

APPENDIX 43: APPROVED ESTABLISHMENT ANALYSIS FOR MINISTRY OF INTERNAL AFFAIRS					
	POST TITLE	Salary Scale	Approved. Staffing	Monthly Salary	Approved. Annual Salary
A	DEPARTMENT OF FINANCE AND ADMINISTRATION				
1	Permanent Secretary	U1S	1	3,768,835	45,226,020
2	Under Secretary	U1SE	1	1,859,451	22,313,412
3	Princ Asst Secretary	U2	1	1,247,467	14,969,604
4	Princ. Personal Secretary	U2	1	1,247,467	14,969,604
5	Principal Accountant	U2	1	1,345,330	16,143,960
6	Princ. Internal Auditor	U2	1	1,345,330	16,143,960
7	Sen Princ. Accts Asst/SA	U3	1	1,046,396	12,556,752
8	Senior Internal Auditor	U3	1	1,046,396	12,556,752
9	Senior Informn Scientist	U3	1	1,242,821	14,913,852
10	Personal Asst/Sen Asst Sec	U3	2	933,461	22,403,064
11	Sen Personal Secretary	U3	2	933,461	22,403,064
12	Sen Procurement Officer	U3	1	1,046,396	12,556,752
13	Sen Asst Records Officer	U4	1	876,222	10,514,664
14	Assistant Secretary	U4	1	723,868	8,686,416
15	Accountant	U4	1	876,222	10,514,664

16	Information Scientist	U4	1	1,094,258	13,131,096
17	Procurement Officer	U4	2	876,222	21,029,328
18	Personal Secretary	U4	1	723,868	8,686,416
19	Internal Auditor	U4	1	876,222	10,514,664
20	Political Assistant	U4	1		
21	Senior Accounts Asst.	U5	2	528,588	12,686,112
22	Steno Secretary	U5	1	462,852	5,554,224
23	Office Supervisor	U6	1	405,239	4,862,868
24	Pool Stenographer	U6	2	405,239	9,725,736
25	Personnel Asst	U7	1	343,792	4,125,504
26	Office Typist	U7	2	343,792	8,251,008
27	Accounts Asst	U7	4	343,792	16,502,016
28	Records Asst	U7	3	343,792	12,376,512
29	Office Attendant	U8	6	221,987	15,983,064
30	Driver	U8	7	221,987	18,646,908
	Sub total		52		418,947,996
	PLANNING AND POLICY ANALYSIS DEPARTMENT				
1	Commissioner	U1SE	1	1,859,451	22,313,412
2	Assistant Commissioner	U1E	1	1,700,392	20,404,704
3	Princ Policy Analyst	U2	1	1,345,330	

					16,143,960
4	Senior Policy Analyst	U3	1	1,046,396	12,556,752
5	Senior Economist	U3	1	1,046,396	12,556,752
6	Policy Analyst	U4	1	876,222	10,514,664
7	Economist	U4	1	876,222	10,514,664
8	Stenographer Secretary	U5	1	462,852	5,554,224
9	Driver	U8	1	221,987	2,663,844
	Sub total		9		113,222,976
	HUMAN RESOURCE MANAGEMENT DIVISION				
1	Assistant Commissioner	U1E	1	1,657,677	19,892,124
2	Princ. Human Resource Officer	U2	1	1,247,467	14,969,604
3	Senior Human Resource Officer	U3	1	933,461	11,201,532
4	Human Resource Officer	U4	1	723,868	8,686,416
5	Asst Human Resource Officer	U5	1	852,462	10,229,544
6	Driver	U8	1	221,987	

