

(3) There may be appointed to the established offices such officers as may from time to time be necessary, provided that:

- (a) the number of officers so appointed shall not, at any time, exceed the number specified in the third column of the Schedule;
- (b) the officers so appointed shall possess such qualifications as may be prescribed from time to time.

3. Where a salary scale set out in the Schedule to this Order contains an efficiency bar, no officer shall after reaching the point in the salary scale at which the efficiency bar becomes applicable, receive any further increment in that scale until he has fulfilled the requirements laid down for passing the bar, or has passed such efficiency test as may be prescribed by the Governor-General from time to time.

4. In this Order, the following letters and symbols shall have the following meanings:—

"(E.B.)" means "efficiency bar."

"x" means "rising by annual increments of."

"_" means "to."

[Commencement art. 5 omitted.]

[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

SCHEDULE

Article 2

	Office	Annual Emoluments	Number of Offices
Amd. S.I. 16/1959.	Governor-General		
	Secretary to the Governor-General and Clerk to the Council of State	\$10,800	1
	Administrative Assistant	\$ 4,080 x 240—5,520	1
	Secretary— Stenographer	\$ 2,640 x 120—3,600	2
	Stenographer	\$ 1,680 x 120—2,640	3
	Clerical Officer, Grade I	\$ 2,640 x 120—3,600	1
	Cypher Clerk	\$ 2,640 x 120—3,600	1
	Clerical Officer, Grade II	\$ 1,680 x 120—2,640	3
	Messenger, Grade I ..	\$960 x 60— 1,200 x 120—1,440	1
	Messenger, Grade II ..	\$720 x 60—960	1
	Chauffeur	\$960 x 60— \$ 1,200 x 120—1,440	2
Amd. S.I. 16/1959.	Federal Supreme Court		
	Registrar	\$8,880	1
	Assistant Registrar ..	\$ 6,480 x 240—7,440	1
	Administrative Assistant	\$ 4,080 x 240—5,520	1
	Librarian	\$ 3,600 x 120— 4,080 x 240—4,800	1
	Clerical Officer, Grade I	\$ 2,640 x 120—3,600	1
	Secretary— Stenographer	\$ 2,640 x 120—3,600	2
	Clerical Officer, Grade II	\$ 1,680 x 120—2,640	2
	Stenographer	\$ 1,680 x 120—2,640	2
	Usher	\$960 x 60— 1,200 x 120—1,440	1

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Legislature		
Clerk to House of Representatives ..	\$ 6,480 x 240—7,440	1
Deputy Clerk to the Legislature	\$ 4,080 x 240—5,520	1
Clerk to the Senate ..	\$ 6,480 x 240—7,440	1
Librarian	\$ 2,640 x 120—3,600	1
Sergeant-at-Arms ..	\$ 1,800 x 120—2,400	1
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	2
Stenographer	\$ 1,680 x 120—2,640	2
Federal Secretariat		
Federal Secretary .	\$15,600	1
Defence Officer ..	\$10,080	1
Federal Personnel Officer	\$8,880	1
Senior Assistant Secretary	\$8,880	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	4
Senior Executive Officer	\$ 5,280 x 240—6,000	1
Administrative Assistant	\$ 4,080 x 240—5,520	3
Executive Officer ...	\$ 3,840 x 120— 4,080 x 240—5,280	2
Administrative Cadet ..	\$ 3,600 x 120—4,080	4
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	5

Amd.
S.I.
16/1959.

[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office		Annual Emoluments	Number of Offices
Federal Secretariat— (Contd.)			
Secretary—			
Stenographer		\$ 2,640 x 120—3,600	1
Clerical Officer, Grade II		\$ 1,680 x 120—2,640	5
Stenographer		\$ 1,680 x 120—2,640	5
Commissionaire ..		\$960 x 60— 1,200 x 120—1,440	2
Law Officers			
Amd. S.I. 16/1959.	Attorney General ..	\$14,640	1
	Solicitor General ..	\$10,800	1
	Legal Draftsman ..	\$9,600	1
	Assistant Legal Draftsman	\$8,880	1
	Administrative Assistant	\$ 4,080 x 240—5,520	1
	Clerical Officer, Grade I	\$ 2,640 x 120—3,600	1
	Secretary—		
	Stenographer	\$ 2,640 x 120—3,600	2
	Clerical Officer, Grade II	\$ 1,680 x 120—2,640	1
Prime Minister's Department			
Amd. S.I. 16/1959.	Permanent Secretary .	\$10,800	1
	Senior Assistant Secretary	\$8,880	1
	Assistant Secretary ..	\$ 6,480 x 240—7,440	1
	Administrative Assistant	\$ 4,080 x 240—5,520	2
	Executive Officer ..	\$ 3,840 x 120— 4,080 x 240—5,280	1
	Personal Secretary to the Prime Minister ..	\$ 2,640 x 120—3,600	1

