

Reference No: E157/9/9; **Date:** 08/08/83

Circular 17/1983:- Conciliation and Arbitration for Certain Highers Grades

A Dhuine Uasail

I am directed by the Minister for the Public Service to enclose a copy of a scheme of conciliation and arbitration for certain higher civil service grades. The scheme has been negotiated with the various staff interests concerned and the Government have approved of the proposals of the Minister to bring the scheme into operation for the trial period referred to in paragraph 12 of the scheme.

2. You will note from Paragraph 5 of the scheme that only staff associations which are recognised for the purpose of the scheme will be eligible to take part in its operation and that before any staff association can be so recognised it must make an application for recognition to the Minister for the Public Service.

3. Overleaf is a list of staff associations which have in the past been given recognition as representing grades outside the existing scheme of conciliation and arbitration. It is the intention that each of these associations if still in existence, will be communicated with as regards applying for recognition for the purpose of the new scheme. Such recognition, if granted will supersede any previous recognition given.

4. This Department will make contact direct with the Association of Higher Civil Servants and the Union of Professional and Technical Civil Servants on the question of recognition since those organisations represent general service grades or grades common to two or more Departments. You are requested to be good enough to contact any other association on the list which has been given recognition as representing departmental grades in your Department and to supply it with a copy of the scheme for the purpose of an application for recognition thereunder. If any association on this list is no longer in existence or indicates that it does not wish to apply for recognition this Department should be informed accordingly.

5. Applications for recognition should be made direct to the Minister for the Public Service and delivered by hand to the Department of the Public Service on or before 30 September 1983. Such applications, which should be accompanied by a copy of the Constitution or Rules of the staff association, must specify the grade, or grades, for which recognition is being sought and the number of staff in each grade who are members of the association at the date of the application for recognition is made. Each application must be accompanied by a statement signed by the Chairman and the executive officers of the association certifying that the association is not affiliated to, or associated in any way with, any political association. Any further information concerning the application for recognition which the Minister may decide to seek must also be supplied.

6. A further Circular will be issued by this Department when applications for recognition have been dealt with. The Circular will list the Staff Associations to whom recognition for the purposes of the scheme have been granted and the date of the Circular may be regarded as the date on which the scheme formally comes into operation. As from that date the grades that come within its scope will cease to be regarded as being within the ambit of the Review Body on Higher Remuneration in the Public Sector.

7. Please notify staff in your Department who come within the scope of the scheme that it will commence to operate as soon as the association recognitions have been settled. When doing so you should explain that Staff Associations which have in the past been given recognition as representing grades outside the existing scheme of conciliation and arbitration are being communicated with as regards applying for recognition for the purpose of the new scheme.

8. Our Department will be glad to answer any enquiries regarding this Circular. 'Phone enquiries to 779601 Ext. 339.

Mise le meas
S Mac Gamhna

Staff Associations which have been granted recognition as representing grades outside the scope of the existing scheme of conciliation and arbitration

Association of Higher Civil Servants
Union of Professional and Technical Civil Servants
Veterinary Officers' Association
High Court and Supreme Court Officers' Association
Association of Surveyors of Customs and Excise
Association of Inspectors of Taxes
Customs and Excise Controlling Grade Association
Postmasters' Association
GPO Departmental Officers' Union
Post Office Management Staffs' Association

SCHEME OF CONCILIATION AND ARBITRATION FOR CERTAIN HIGHER CIVIL SERVICE GRADES

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SCHEME OF CONCILIATION AND ARBITRATION FOR CERTAIN HIGHER CIVIL SERVICE GRADES

Part 1: General

PRELIMINARY

1. The purpose of this scheme of conciliation and arbitration is to provide means acceptable both to the State and to its employees for dealing with claims and proposals relating to the conditions of service of the civil servants comprehended by it and to secure the fullest co-operation between the State, as employer, and civil servants, as employees, for the better discharge of public business.
2. The existence of this scheme does not imply that the Government have surrendered or can surrender their liberty of action in the exercise of their constitutional authority and the discharge of their responsibilities in the public interest.
3. The conditions governing the operation of the Conciliation Council and arbitration are set out in the succeeding Parts of this scheme.

