

Statutory Instrument No. 45 of 1970

THE LOCAL GOVERNMENT (DISTRICT COUNCILS) LAW, 1965

THE TOWN COUNCIL REGULATIONS, 1966

**THE LOCAL GOVERNMENT (CONDITIONS OF SERVICE)
REGULATIONS, 1970**

(Published on the 1st May, 1970)

In the exercise of the powers vested in him by section 28 of the Local Government (District Councils) Law, 1965 (No. 35 of 1965), and regulation 28 of the Town Council Regulations, 1966 (Legal Notice No. 37 of 1966), the Minister of Local Government and Lands publishes the following regulations —

ARRANGEMENT OF REGULATIONS

PART I

PRELIMINARY

1. Citation
2. Interpretation

PART II

EMPLOYMENT, PROBATION AND PROMOTION

3. Application for employment with a Council.
4. Probation
5. Appointment and Promotion.
6. Termination of Employment.
7. Age of Retirement.
8. Contract Employees.

PART III

DISCIPLINE

9. Disqualification.
10. Disclosure of Information.
11. Discipline.
12. Minor Offences.
13. Major Offences.
14. Liability of employee for minor offences.
15. Liability of junior employee for major offences.
16. Liability of certain Senior Officers for major offences.
17. Minister's powers to direct enquiries.
18. Employee leaving Council's service without notice or absents himself without leave.
19. Criminal charges against employees.
20. Council's power to reduce employee in grade.

PART IV

PAY

21. Pay.
22. Increments.
23. Accommodation.
24. Acting allowances.

PART V

LEAVE

25. Annual leave.
26. Sick leave.
27. Confinement leave.

PART VI

MISCELLANEOUS

28. Free medical attention.
29. Office hours.
30. Revocation of L.N. No. 95 of 1966.

FIRST SCHEDULE —

Form I — Application for Employment in Local Government Service.

Form II — Local Government Service Contract of Service.

SECOND SCHEDULE — Declaration.

THIRD SCHEDULE — Salary Scales.

PART I

PRELIMINARY

Citation

1. These regulations may be cited as the Local Government (Conditions of Service) Regulations, 1970.

Interpretation

2. In these regulations, unless the context otherwise requires —

“application” means an application for employment in the service of the Council to which such application is addressed;

“Council” means Town Council or District Council and includes any committee of a Council appointed by the Council to deal with staff matters;

“employee” means a person employed in the service of a Council;

“form” means form prescribed in the First Schedule;

“junior employee” means an employee other than a senior officer;

“responsible officer” means a Town Clerk or District Council Secretary or in appropriate cases the chief officer of a department of a Council;

“senior officer” means a Town Clerk or District Council Secretary or Treasurer or Education Secretary or the chief officer of a department of a Council.

PART II

EMPLOYMENT, PROBATION AND PROMOTION

Application for employment with a Council

3. (1) Every application for employment with a Council shall be made on Form I.

(2) Every applicant shall disclose in his application whether or not he is related to any member or officer of the Council.

(3) An offer of appointment to an applicant and acceptance by an applicant of such an offer shall be made on Form II:

Provided that no offer of appointment shall be made to an applicant unless he produces a certificate signed by a medical practitioner to the effect that he is medically fit for the work for which he has applied.

Probation

4. (1) Every new employee shall be required to serve a period of probation not exceeding 6 months; if at the end of that period the Council considers that he is suitable for employment on the permanent staff the Council shall confirm him in his appointment and his appointment will for all purposes be deemed to have commenced on the day he commenced his probationary service.

(2) If at the end of the period referred to in subregulation (1) the employee is not considered suitable for employment on the permanent staff he may either be discharged forthwith without notice, or his period of probation may be extended by a further period not exceeding 6 months; if at the end of such further period the Council considers that he is suitable for employment on the permanent staff the Council shall confirm him in his appointment and his appointment shall for all purposes be deemed to have commenced on the day he commenced his probationary service; if at the end of such period the Council considers that he is not suitable for employment on the permanent staff the Council shall thereupon terminate his employment on one month's notice.