					2,663,844
	Sub total		6		67,643,064
	TOTAL		67		599,814,036
B	DIRECTORATE OF COMMUNITY SERVICE				
	OFFICE OF THE DIRECTOR				
1	Director	U1SE	1	2,369,300	28,431,600
2	PCSO(Research & Dev)	U2	1	1,345,330	16,143,960
3	Sen Legal Officer	U3	1	1,046,396	12,556,752
4	Personal Secretary	U4	2	723,868	17,372,832
5	Stenographer	U5	1	462,852	5,554,224
6	Driver	U8	13	221,987	34,629,972
7	Office Attendant	U8	3	221,987	7,991,532
	Sub total		22		122,680,872
	COMMUNITY SERVICE MONITORING				
1	Commissioner (M & C)	U1SE	1	1,859,451	22,313,412
2	Asst Commissioner (M & C)	U1E	1	1,657,677	19,892,124
3	PSCO	U2	4	1,247,467	59,878,416
4	SCSO	U3	10	933,461	112,015,320

5	Sen Systems Admin	U3	1	1,242,821	14,913,852
6	CSO	U4	112	723,868	972,878,592
7	Sub Total		129		1,201,891,716
	SOCIAL RE-INTEGRATION DEPARTMENT				
1	Commissioner	U1SE	1	1,859,451	22,313,412
2	Asst Com (SR)	U1E	1	1,657,677	19,892,124
3	PCSO(SR)	U2	2	1,247,467	29,939,208
4	SCSO (SR)	U3	2	933,461	22,403,064
	Sub Total		6		94,547,808
	TOTAL		157		1,419,120,396
C	NGO BOARD SECRETARIAT				
1	Secretary/NGO Board	U1SE	1	3,768,835	45,226,020
2	Asst. Comm/M & E	U1E	1	1,700,392	20,404,704
3	Principal M & E	U2	1	1,057,457	12,689,484
4	Principal Legal	U2	1	2,104,960	25,259,520
5	Principal CDO	U2	1	1,247,467	14,969,604
6	Senior M & E	U3	1	1,046,396	12,556,752

7	Senior Researcher	U3	1	1,046,361	12,556,332
8	Senior Legal	U3	1	1,578,720	18,944,640
9	Senior CDO	U3	4	933,461	44,806,128
10	Sen. Inform. Scientist	U3	1	1,046,361	12,556,332
11	Sen. Records Off.	U3	1	933,461	11,201,532
12	Sen. Personal Sec	U3	1	933,461	11,201,532
13	Office Supervisor	U5	1	462,265	5,547,180
14	Librarian	U4	1	723,868	8,686,416
15	CDO	U4	4	723,868	34,745,664
16	M & E Officer	U4	2	876,222	21,029,328
17	Researcher	U4	2	876,222	21,029,328
18	Legal Officer	U4	3	1,258,440	45,303,840
19	Personal Secretary	U4	1	723,868	8,686,416
20	Records Officer	U4	1	723,868	8,686,416
21	Asst.Records Officer	U5	1	462,265	5,547,180
22	Steno Secretary	U5	4	462,265	22,188,720
23	Records Asst	U7	4	343,792	16,502,016

24	Driver	U8	5	221,987	13,319,220
25	Office Attendant	U8	2	221,987	5,327,688
	TOTAL		46		458,971,992
	Summary				
	Head Quarters		67		599,814,036
	Directorate of Community Services		157		1,419,120,396
	NGO Secretariat		46		458,971,992
	TOTAL		270		2,477,906,424
	DIRECTORATE OF COMMUNITY SERVICE				
	Job Title	Salary Scale	Proposed Posts	Monthly Salary	Proposed Annual Salary
	OFFICE OF THE DIRECTOR				
	Director	U1SE	1	2,369,300	28,431,600
	Commissioner	U1SE	0	1,859,451	0
	PCSO(Research & Dev)	U2	1	1,345,330	16,143,960
	Sen Legal Officer	U3	1	1,046,396	12,556,752
	Personal Secretary	U4	2	723,868	17,372,832
	Stenographer	U5	1	462,852	5,554,224
	Driver	U8	13	221,987	34,629,972