SCOPE OF SCHEME

4. (1) The following classes of civil servants are included in the scheme: civil servants, other than industrial civil servants, who are not included in the already existing Scheme of Conciliation and Arbitration for the Civil Service and whose normal scale maximum is less than the normal maximum of the general service grade of Assistant Secretary.
 - (2) (a) Civil servants who are not comprehended by the scheme will not be eligible to take any part on behalf of the staff in operating it. This provision will not be regarded as precluding any officer from appearing as a witness before the Arbitration Board or from acting as secretary to the Conciliation Council or to a sub-committee set up by the Council.
 - (b) A professional, scientific or technical officer who is the highest such officer of a Department or Office, or of a Section of a Department or Office, will not, even if comprehended by the scheme, take any part on behalf of the Staff Side in operating it except in relation to claims or other matters directly affecting his/her own grade.
 - (c) Officers serving from time to time in the posts or categories of posts specified in the Appendix to this scheme will not take any part on behalf of the staff side in operating the scheme. The Chairman of the Conciliation Council may, from time to time, subject to consultation with the staff side, amend the Appendix by specifying additional posts or by deleting posts already specified therein.

RECOGNITION OF ASSOCIATIONS

5. (1) Before any staff association can be recognised for the purpose of the scheme it must make application for recognition by the Minister for the Public Service. Only civil service staff associations recognised by the Minister for the Public Service for the purposes of the scheme will be eligible to take part in the operation of it. Application for recognition should be made to the Department of the Public Service. The staff side of the Conciliation Council will be consulted before recognition for the purposes of the scheme is granted to any staff association not so recognised on (date to be decided).

(2) Recognition will not be accorded to any staff association which is affiliated to, or associated in any way with, any political organisation. Every application for recognition must be accompanied by a statement signed by the Chairman and the executive officers of the association concerned that the association is not affiliated to, or associated in any way with, any political organisation. Recognition will be immediately withdrawn from a recognised staff association which affiliates to or associates in any way with a political organisation. Before such withdrawal of recognition becomes effective the staff side of the Conciliation Council will be consulted.

(3) When an association makes application for recognition it must submit copies of its rules, particulars of its membership and any other relevant information. If a staff association which has been recognised for the purposes of the scheme subsequently amends its constitution or rules it shall immediately notify the Minister accordingly. If the Minister regards the amendment as substantial the recognition granted will lapse and the Minister will inform the staff association to this effect. It will then be necessary for the staff association to make application for fresh recognition on the basis of its new constitution and rules.

6 (1) Subject to the provisions of sub-paragraph (2) following, should a staff association, recognised for the purposes of this scheme, sponsor or resort to any form of public agitation as a means of furthering claims or seeking redress for grievances which are appropriate to be dealt with through the scheme, recognition may be withdrawn from such association, but the staff side of the Conciliation Council will be consulted before such withdrawal becomes effective.

(2) The provisions of sub-paragraph (1) will not, in relation to (a) a non-arbitrable matter on which discussions at the Conciliation Council have been concluded without agreement having been reached, or (b) a matter which has been the subject of a motion introduced in accordance with the provisions of paragraph 45 or paragraph 46 of the scheme and carried in Dail Eireann, preclude staff associations - subject to the rules and regulations in force from time to time governing the conduct of civil servants - from publishing factual information or comment or holding public meetings of members of the Civil Service or officers of staff associations for the purpose of expressing their viewpoint.

LEAVE FOR STAFF REPRESENTATIVES

7. Staff representatives, if serving civil servants, will be allowed special leave with pay (a) to attend meetings of the Conciliation Council or of any sub-committee set up by the council to report to it, provided that they are members of or secretaries to the council or sub-committees, or (b) to act as members of or appear as witnesses, as advocates or otherwise to give evidence before the Arbitration Board.

EXPENSES

8. The official and staff sides, i.e. the panel or associations, as may be appropriate, will each be responsible for their own expenses and will bear half any common expenses.

DIRECT ACCESS TO DEPARTMENTS

9. Where reference of a subject to the Conciliation Council is not provided for in paragraph 21, or is not the subject of agreement under paragraph 22, recognised staff associations will not be precluded by the existence of the scheme from approaching Departments on the subject-matter in question.

OUTSIDE ORGANISATIONS

10 Where a civil service staff association is associated with an outside organisation, it will not move the outside organisation to make representations on behalf of civil servants in respect of matters which could be dealt with through the scheme. Representations from outside organisations on behalf of civil servants will not accordingly be entertained.