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Prime Minister's Department—(Contd.)		
Senior Economist ..	\$10,800	1
Economist	\$8,880	1
Federal Statistician ..	\$9,600	1
Vital Statistics Officer	\$9,600	1
Research Assistant ..	\$ 4,080 x 240—5,520	4
Federal Information Officer	\$9,600	1
Deputy Federal Information Officer ..	\$ 7,440	1
Broadcasting Assistant	\$ 4,080 x 240—5,520	1
Press Officer	\$ 4,080 x 240—5,520	1
Liaison Officer	\$ 3,600 x 120— 4,080 x 240—4,800	1
Reference Librarian ..	\$ 3,600 x 120— 4,080 x 240—4,800	1
Reference Library Assistant	\$ 2,640 x 120—3,600	1
Technical Officer ..	\$ 2,640 x 120—3,600	1
Library Aide	\$960 x 60— 1,200 x 120—1,440	1
Secretary— Stenographer	\$ 2,640 x 120—3,600	2
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	2
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	4
Stenographer	\$ 1,680 x 120—2,640	5
Chauffeur	\$960 x 60— 1,200 x 120—1,440	2
Ministry of Finance		
Federal Financial Secretary	\$13,200	1
Senior Assistant Secretary	\$8,880	1

Amd.
S.I.
16/1959.

[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Ministry of Finance— (Contd.)		
Accountant General ..	\$8,880	1
Assistant Accountant General	\$ 6,480 x 240—7,440	1
Establishment Officer ..	\$ 6,480 x 240—7,440	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	3
Administrative Assistant	\$ 4,080 x 240—5,520	4
Administrative Assistant (Accountant)	\$ 4,080 x 240—5,520	2
Executive Officer ..	\$ 3,840 x 120— 4,080 x 240—5,280	1
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	4
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	3
Secretary— Stenographer	\$ 2,640 x 120—3,600	1
Stenographer	\$ 1,680 x 120—2,640	5
Ministry of Trade and Industry		
Director of Standards	\$12,000	1
Permanent Secretary ..	\$10,800	1
Senior Assistant Secretary	\$ 8,880	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	2
Administrative Assistant	\$ 4,080 x 240—5,520	2
Executive Officer ..	\$ 3,840 x 120— 4,080 x 240—5,280	1
Secretary— Stenographer	\$ 2,640 x 120—3,600	2

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Ministry of Trade and Industry—(Contd.)		
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	1
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	3
Stenographer	\$ 1,680 x 120—2,640	3
Ministry of Communi- cations and Works		
Federal Architect	\$12,000	1
Permanent Secretary ..	\$10,800	1
Senior Assistant Secretary	\$8,880	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	2
Administrative Assistant	\$ 4,080 x 240—5,520	2
Housing Manager ..	\$ 3,840 x 120— 4,080 x 240—5,280	1
Executive Officer ..	\$ 3,840 x 120— 4,080 x 240—5,280	1
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	2
Secretary— Stenographer	\$ 2,640 x 120—3,600	1
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	3
Stenographer	\$ 1,680 x 120—2,640	3
Ministry of Natural Resources and Agriculture		
Agricultural Adviser ..	\$12,000	1
Marketing Adviser ..	\$12,000	1
Fisheries Adviser ..	\$12,000	1
Forestry Adviser ..	\$12,000	1
Agricultural Economist	\$ 7,200 x 240—8,880	1

Amd.
S.I.
16/1959.