	Office Attendant	U8	3	221,987	7,991,532
	Sub total		22		122,680,872
	COMMUNITY SERVICE MONITORING				
	Commissioner (M & C)	U1SE	1	1,859,451	22,313,412
	Asst Commissioner (M & C)	U1E	1	1,657,677	19,892,124
	PSCO	U2	4	1,247,467	59,878,416
	SCSO	U3	10	933,461	112,015,320
	Sen Systems Admin	U3	1	1,242,821	14,913,852
	CSO	U4	112	723,868	972,878,592
	Sub Total		129		1,201,891,716
	SOCIAL RE-INTEGRATION DEPARTMENT				
	Commissioner	U1SE	1	1,859,451	22,313,412
	Asst Com (SR)	U1E	1	1,657,677	19,892,124
	PCSO(SR)	U2	2	1,247,467	29,939,208
	SCSO (SR)	U3	2	933,461	22,403,064
	Sub Total		6		94,547,808
	TOTAL		157		1,419,120,396

APPROVED ESTABLISHMENT FOR THE DIRECTORATE OF GOVERNMENT ANALYTICAL LABORATORIES, 2016					
	Job Title	Salary Scale	Appr. Establishment	Monthly Salary	Approved Annual Salary
OFFICE OF THE DIRECTOR					
1	Director	U1SE	1	2,893,252	34,719,024
2	Senior Accountant	U3	1	1,046,396	12,556,752
3	Procurement Officer	U4	1	876,222	10,514,664
4	Internal Auditor	U4	1	876,222	10,514,664
5	Personal Secretary	U4	1	723,868	8,686,416
6	Driver	U8	1	221,987	2,663,844
7	Office Attendant	U8	1	221,987	2,663,844
	Sub total		7		82,319,208
DEPARTMENT OF CRIMINALISTICS AND LABORATORY SERVICES					
1	Commissioner	U1SE	1	2,370,401	28,444,812
2	Asst Commissioner	U1E	1	2,291,633	27,499,596

3	Principal Government Analyst	U2	4	1,771,568	85,035,264
4	Sen Princ. Lab Technician	U2	1	1,032,382	12,388,584
5	Princ Lab Technician	U3	2	794,138	19,059,312
6	Sen Govt Analyst	U3	7	1,242,821	104,396,964
7	Senior Counsellor	U3	1	1,046,396	12,556,752
8	Government Analyst	U4	7	1,094,258	91,917,672
9	Sen Lab Technician	U4	5	1,094,258	65,655,480
10	Counsellor	U4	1	876,222	10,514,664
11	Personal Secretary	U4	1	723,868	8,686,416
12	Steno Secretary	U5	1	462,852	5,554,224
13	Laboratory Technician	U5	3	528,588	19,029,168
14	Laboratory Asst	U7	3	343,792	12,376,512
15	Driver	U8	1	221,987	2,663,844
16	Office Attendant	U8	1	221,987	2,663,844
	Sub total		40		

					508,443,108
	DEPT OF QUALITY AND CHEMICAL VERIFICATION				
1	Commissioner	U1SE	1	2,370,401	28,444,812
2	Asst Commissioner	U1E	1	2,291,633	27,499,596
3	Principal Government Analyst	U2	4	1,771,568	85,035,264
4	Senior Govt Analyst	U3	4	1,242,821	59,655,408
5	Government Analyst	U4	4	1,094,258	52,524,384
6	Personal Secretary	U4	1	723,868	8,686,416
7	Steno Secretary	U5	1	462,852	5,554,224
8	Office Attendant	U8	1	221,987	2,663,844
9	Driver	U8	1	221,987	2,663,844
	Sub total		18		272,727,792
	REGIONAL ANALYTICAL LABORATORIES				
1	Commissioner	U1SE	1	2,370,401	28,444,812

2	Assistant Commissioner	U1 E	1	2,291,633	27,499,596
3	Principal Government Analyst	U2	3	1,771,568	63,776,448
4	Senior Govt Analyst	U3	6	1,242,821	89,483,112
5	Government Analyst	U4	21	1,094,258	275,753,016
6	Sen Lab Technician	U4	6	1,094,258	78,786,576
7	Laboratory Technician	U5	6	528,588	38,058,336
8	Laboratory Asst	U7	6	343,792	24,753,024
9	Office Attendant	U8	3	221,987	7,991,532
10	Driver	U8	3	221,987	7,991,532
	Sub-Total		56		642,537,984
	ADMINISTRATIVE SUPPORT UNIT				
1	Principal Assistant Secretary	U2	1	1,247,467	14,969,604
2	Assistant Inventory Management Officer	U5	1	528,588	6,343,056
3	Office Supervisor	U6	1	405,239	4,862,868