INDIVIDUAL OFFICERS

11. (1) An individual officer will continue to have the right to submit in writing through the normal channels any statement he may wish to make to the Head of his Department on any matter affecting his official position. Accordingly, claims affecting individual officers are excluded from the scope of the scheme.

(2) A claim affecting an individual officer (a) who constitutes a class in himself or (b) who, though he is the only officer serving in his grade, can be identified as belonging to a homogeneous group, will not be regarded as being excluded from the scheme by reason of being a claim affecting an individual officer.

TRIAL NATURE OF THE SCHEME

12. The Scheme will be operated for a trial period of two years. A review of the scheme will take place during the final six months of the trial period.

PART II: CONCILIATION COUNCIL

CONSTITUTION

13. (1) The Conciliation Council will consist of:

(a) a Chairman, nominated by the Minister for the Public Service, and not more than 5 other official representatives;

(b) a principal staff representative and not more than 5 other staff representatives all of whom must be civil servants serving in a class or classes comprehended by the scheme or whole time officers of recognised staff associations;

(c) The number of official and staff representatives may, exceptionally, be increased by agreement between both sides.

(2) Discussions at the Conciliation Council may be continued under a mediator should both sides so agree, where the claim under discussion is arbitrable, or at the request of either side where the claim under discussion is not arbitrable, or where there is doubt as to whether or not the claim is arbitrable. The mediator shall be nominated by the Chairman of the Labour Court and he shall act for the purpose of claims referred to mediation as if he were Chairman of the Council.

14 (1) A panel of staff representatives will be formed to which representatives of each recognised association or group of associations will be appointed on the following basis:-

- 2 representatives for 300 to 500 members comprehended by the scheme
- 4 representatives for 501 to 1000 members comprehended by the scheme
- 6 representatives for 1001 to 1500 members comprehended by the scheme
- 8 representatives for 1501 to 2000 members comprehended by the scheme

subject to the condition that no single association shall have more than half the total number of representatives on the panel.

(2) The staff representatives to attend meetings of the Conciliation Council will be selected by the members of the panel and may be varied at such times and in such manner as the members may determine, including the selection of different representatives to attend different parts of a meeting.

15. The Council will have two secretaries, both to be serving civil servants, one of whom will be nominated by the official representatives and one by the staff representatives. The secretaries to the Council need not be serving in a class or classes comprehended by the scheme.

PROCEDURE

16 Meetings will be held not less frequently than once every two months unless in any such period there is no subject for discussion when, by agreement between the official and staff side secretaries, it will be recorded that no meeting was required. Not more than one meeting will be held in any month except by agreement between the Chairman and the principal staff representative.

17 All meetings will be summoned on the direction of the Chairman jointly by the official and staff side secretaries, at the request of either official or staff sides.

18 Subject to the provisions of paragraph 19, it will be open to the panel of staff representatives to request the placing of any matter which they believe to be within the province of the Council on the agenda for the next meeting of the Council. The question whether items so put forward come within the province of the Council will be a matter for the Chairman to decide. Before any item is excluded, the Council will be given an opportunity of expressing its views as to whether it should be included or excluded.

19 Any request by the staff panel to have claims or other matters affecting a class or classes of civil servants serving in one Department only placed on the agenda of the Council must be made to the Department concerned. Simultaneously a copy of the claim will be referred to the Department of the Public Service.

20 The Minister for the Public Service may cause to be placed on the agenda of the Conciliation Council any matter on which he desires to obtain the views of the staff representatives.

SUBJECTS FOR DISCUSSION

21 Provided they relate to classes comprehended by the scheme, the subjects appropriate for discussion by the Conciliation Council will be:

- (a) Principles governing recruitment;
- (b) Claims for a general increase or decrease of pay;
- (c) Claims relating to (i) pay and allowances whether in the nature of pay or otherwise, (ii) overtime rates, (iii) subsistence allowances, (iv) travelling, lodging and disturbance allowances, and (v) removal expenses;

- (d) Principles governing remuneration and form of payment of additional remuneration, viz. whether by way of continuing allowance or periodic gratuity;
- (e) Hours of weekly attendance;
- (f) Principles of promotion;
- (g) Principles governing discipline;
- (h) Suggestions by the staff of general application for promoting efficiency in the civil service;
- (i) General considerations in regard to grading; claims for grading of posts and blocks of work;
- (j) Principles governing superannuation;
- (k) Principles governing the grant of annual, sick and special leave.