(3) The provisions of this regulation shall not apply to an employee transferred from the service of another Council or from any other service approved by the Council.

Appointment and Promotion

5. (1) An employee shall be eligible for appointment or promotion to a post graded higher than A.C.2 only if he has passed —

(a) an administrative examination approved by the Minister by notice in the Gazette as a test of administrative ability; or

(b) the Account Clerk Certificate Examination or an examination deemed by the Minister by notice in the Gazette to be its equivalent;

whichever is appropriate:

Provided that a Council may, with the approval of the Minister, waive this requirement in the case of an employee who has not less than ten years local government service experience or experience which, in the opinion of the Council, is equivalent thereto.

(2) Where an officer is required to perform the duties of a post which would normally entitle the holder to a salary higher than A.C.2 but he has not the qualifications prescribed under subregulation (1), he shall be entitled to be paid at the minimum rate on the A.C.2 scale plus one half of the difference between that rate and the minimum rate of the higher graded post.

Termination of employment

6. Subject to the provisions of these regulations an employee shall be liable to receive and be entitled to give one month's notice of termination of his employment:

Provided that a Council may extend the period of notice given by it to a period not exceeding 3 months in respect of a senior officer.

Age of retirement

7. Any employee whose employment has not otherwise been terminated shall retire on reaching the age of 65 years.

Contract Employees

8. (1) Nothing in regulation 3(3), save the proviso thereto, or in regulations 4 to 7 inclusive shall apply to persons who apply for or obtain employment with a Council on contract for a fixed term.

(2) Such persons may be appointed in the first instance for a period not exceeding three years, and their contracts may be renewed for periods each of which shall not exceed three years.

(3) Such persons shall be entitled on completion of a contract to a gratuity amounting to ten per cent of their gross salary earned during the term of such contract.

PART III DISCIPLINE

Disqualification

9. Any person who fails to make truthfully or refuses to make the disclosure referred to in regulation 3(2), or who canvasses members of the Council or its officers or who makes a misrepresentation as to his qualifications or experience in relation to his application shall be liable to be disqualified as a candidate for appointment if such failure, refusal, canvassing or misrepresentation is discovered before appointment, and, if it is discovered after appointment shall be liable to have his employment terminated forthwith without notice.

Disclosure of information

10. (1) An employee shall, before commencing his employment, sign an undertaking in the form set out in the Second Schedule not to disclose orally or in writing to any unauthorised person any information which may come to him in the course of or as a result of his employment.

(2) An employee who makes any such disclosure shall be liable to have his employment terminated forthwith.

Discipline

11. (1) The responsible officer shall be answerable to the Council for the administration and maintenance of discipline of employees.

(2) When an offence against discipline has been reported to a responsible officer or when a responsible officer becomes aware that such an offence has been committed he shall —

- (a) inform the employee concerned in writing in what respect he is considered to have misconducted himself; and
- (b) afford the employee an opportunity to exculpate himself.

(3) If the responsible officer is not satisfied with the employee's exculpatory statement or if no exculpatory statement is offered the responsible officer shall forthwith hold an enquiry into the circumstances of the matter; at such enquiry the employee shall be furnished with the substance of any prejudicial information relevant to the proceedings which may be in, or come into, the possession of the responsible officer and shall be given an opportunity of replying thereto.

Minor offences

12. (1) The following are minor offences against discipline —

- (a) inattention to duty;
- (b) absence without leave, other than absence occasioned by sickness in respect of which an employee subsequently produces a medical certificate signed by a medical practitioner;
- (c) unpunctuality;
- (d) any conduct, other than conduct referred to in paragraphs (a), (b) or (c) which is prejudicial in a minor degree to the good order and discipline of the staff of the Council.

(2) An offence mentioned in subregulation (1) may, if protracted or frequently repeated, be deemed a major offence in terms of regulation 13(1) (f).