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Ministry of Natural Resources and Agriculture (Contd.)		
Senior Assistant Secretary	\$8,880	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	1
Administrative Assistant	\$ 4,080 x 240—5,520	2
Secretary Stenographer	\$ 2,640 x 120—3,600	1
Clerical Officer, Grade I	\$ 2,640 x 120—3,600	1
Stenographer	\$ 1,680 x 120—2,640	3
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	2
Ministry of Labour and Social Affairs		
Medical Adviser	\$12,000	1
Education Adviser ..	\$12,000	1
Building Development Adviser ..	\$12,000	1
Technical Education Expert ..	\$10,800	1
Housing Expert ..	\$10,800	1
Senior Assistant Secretary	\$8,880	1
Assistant Secretary ..	\$ 6,480 x 240—7,440	1
Administrative Assistant	\$ 4,080 x 240—5,520	3
Clerical Officer Grade I	\$ 2,640 x 120—3,600	1
Secretary— Stenographer	\$2,640 x 120—3,600	1
Clerical Officer, Grade II	\$ 1,680 x 120—2,640	2
Stenographer	\$ 1,680 x 120—2,640	3

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

	Office	Annual Emoluments	Number of Offices
Amd. S.I. 16/1959.	Miscellaneous Services		
	Telephone Operator	\$960 x 60— 1,200 x 120— 1,440	4
	Messenger, Grade I ..	\$960 x 60— 1,200 x 120— 1,440	2
	Messenger, Grade II ..	\$720 x 60—960	13
Amd. S.I. 16/1959.	Overseas Commissions		
	<u>Commission in the U.K.</u>	(\$ B.W.I.)	
	Commissioner	\$14,400	1
	Principal Secretary ..	\$10,800	1
	Commercial Secretary	\$ 8,880	1
	Secretary for Migrant Services ..	\$ 8,880	1
	Secretary for Student Affairs ..	\$ 8,880	1
	Assistant Secretary (Publicity)	\$ 6,480 x 240—7,440	1
	Assistant Secretary (Accounts)	\$ 6,480 x 240—7,440	1
	Administrative Assistant	\$ 4,080 x 240—5,520	14
	<u>Commission in Canada</u>	(\$ B.W.I.)	
	Commissioner	\$12,000	1
	Deputy Commissioner	\$ 8,880	1
	Assistant Commissioner (Students)	\$ 6,480 x 240—7,440	1

[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
<u>Commission in Canada—</u> <u>(Contd.)</u>		
Assistant Commissioner (Public Relations and Tourism)	\$ 6,480 x 240—7,440	1
Administrative Assistant	\$ 4,080 x 240—5,520	1
<u>Venezuela</u>		
Assistant Secretary (Vice Consul)	\$ 6,480 x 240—7,440	1
Meteorological Services		
Director of Meteorologi- cal Services	\$11,520	1
Deputy Director of Meteorological Services	\$10,080	1
Assistant Director of Meteorological Services	\$ 9,600	3
Meteorologist	\$ 5,040 x 240—7,440	2
Senior Assistant Meteorologist	\$ 6,720 x 240—7,680	1
Assistant Meteorologist	\$ 4,080 x 240—6,480	12
Senior Meteorological Assistant	\$ 4,080 x 240—5,520	1
Meteorological Assistant, Grade I		
Jamaica	\$ 3,480 x 120—4,080	

[Added
S.I.
10/1958.
Amd.
S.I.
16/1959.]

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[Statutory Instrument]

CIVIL ESTABLISHMENT (GENERAL) ORDER

Office	Annual Emoluments	Number of Offices
Meteorological Services (Cont'd.)		
Trinidad	\$ 3,480 x 120—4,080	5
Barbados	\$ 2,640 x 120—3,360	
Grenada	\$ 2,160 x 120—3,360	
Bahamas	\$ 3,936 x 216—4,800 x 384—5,184	
Meteorological Assistant Grade II		
Jamaica	\$ 1,920 x 120 —3360	26
Trinidad	\$ 1,920 x 120 —3360	
Br. Honduras ..	\$2,174.40 x 100.80 —2880	
Barbados	\$ 960 x 60 —1200 x 120 —2520	
Grenada	\$ 960 x 60 —1200 x 120 —2520	
Bahamas	\$ 2,208/2,496 x 144 —2,640 x 240—2,880 x 192—3,648 x 288— 3,936 x 216—4,800 x 384—5,184.	4
Clerical Officer, Grade I	\$ 2,640 x 120 —3600	1
Clerical Officer Grade II	\$ 1,680 x 120 —2640	3
Secretary Stenographer ..	\$ 2,640 x 120 —3600	1
Messenger	\$ 960 x 60—1200 x120—1440	3