22. The staff side may bring forward for discussion subjects not listed in paragraph 21 if the Minister for the Public Service agrees that they are appropriate for discussion by the Council.

23. Where the staff side bring forward for discussion a claim which, if conceded, would involve extra expenditure, they will give an estimate of the annual cost of conceding the claim and will indicate the estimated ultimate annual cost where this differs from the estimated immediate annual cost.

24. Where any doubt has arisen as to the interpretation of a recommendation of the Council the matter may be re-submitted to the Council for clarification.

COUNCIL REPORTS

25. It will not be within the competence of the Council to make agreements binding on the Minister for the Public Service but the Council may make agreed recommendations or may, at the request of either side, record disagreement.

26 (1) Reports of all discussions which take place at meetings of the Conciliation Council will, on approval by the official and staff sides, be signed by the secretaries of the Council. On signature, the reports will be deemed to be agreed reports of the Council.

(2) Agreed reports of all discussions which take place at meetings of the Conciliation Council will be submitted to the Minister for the Public Service and copies of each such report will be forwarded to the secretary of the staff side of the Council.

27. Decisions of the Minister for the Public Service on matters discussed at the Conciliation Council will be conveyed to the staff side secretary of the Council.

SUB-COMMITTEES

28. The Council may, if it considers such a course desirable, set up a sub-committee of official and staff representatives to consider and report to it on any subject which is appropriate for discussion by the Council.

CONFIDENTIALITY

29. The proceedings of the Council will be confidential and no statements concerning them will be issued except with the authority of the Council. Where an agreed report of the Conciliation Council contains an agreed recommendation, the Council will not authorise any publication of the relevant proceedings until the decision of the Minister for the Public Service has been conveyed on such agreed recommendation.

PART III: ARBITRATION

CONSTITUTION

30. The Arbitration Board will consist of:

(a) a Chairman being the Chairman or Deputy Chairman appointed for the time being under the provisions of paragraphs 54 and 55 of the Scheme of Conciliation and Arbitration for the Civil Service;

(b) two members, being serving civil servants, to be nominated by the Minister for the Public Service for the hearing of each case;

(c) two members, being serving civil servants or whole-time officials of staff associations recognised for the purpose of the scheme, to be nominated by the staff panel of the Conciliation Council for the hearing of each case;

(d) at the request of either of the sides nominated under (b) or (c) above, one workers' member and one employers' member of the Labour Court nominated by the Chairman of the Court.

31. The secretary to the Board will be a serving civil servant, not necessarily in a class comprehended by the scheme, and will be appointed by the Minister for the Public Service after consultation with the Chairman of the Board and the staff side of the Conciliation Council.

ARBITRABILITY OF CLAIMS

32 (1) Subject to the remaining sub-paragraphs of this paragraph only such staff claims as are made on behalf of a grade or grades comprehended by the scheme and represented by a recognised staff association are appropriate for reference to the Arbitration Board.

(2) A claim on behalf of a section of a grade may be regarded as appropriate for reference to the Arbitration Board where

(a) (i) differentiation exists between the conditions of service (excluding duties) of such section and those common to the rest of the grade

or

(ii) the duties of such section are superior in quality to the highest duties appropriate to the grade or

(iii) the Minister for the Public Service is satisfied that differentiation exists between the method of recruitment to the civil service of such section and that of the rest of the grade

and

(b) the claim arises out of such differentiation or of such superior duties.

33. To be referable to the Arbitration Board a claim must (a) be arbitrable, (b) have been discussed at the Conciliation Council and (c) have been the subject of either (i) recorded disagreement by the Council following such discussion or (ii) an agreed recommendation which has not been accepted by the Minister for the Public Service.

34. The claims which are arbitrable are claims relating to classes of civil servants comprehended by the scheme for, or in regard to, the rates or the amount of (a) pay, (b) allowances in the nature of pay (other than payment in respect of extra attendance) and (c) delegates' allowances for attendance at meetings abroad. Children's allowances are not arbitrable.