Major offences

13. (1) The following are major offences against discipline —

- (a) refusal to obey the lawful orders of a responsible officer or an employee, senior to the employee to whom such an order is given, who is authorised by the responsible officer to give such an order;
- (b) wilful neglect in carrying out the lawful orders of a responsible officer or an employee, senior to the employee to whom such an order is given, who is authorised by the responsible officer to give such an order;
- (c) drunkenness or disorderliness on duty;

- (d) without the permission of the Minister engaging in trade, commerce or industry or in any employment for purposes of gain other than his employment with the Council;
- (e) committing any act which is prescribed in subregulation (3) as being an act constituting participation in politics;
- (f) any conduct, other than conduct referred to in paragraphs (a) to (e) inclusive, which in the opinion of the Council or the Minister is sufficiently improper or prejudicial to the good order and discipline of the staff of the Council to constitute a major offence.

(2) Any employee who at the date of commencement of these regulations is engaged in any activity which, if engaged in without the permission of the Minister, constitutes in terms of paragraph (d) of subregulation (1) a major offence shall forthwith disclose such activity to the Minister who may either permit such employee to continue in such activity or order him to discontinue it within a period of six months.

(3) Subject to the provisions of subregulation (4) the following acts in relation to an employee are prescribed as being acts constituting active participation in politics —

- (a) canvassing any person in support of or otherwise actively assisting an organisation or movement of a political character;
- (b) displaying or wearing rosettes, favours, symbols, posters, placards or like articles having a political significance;
- (c) publishing views of a political character or causing them to be published in speeches, broadcasts, letters to the press, articles, leaflets, posters, placards, books or otherwise;
- (d) any other act or conduct whatever of an employee whereby the public might reasonably be induced to associate or identify him with an organisation or movement of a political character.

(4) Nothing in subregulation (3) shall be construed as precluding an employee from —

- (a) asking questions at a political meeting;
- (b) explaining Government policy in the course of his duties as an employee;
- (c) performing the duties of a returning officer, polling officer or like officer at a Parliamentary or Council election or at a referendum;
- (d) voting at a Parliamentary or Council election or at a referendum;
- (e) joining or being a member of a trade union or staff association.

Liability of employee for minor offences

14. (1) Whenever a responsible officer, having held an enquiry in terms of regulation 11(3), finds an employee guilty of a minor offence mentioned in regulation 12(1) he may —

- (a) reprimand such employee in writing; or
- (b) withhold part of the annual leave entitlement of such employee, not exceeding one half of such entitlement; or

(c) deprive such employee of up to half a month's salary; or

(d) impose more than one of the penalties referred to in paragraphs (a), (b) or (c).

(2) Any employee upon whom a penalty has been imposed in terms of subregulation (1) may appeal in writing to the Council which, after hearing the appellant and making such enquiries as it may deem fit, may confirm, vary or disallow the finding or the penalty.

Liability of junior employee for major offences

15. (1) Whenever a responsible officer institutes an enquiry in terms of regulation 11(3) into a major offence mentioned in regulation 13(1) alleged to have been committed by a junior employee he shall interdict such employee from duty pending the final determination of the matter and forthwith report the matter to the Council which may confirm, vary or set aside the interdiction.

(2) During a junior employee's period of interdiction in terms of subregulation (1) the Council may direct that not more than half his salary shall be withheld.

(3) If, having held an enquiry in terms of regulation 11(3), the responsible officer finds the employee concerned to be not guilty of the offence alleged he shall report accordingly to the Council, and such employee shall forthwith be paid any part of his salary which has been withheld from him in terms of subregulation (2).

(4) If, having held an enquiry in terms of regulation 11(3), the responsible officer finds the employee concerned to be guilty of the offence alleged he shall report accordingly to the Council.

(5) Upon receiving a report in terms of subregulation (4) the Council, if satisfied that the employee concerned has committed the offence alleged, may impose on him any of the penalties referred to in regulation 14(1) or may, alternatively or in addition, order that such employee shall receive no increment of salary for one year or may dismiss him forthwith.

(6) Where the Council, after consideration of a report in terms of subregulation (4) and after making any such further investigation as it deems fit, is not satisfied that the employee concerned has committed the offence alleged it shall set aside the finding of the responsible officer and shall cause any salary withheld under the provisions of subregulation (2) to be paid to the employee concerned.

