

2. OFFICE OF THE VICE PRESIDENT

- 2.1 The Office of the Vice-President is established under the Constitution of Mauritius, to provide round the clock support to the Vice-President of the Republic. It is responsible, among others, for the communication of the Vice-President; planning and arrangement for the reception of visitors; organising and preparing the time schedule as well as ensuring the security of the Vice-President.
- 2.2 An Officer-in-Charge is responsible for the day to day running of the Office. He is supported in the discharge of his duties by staff belonging to the General Services and those of the Workmen's group.
- 2.3 In the context of this Review, representation has been made for revision of the monthly ad hoc allowance payable to the Office Management Executive who has been assigned the duties of Officer-in-Charge.
- 2.4 The Bureau has taken note of the proposal and is maintaining the present structure.

OFFICE OF THE VICE PRESIDENT SALARY SCHEDULE

Salary Code	Salary Scale and Grade
08 061 075	Rs 30950 x 775 – 32500 x 925 – 37125 x 1225 – 40800 x 1525 – 46900 Personal Secretary
24 030 054	Rs 14875 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 x 775 – 25525 Butler
24 022 051	Rs 12750 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 23200 Driver
24 024 050	Rs 13270 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 – 21950 x 625 – 22575 Cook (Roster)

Salary Code	Salary Scale and Grade
24 020 046	Rs 12230 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –20525 Household Attendant (Roster)
24 019 045	Rs 11970 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17700 x 375 – 19575 x 475 –20050 Gardener/Nursery Attendant
24 001 038	Rs 7800 x 200 – 8000 x 205 – 8820 x 230 –10200 x 250 – 11450 x 260 – 14050 x 275 – 15150 x 300 – 15750 x 325 – 17375 General Worker