35. Where, in accordance with paragraph 33 preceding, a claim becomes referable to the Arbitration Board, the staff association recognised as representing the class or classes of civil servants concerned or the Minister for the Public Service on his own initiative may request arbitration provided that, in the case of a claim to which sub-paragraph 33 (c) (i) applies, the agreed report of the Council has been submitted to the Minister for the Public Service.

STATEMENT OF CASE

36 (1) Where arbitration is requested by a staff association the staff association concerned will forward a statement of case, including proposed terms of reference, to the Secretary, Department of the Public Service.

(2) Where the arbitrability of the claim is not disputed, the staff statement of case will be transmitted to the secretary to the Arbitration Board together with the official side's counter-statement and at the same time the secretary to the Arbitration Board will be informed whether the Minister for the Public Service agrees with the terms of reference proposed by the claimants. (Failing agreement, the respective statements of case together will, subject to the provisions of this scheme and to the rules of procedure of the Arbitration Board, constitute the terms of reference.) A copy of the official side's counter-statement will also be sent to the staff association making the claim.

(3) Where the arbitrability of a claim is disputed, the staff association making the claim will be so informed within one month of lodgement of the claim with the Department of the Public Service and the grounds on which arbitrability is disputed will be stated. The staff association may then request that the question of arbitrability be referred to the Arbitration Board for determination, in accordance with the provisions of paragraph 38 following, and will set out the grounds on which it claims that the matter comes within the category of arbitrable subjects. The secretary to the Arbitration Board will be furnished with a factual statement, agreed beforehand between the parties, of the matter in dispute together with statements setting out the contentions of each party on the question of the arbitrability or otherwise of the issue. If the Arbitration Board determines that the claim comes within the category of arbitrable subjects the procedure prescribed in sub paragraph (2) preceding will subsequently be followed.

37. (1) Where arbitration is requested by the Minister for the Public Service, he will cause to be transmitted to the secretary to the Arbitration Board and to the other party concerned, a statement of case, including proposed terms of reference.

(2) Where the arbitrability of the claim is not disputed, the other party will forward a counter-statement to the secretary to the Arbitration Board and to the Secretary, Department of the Public Service and will at the same time inform the secretary to the Arbitration Board whether it agrees with the proposed terms of reference. (Failing agreement, the respective statements of case will, subject to the provisions of this scheme and to the rules of procedure of the Arbitration Board, together constitute the terms of reference.)

(3) Where the arbitrability of the claim is disputed, the Secretary, Department of the Public Service will be so informed and the grounds on which arbitrability is disputed will be stated. The Minister

for the Public Service may then request that the question of arbitrability be referred to the Arbitration Board for determination in accordance with the provisions of paragraph 38 following and will set out the grounds on which he claims that the matter comes within the category of arbitrable subjects. The secretary to the Arbitration Board will be furnished with a factual statement, agreed beforehand between the parties, of the matter in dispute together with statements setting out the contentions of each party on the question of the arbitrability or otherwise of the issue. If the Arbitration Board determines that the claim comes within the category of arbitrable subjects, the procedure prescribed in sub-paragraph (2) preceding will subsequently be followed.

38. Any dispute as to whether a particular claim comes within the category of arbitrable subjects will be determined by the Board whose decision will be final.

39. Each party's statement of case will, as far as practicable, contain all submissions relied upon in relation to the claim.

ADVOCACY

40 (1) Civil servants concerned in a claim referred to the Board may select not more than three advocates to present their claim to the Board. The persons so selected must be drawn from the following categories:

(a) whole-time officials of staff associations concerned with the claim, or (b) serving civil servants of the class or classes concerned in the claim, or (c) subject to the consent in each case of the Head of the officer's Department, where it is proposed to take special leave, serving civil servants of another class comprehended by the scheme.

(2) The Minister for the Public Service may select not more than three advocates to present the official case to the Board. The persons so selected must be serving civil servants.

WITNESSES

41. The Board may summon witnesses and request them to furnish evidence in writing or otherwise.

42. Subject to the provisions of this scheme, the Board will settle its own procedure.

REPORTS OF THE BOARD

43. The Chairman of the Board will submit to the Minister for the Public Service a report on every claim referred to the Board and such report shall be the report of the Board. This report will be signed by the Chairman only and no other report will be issued by the Board or by any member of it. The report of the Board shall set out the unanimous finding of the members of the Board or, where members are not unanimous, the finding of the Chairman. The finding of the Board (whether unanimous, or that of the Chairman) shall be based only on the statement of case, counterstatement submissions at the hearings and the considerations discussed by the Board and the finding shall be made at a meeting of the Board.