Liability of certain senior officers for major offences

16. (1) Whenever a responsible officer institutes an enquiry in terms of regulation 11(3) into a major offence mentioned in regulation 13(1) alleged to have been committed by a senior officer other than a Town Clerk or District Council Secretary he shall forthwith report the matter to the Council which may interdict the senior officer concerned from duty pending the determination of the matter and order that not more than half his salary be withheld during the period of interdiction.

(2) If, having held an enquiry in terms of regulation 11(3), the responsible officer finds the senior officer concerned to be not guilty of the offence alleged he shall report accordingly to the Council, and the senior officer concerned shall forthwith be paid any part of his salary which has been withheld from him in terms of subregulation (1).

(3) Whenever, after an enquiry referred to in subregulation (1), the responsible officer has found the senior officer concerned guilty of a major offence he shall forthwith report the matter to the Council which shall forthwith forward such report together with a report on any action taken by it under subregulation (1) to the Minister.

(4) On receiving reports in terms of subregulation (3) the Minister may, after consultation with the Council —

- (a) direct the Council to interdict the senior officer concerned from duty pending the final determination of the matter;
- (b) direct that not more than half the salary of the senior officer concerned shall be withheld during the period of interdiction;
- (c) if satisfied that the senior officer concerned has committed the offence alleged, impose on him any of the penalties referred to in regulation 14(1) or, alternatively or in addition, order that he shall receive no increment of salary for one year, or dismiss him forthwith;
- (d) if not satisfied that the senior officer concerned has committed the offence alleged, set aside any finding of guilty made by the responsible officer and order that any salary withheld as the result of a direction under paragraph (b) shall be paid to the senior officer concerned.

Minister's powers to direct enquiries

17. (1) The Minister, if he has reason to suspect or believe, in a case not dealt with under regulation 16, that a major offence has been committed by a senior officer, shall have power to direct a District Commissioner to hold an enquiry into the matter; at such enquiry the senior officer concerned shall be furnished with the substance of any prejudicial information relevant to the proceedings which may be in, or come into, the possession of the District Commissioner and shall be given an opportunity of replying thereto.

(2) After concluding his enquiry the District Commissioner shall report his findings to the Minister who may accept or reject the said findings in whole or in part:

Provided that if the District Commissioner has found the senior officer concerned to be not guilty of the offence in question or such offence not to have been proved to have been committed by him, the minister may not substitute for such finding a finding of guilty.

(3) When directing an enquiry in terms of subregulation (1) or at any time prior to his final decision in the matter, the Minister, after consultation with the Council, may direct the Council to interdict the senior officer concerned from duty pending such decision, and may direct that not more than half the salary of such officer shall be withheld during the period of interdiction.

(4) On receiving a report in terms of subregulation (2) the Minister after consultation with the Council may —

- (a) if satisfied that the senior officer concerned is guilty of the offence alleged, impose on him any of the penalties referred to in regulation 14(1) or, alternatively or in addition, order that he shall receive no increment of salary for one year, or dismiss him forthwith;

- (b) if not satisfied that the senior officer concerned has committed the offence alleged, notify the Council and such officer accordingly and order that any salary withheld in terms of subregulation (3) be paid to such officer.

Employee leaving Council's service without notice or absents himself without leave

18. (1) Any employee who, save after the expiry of a period of notice in terms of regulation 6 or on death, retirement or dismissal, leaves the service of the Council without its consent shall forfeit all salary in respect of the month in which he so leaves and all leave entitlement.

(2) Any employee who absents himself without leave for a period in excess of twenty-one days shall be deemed to have left the service of the Council at the commencement of such period unless he satisfies the Council by means of a certificate signed by a medical practitioner or other evidence that his absence was unavoidable and not culpable.

(3) Any employee who absents himself without leave may be required by the Council, without prejudice to any other disciplinary action which may be taken against him, to forfeit the whole of his salary for the period of his absence without leave or such proportion thereof as may be determined by the Council in the light of the circumstances.