	Sub Total		3		26,175,528
	TOTAL		124		1,532,203,620
	NGO BOARD SECRETARIAT				
S/N	POST	SCALE	APPROVED	MONTHLY AMMOUNT	REC. ANNUAL AMOUNT
			ESTABLISHMENT		
1	Secretary/NGO Board	U1SE	1	3,768,835	45,226,020
2	Asst. Comm/M & E	U1E	1	1,700,392	20,404,704
3	Principal M & E	U2	1	1,057,457	12,689,484
4	Principal Legal	U2	1	2,104,960	25,259,520
5	Principal CDO	U2	1	1,247,467	14,969,604
6	Senior M & E	U3	1	1,046,396	12,556,752
7	Senior Researcher	U3	1	1,046,361	12,556,332
8	Senior Legal	U3	1	1,578,720	18,944,640
9	Senior CDO	U3	4	933,461	44,806,128
10	Sen. Inform. Scientist	U3	1	1,046,361	12,556,332
11	Sen. Records Off.	U3	1	933,461	11,201,532

12	Sen. Personal Sec	U3	1	933,461	11,201,532
13	Office Supervisor	U5	1	462,265	5,547,180
14	Librarian	U4	1	723,868	8,686,416
15	CDO	U4	4	723,868	34,745,664
16	M & E Officer	U4	2	876,222	21,029,328
17	Researcher	U4	2	876,222	21,029,328
18	Legal Officer	U4	3	1,258,440	45,303,840
19	Personal Secretary	U4	1	723,868	8,686,416
20	Records Officer	U4	1	723,868	8,686,416
21	Asst.Records Officer	U5	1	462,265	5,547,180
22	Steno Secretary	U5	4	462,265	22,188,720
23	Records Asst	U7	4	343,792	16,502,016
24	Driver	U8	5	221,987	13,319,220
25	Office Attendant	U8	2	221,987	5,327,688
	TOTAL		46		458,971,992
RECOMMENDED ESTABLISHMENT FOR THE DIRECTORATE OF CITIZENSHIP AND IMMIGRATION					

	POST/TITLE	Salary	Monthly	Approved	Annual Sal.
		Scale	Salary	Estab	(Proposed)
			('2014/15)		
	OFFICE OF THE DIRECTOR				
1	Director	U1S	#####	1	28,431,600
2	Princ. Imm.Officer/PRO	U2	#####	1	14,969,604
3	Personal Secretary	U4	723,868	1	8,686,416
4	Driver	U8	221,987	1	2,663,844
5	Office Attendant	U8	221,987	1	2,663,844
	Sub Total			5	57,415,308
	INSPECTION AND LEGAL SERVICES DEPARTMENT				
1	Commissioner	U1SE	#####	1	22,313,412
2	Assist. Commissioner	U1E	#####	2	39,784,248
3	Princ. Imm. Officer	U2	#####	3	44,908,812
4	Sen. Imm. Officer	U3	933,461	4	44,806,128

5	Immigration Officer	U4	933,461	14	156,821,448
6	Personal Secretary	U4	723,868	1	8,686,416
7	Assist. Imm. Officer	U5	462,852	14	77,759,136
8	Steno. Secretary	U5	462,852	2	11,108,448
9	Office Attendant	U8	221,987	1	2,663,844
10	Driver	U8	221,987	1	2,663,844
	Sub-Total			43	411,515,736
IMMIGRATION CONTROL DEPARTMENT					
1	Comm / Passport Cont. Off.	U1SE	#####	1	22,313,412
2	Assistant Commissioner	U1E	#####	2	39,784,248
3	Princ. Immigration Officer	U2	#####	2	29,939,208
4	Sen. Immigration Officer	U3	933,461	12	134,418,384
5	Senior Statistician	U3	#####	1	12,556,752
6	Immigration Officers	U4	723,868	112	972,878,592
7	Records Officer	U4	723,868	3	