44. Within one month of the receipt of a report from the Chairman of the Board, the Minister for the Public Service will present it to Dail Eireann. No such report will be published before presentation to Dail Eireann.

45 (a) This paragraph relates to a report of the Board which does not concern a claim for a general revision of civil service pay.

(b) Subject to what follows, the Minister for the Public Service will authorise the implementation of the finding contained in the report within one month of receiving the report.

(c) If the Minister for the Public Service considers that the finding in the report should not be accepted or should for any reason be brought to the attention of the Government, he will submit the report to the Government. The Government will either authorise the implementation of the finding within three months of the receipt of the report by the Minister for the Public Service or will, as soon as may be thereafter introduce a motion in Dail Eireann recommending either the rejection of the finding or such modification therein as they think fit.

46 (1) If the report of the Board concerns a claim for a general revision of civil service pay, the Government will adopt one of the following courses:

(a) within three months of the date of the receipt of the report by the Minister for the Public Service signify that they propose to give immediate effect to the finding of the Board in full;

(b) as soon as may be after the expiration of the three months after the date of the receipt of the report by the Minister for the Public Service introduce a motion in Dail Eireann

(i) proposing the rejection of the finding, or

(ii) proposing the modification of the finding, or

(iii) proposing (because they consider that it would not be possible, without imposing additional taxation, to give full effect to the finding within the current financial year) the deferment of a final decision on the report until the Budget for the next following financial year is being framed and indicating to what extent, if any, they propose in the interval, without prejudice to the final decision, to give effect to the finding, the extent of the payment in that event to be determined by the amount which can be met without imposing additional taxation.

(2) Should Dail Eireann have approved of a motion presented to it in accordance with the terms of sub-paragraph (1)(b)(iii) preceding, the Government will, save in entirely exceptional circumstances, make full provision in the Budget for the following financial year for the annual charge appropriate to that financial year in respect of the report of the Arbitration Board and also for the amount necessary, as an addition to any amount already paid, to give full effect to the Board's finding from the date of operation recommended in the report to the end of the financial year in which the report was presented to Dail Eireann. Where the Government do not so propose to give effect to the Board's finding, they will introduce a motion in Dail Eireann indicating the action they propose to take and recommending such action to the House.

Appendix to Scheme

STAFF WHO WILL NOT TAKE ANY PART ON BEHALF OF THE STAFF SIDE IN OPERATING THE SCHEME

General

Posts or categories of posts in, or having responsibility for work arising in, personnel, conciliation/mediation and arbitration, staff relations or organisation (including management services) units.

Specific

Department of Agriculture
Deputy Director of Veterinary Services,
Director, Veterinary Research Laboratory
Deputy Director, Veterinary Research Laboratory
Deputy Chief Inspector
Chief Examiner of Title

Office of the Comptroller and Auditor General
Deputy Director of Audit

Department of the Environment
Principal(s) and Assistant Principal(s) handling claims by local authorities and/or other state-sponsored bodies.

Department of Fisheries & Forestry
Assistant Chief Inspectors, Forest and Wildlife Service.

Department of Industry and Energy
Assistant Director of Geological Survey Office.

Department of Justice
Principals and Assistant Principals, Treatment of Offenders Division, Superintending Officers Section and Administration Section, Principal and Assistant Principals, Courts Division Manager, Land Registry

Department of Labour
Director, National Manpower Service

Office of Public Works
Deputy Principal Architect
Deputy Chief Engineer

Houses of the Oireachtas
Clerk Assistant of Dail
Clerk Administrator (Services)

Office of the Revenue Commissioners
Officers dealing with personnel matters in the Office of the Superintending Inspector of Taxes and in the Office of the Superintendents of Customs and Excise

Department of Social Welfare
Chief Inspector

State Laboratory
Assistant State Chemist

Department of the Taoiseach
Private Secretary to Taoiseach

Valuation Office
Assistant Director of Ordnance Survey
Deputy Assistant Director of Ordnance Survey
Secretary

Deputy Secretary