Criminal charges against employees

19. (1) Whenever it comes to the notice of a responsible officer that an employee has been charged with a criminal offence he may, if satisfied that the alleged offence is one connected with the performance of the employee's duties, interdict him from duty until such time as the charge has been finally determined or withdrawn, and in the event of his so interdicting him shall report the matter to the Council which may confirm or set aside the interdiction.

(2) Whenever it comes to the notice of a responsible officer that an employee is detained in custody or is imprisoned pending, or as the result of, the determination of a criminal charge against him he shall report the matter to the Council which may interdict the employee from duty for the period of such detention or imprisonment.

(3) Whenever it comes to the notice of a responsible officer that an employee has been convicted of a criminal offence he shall report the matter to the Council which may interdict the employee from duty pending its consideration of the matter and may, on consideration of a certified copy of the record, dismiss him forthwith if he has been sentenced to imprisonment without the option of a fine or if it is satisfied that the offence of which he has been convicted is such as to unfit him for further employment in its service:

Provided that no employee shall be dismissed in terms of this subregulation so long as his conviction is subject to a right of appeal.

(4) Whether or not a responsible officer has reported to the Council any of the matters referred to in the preceding subregulations, if any such matter comes to the notice of the Council it shall be entitled to exercise the power specified in the relevant subregulation.

(5) Whenever an employee is interdicted from duty by a responsible officer or the Council in accordance with this regulation the Council shall determine what proportion (if any) of his salary, being not more than half, shall be withheld in respect of the period of interdiction.

(6) Whenever a criminal charge against an employee, whether or not accompanied or followed by detention in custody or imprisonment has been withdrawn or has resulted in an acquittal, any salary withheld in view of such charge or such detention or imprisonment shall be paid to the employee concerned.

Councils' power to reduce employee in grade

20. If it finds that the work or general conduct of an employee is unsatisfactory or that he is incompetent to discharge his duties a Council may reduce him in grade and his remuneration shall be reduced accordingly.

PART IV

PAY

Pay

21. An employee shall be paid at the annual rate of pay prescribed in the Third Schedule for an employee holding the applicable grade on the lowest point of the salary scale subject to the provisions of regulation 22:

Provided that in the case of a responsible officer or a contract employee the Minister may direct a departure from the provisions of this regulation.

Increments

22. (1) An employee shall not be entitled to an increment unless he has a satisfactory report.

(2) The Council may accelerate the increment of any employee within, and not exceeding the maximum salary in, the appropriate salary scale on the grounds of special merit or ability.

(3) When an increment is granted it shall be paid with effect from the 1st January following the date of the grant:

Provided that the employee concerned has had at least six months service at that date in the post.

Accommodation

23. The Council will use its best endeavours to obtain housing for employees but no employee of a Council shall be entitled to accommodation. Where such accommodation is provided a reasonable rental may be charged by the Council and deducted from the employee's salary.

Acting allowances

24. An employee who is carrying out the duties of another employee on a higher graded post owing to a vacancy or authorised absence for a period of not less than two months is entitled to be paid during such time as he occupies such higher graded post the minimum salary attaching to such post.

PART V
LEAVE

Annual leave

25. (1) Annual leave, in addition to public holidays, may be granted at the following rates to employees —

- | | |
|-------------------------------|-------------------------------|
| (a) A.C. 4, 5, 6 and 7 grades | 2 days per month of service; |
| (b) A.C. 1, 2 and 3 grades | 2½ days per month of service; |
| (c) Senior Officers | 3 days per month of service. |

(2) Leave may be accumulated up to a period of two years after which any leave not taken shall be forfeited.

(3) Public Holidays, Saturdays and Sundays which occur during a period of leave or which separate periods of leave which would otherwise be continuous shall be reckoned as part of such leave, but, save as aforesaid, Public Holidays, Saturdays and Sundays which occur immediately prior to, or immediately follow, a period of leave shall not be reckoned as part of such leave.