					26,059,248
8	Personal Secretary	U4	723,868	1	8,686,416
9	Assistant Immigration Officer	U4	723,868	112	972,878,592
10	Assist. Records Officer	U5	462,852	5	27,771,120
11	Office Supervisor	U5	462,852	0	-
12	Stenographer Secretary	U5	462,852	1	5,554,224
13	Sen. Records Assistant	U6	426,265	0	-
14	Pool Stenographer	U6	426,265	0	-
15	Assist. Office Supervisor	U6	426,265	0	-
16	Accounts Assist.	U7	343,792	0	-
17	Records Assist.	U7	343,792	3	12,376,512
18	Immigration Assist.	U7	343,792	4	16,502,016
19	Driver	U8	221,987	1	2,663,844
20	Office Attendant	U8	221,987	2	5,327,688
21	Cleaners	U8	200,296	0	-

	SubTotal			262	2,289,710,256
	REGIONAL OFFICES				
1	Princ. Imm. Off./Inspector	U2	#####	5	6,237,335
2	Sen. Imm. Officers	U3	933,461	15	14,001,915
3	Immigration Officers	U4	723,868	15	10,858,020
4	Asst. Imm. Officer	U5	462,852	15	6,942,780
5	Pool Stenographer	U6	426,265	0	-
6	Office Typist	U7	343,792	5	1,718,960
7	Imm.Assistant	U7	343,792	0	-
8	Driver	U8	221,987	5	1,109,935
9	Office Attendant	U8	221,987	5	1,109,935
	Sub-Total			65	41,978,880

PASPORT CONTROL DEPARTMENT					
1	Commissioner	U1SE	#####	1	1,859,451
2	Assist. Commissioner	U1E	#####	1	1,657,677
3	Princ. Immigration Off.	U2	#####	5	6,237,335
4	Sen. Immigration Officer	U3	933,461	7	6,534,227
5	Immigration Officers	U4	723,868	13	9,410,284
6	Personal Secretary	U4	723,868	1	723,868
7	Stenographer Secretary	U5	462,852	2	925,704
8	Office Typist	U7	343,792	0	-
9	Imm.Assistant	U7	343,792	0	-
10	Driver	U8	221,987	2	443,974
11	Office Attendant	U8	221,987	2	443,974
	Sub Total			34	28,236,494

	CITIZENSHIP REGISTRATION DEPARTMENT				
1	Commissioner	U1SE	#####	1	1,859,451
2	Assist. Commissioner	U1E	#####	1	1,657,677
3	Princ. Immigration Off.	U2	#####	3	3,742,401
4	Sen. Immigration Officer	U3	933,461	6	5,600,766
5	Immigration Officers	U4	723,868	13	9,410,284
6	Personal Secretary	U4	723,868	1	723,868
7	Stenographer Secretary	U5	462,852	1	462,852
8	Pool Stenographer	U6	426,265	1	426,265
9	Driver	U8	221,987	2	443,974
10	Office Attendant	U8	221,987	2	443,974
	Sub Total			31	24,771,512
	MEDIUM IMMIGRATION CONTROL STATIONS				
1	Sen. Immigration Officer	U3	933,461	9	8,401,149
2	Immigration Officers	U4	723,868	54	

					39,088,872
3	Assist. Immigration Officer	U5	462,852	18	8,331,336
4	Office Typist	U7	343,792	9	3,094,128
5	Immigration Assistants	U7	343,792	18	6,188,256
6	Office Attendants	U8	221,987	9	1,997,883
	Sub-total			117	67,101,624
	SMALL IMMIGRATION STATIONS				
1	Immigration Officer	U4	723,868	19	13,753,492
2	Assist. Imm. Officer	U5	462,852	28	12,959,856
3	Immigration Assist	U7	343,792	19	6,532,048
4	Office Attendant	U8	221,987	19	4,217,753
	Sub-total			85	37,463,149
	TOTAL			642	2,929,956,465