Sick leave

26. (1) Sick leave with salary may be granted to an employee if supported by a certificate signed by a medical practitioner for a maximum period of 180 consecutive days.

(2) In addition to any sick leave granted under subregulation (1), a further period of sick leave with half salary may be granted for a maximum period of 180 days:

Provided that leave under this subregulation shall not be taken until all leave due to the employee under regulation 25 has been taken.

Confinement leave

27. (1) A woman employee —

- (a) shall not be permitted to work during the six weeks following her confinement;
- (b) shall have the right to leave her work if she produces a medical certificate given by a qualified medical practitioner stating that her confinement will probably take place within six weeks;
- (c) shall, while she is absent from her work in pursuance of paragraphs (a) and (b), be paid not less than twenty five *per centum* of the salary she would have obtained had she not been so absent; and
- (d) shall in any case, if she is nursing a child, be allowed half an hour twice a day during her working hours for this purpose.

(2) Any confinement leave taken in accordance with subregulation (1) shall be deducted from any accumulated leave to which the employee may be entitled when the confinement leave is taken.

(3) The period of any confinement leave taken shall be deducted in computing the period of service on which the employee's entitlement to annual leave is based.

PART VI
MISCELLANEOUS

Free medical attention

28. All employees, their wives and unmarried children up to the age of 18 years are entitled to free medical attention including hospital treatment (which does not include maternity, dental or specialist attention) provided the patient attends a Government or Mission Hospital or dispensary within Botswana. Free medical attention shall also be provided for unmarried children of employees over the age of 18 years if they are receiving full time education.

Office hours

29. Normal hours of duty in Council offices shall be 39 hours per week. Councils may at their discretion arrange the working week on a five or six day system.

Revocation of L.N. No. 95 of 1966

30. The Local Government (Conditions of Service) Regulations, 1966, are revoked.

FIRST SCHEDULE

Form I

APPLICATION
FOR EMPLOYMENT IN LOCAL GOVERNMENT SERVICE
(Regulation 3(1))

(To be filled in by the applicant in his own handwriting)

1. SURNAME
- Maiden Name (if married woman).....
- Christian Names.....
- Date of Birth
- Place of Birth
- Home Address.....
- Sex.....Married/Single. Number of children
- Next of kin —
- Closest: Name
- Relationship.....
- Address.....

Next closest: Name.....

Relationship.....

Address.....

2. ACADEMIC QUALIFICATIONS

Standard of Education.....

School or Schools attended

.....

Date(s) of attending school(s).....

.....

3. PROFESSIONAL QUALIFICATION

Qualification.....

Place obtained and date.....

4. PREVIOUS SERVICE

Certified copies of certificates of service issued by employers must be enclosed.

(a) Local Government Service

Council

From
(exact date)

To
(exact date)

(b) Other Employment

Employer

Work done

From

To

5. GENERAL INFORMATION

(a) Any subject or activities in which you are interested

.....

(b) Languages spoken.....

(c) Have you ever been convicted of any crime?.....

If answer is yes, give details.....

.....

6. RELATIONSHIP TO MEMBER OR OFFICER OF COUNCIL

Are you related to any member or officer of the Council?.....If answer is yes,

give name (or names).....

7. DECLARATION BY APPLICANT

I certify that I have filled in this application form truthfully to the best of my knowledge and belief and that I am the legitimate owner of the original certificates and testimonials accompanying this application for employment in Local Government Service. If my application is successful I agree to be bound by all laws and regulations applicable to Local Government Service Employees.

Date.....
(signature)

Form II

LOCAL GOVERNMENT SERVICE CONTRACT OF SERVICE
(Regulation 3(3))

(To be sent to the employee in duplicate)

To:

The.....Council

hereby offers you an appointment as.....

with effect from.....If you accept this offer of appointment please sign the form of acceptance at the end of this contract and return the original copy to the undermentioned address. The following are the terms and conditions of this offer —

- (1) The Local Government (Conditions of Service) Regulations, 1970, will apply to you.
- (2) Your salary will be R.....per annum on the scale.....
(Less R.....per annum rental for accommodation)
- (3) Annual increments on the scale set out above are payable on 1st January after 6 months service and subject to a satisfactory report on your service.
- (4) You will be required to contribute to the Local Government Service Provident Fund.
- (5) Your appointment may be terminated by one month's calendar notice in accordance with the provisions of regulation 6 of the Local Government (Conditions of Service) Regulations, 1970.

Date.....
(signature)

For and on behalf of.....Council

Address

.....

FORM OF ACCEPTANCE

I,.....(full name) accept the appointment offered to me above.

.....
Signature of Applicant

Date

.....
Witness

SECOND SCHEDULE

DECLARATION

(Regulation 10(1))

I,.....
solemnly and sincerely declare that I will not divulge any information gained by me as a result of any employment in the Local Government Service to any unauthorised person, orally or in writing, without the previous permission of the Minister of Local Government and Lands not only during the period of my employment but also after my employment with

the..... Council has ceased.

Date

.....
signature

.....
Witness

THIRD SCHEDULE

SALARY SCALES

(Regulation 21)

PART A – SENIOR OFFICERS OF TOWN COUNCILS

Post	Scale	Expatriate Scale
Town Clerk	R2676 x 96(4) – 3060	R3000 x 120(12) – 4440
Treasurer and Engineer	R2172 x 84(4) – 2508	R2460 x 120(10) – 3660
Other Senior Officers	R1812 x 72(4) – 2100	R2172 x 84(10) – 3012

PART B – SENIOR OFFICERS OF DISTRICT COUNCILS

(a) Council areas having a population of over 100,000

(1) Secretary

(Scale C.O.1(S))

R2676 x 96(4) – 3060

- | | | |
|--|------------------|----------------------|
| (2) Treasurer | (Scale C.O.1(T)) | R2172 x 84(4) – 2508 |
| (3) Education Secretary | Scale C.O.1(E)) | R1812 x 72(4) – 2100 |
| (b) Council areas having a population of 70,000 to 100,000 | | |
| (1) Secretary | (Scale C.O.2(S)) | R2172 x 84(4) – 2508 |
| (2) Treasurer | (Scale C.O.2(T)) | R1812 x 72(4) – 2100 |
| (3) Education Secretary | (Scale C.O.2(E)) | R1476 x 60(4) – 1716 |
| (c) Council areas having a population of 35,000 to 70,000 | | |
| (1) Secretary | Scale C.O.3(S)) | R1812 x 72(4) – 2100 |
| (2) Treasurer | Scale C.O.3(T)) | R1476 x 60(4) – 1716 |
| (3) Others having
departmental res-
ponsibility | (Scale C.O.3(O)) | R1128 x 48(4) – 1320 |
| (d) Council areas having a population of 20,000 to 35,000 | | |
| (1) Secretary | Scale C.O.4(S)) | R1476 x 60(4) – 1716 |
| (2) Treasurer | Scale C.O.4(T)) | R1128 x 48(4) – 1320 |
| (3) Others having
departmental
responsibility | (Scale C.O.4(O)) | R804 x 48(4) – 996 |
| (e) Council areas having a population of less than 20,000 | | |
| (1) Secretary | (Scale C.O.5(S)) | R1128 x 48(4) – 1320 |
| (2) Treasurer | (Scale C.O.5(T)) | R804 x 48(4) – 996 |
| (3) Others having
departmental
responsibility | (Scale C.O.5(O)) | R552 x 48(4) – 744 |

PART C – STAFF OTHER THAN SENIOR OFFICERS

Scale A.C.1	R1400 x 48(4) – 1592
Scale A.C.2	R1080 x 48(4) – 1272
Scale A.C.3	R804 x 48(4) – 996
Scale A.C.4	R552 x 48(4) – 744
Scale A.C.5	R348 x 36(4) – 492
Scale A.C.6	R228 x 24(4) – 324
Scale A.C.7	R144 x 12(4) – 192

R.N. MANNATHOKO,
Permanent Secretary

Ministry of Local Government and Lands,
GABORONE.
20th April, 1970.
L 2/7/68 II