

## 1. OFFICE OF THE PRESIDENT

- 1.1 Established under Section 28 of the Constitution, the Office of the President is mandated to assist the President of the Republic in carrying out his constitutional/official obligations in preserving, protecting and defending the Constitution as well as promoting national unity.
- 1.2 Among its main objectives, the Office of the President is responsible for the: overall administration of the State House, including the security of the President; the upkeep of the buildings and premises of the State House; organisation of ceremonials, such as courtesy calls on the President, visits to the State House, presentation of credentials by Ambassadors/High Commissioners, presentation of insignia and medals to National Day Awardees, receptions for Heads of State and High Dignitaries, Garden Party as well as activities/functions to mark events such as National Day Celebrations/Open Days; and consideration of petitions from prisoners made to the Commission on the Prerogative of Mercy.
- 1.3 The Secretary to the President is the administrative head, whose duties have been assigned to a Permanent Secretary who is responsible for the overall day-to-day administration of the Office. She is assisted in her functions by officers of the Administrative Cadre and General Services and other specific grades to provide a 24-hour service to the President of the Republic.
- 1.4 For this review, the requests of Management were geared towards upgrading of salary of some grades; maintaining all grades under their existing pattern of work and grant of an allowance to the Confidential Secretary posted with the President for regularly working after normal working hours. Proposal for the Maintenance Unit pertained to: review of the schemes of service of the grades of Assistant Maintenance Officer and Maintenance Officer; provision of additional compensation to officers for putting in extra hours over and above their normal working hours; and posting of a Multi-Skilled Tradesman (Automotive Electricity and Electronics) from the restructured Tradesman Cadre of the Ministry of National Infrastructure and Community Development.
- 1.5 During consultations, Management was apprised that general provisions exist for the payment of additional compensation for working extra hours on a regular basis and requests pertaining to amendment in schemes of service as well as posting of officers should be addressed administratively. In the course of this review exercise, we also carried out a job re-evaluation exercise of the existing grades and examined all requests for salary upgrading.

### Secretary to the President

- 1.6 According to existing provisions, the duties of the Secretary to the President are to be assigned to a Permanent Secretary who, *inter alia*, advises the President in carrying out his constitutional/official obligations and is responsible for the overall day-to-day administration of the Office. **This arrangement should continue.**

## OFFICE OF THE PRESIDENT

## SALARY SCHEDULE

Salary Code	Salary Scale and Grade
02 000 114	<b>Rs 132000</b> Secretary to the President
08 065 082	<b>Rs 33175 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 49250 x 1650 - 52550</b> Personal Secretary
26 047 079	<b>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x 1575 - 47675</b> Maintenance Officer
26 032 069	<b>Rs 17305 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 36550</b> Assistant Maintenance Officer
11 053 078	<b>Rs 24475 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100</b> Household Supervisor
11 039 066	<b>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34000</b> Housekeeper
11 026 060	<b>Rs 15745 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050</b> Housekeeper's Assistant
24 047 077	<b>Rs 21850 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 44800</b> Chef

Salary Code	Salary Scale and Grade
24 036 072	<p><b>Rs 18375 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 35650 x 900 - 37450 x 950 - 39350</b></p> <p>Assistant Chef (on roster)</p>
24 033 062	<p><b>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 30700</b></p> <p>Butler, Office of the President <i>formerly Butler</i></p>
24 033 060	<p><b>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050</b></p> <p>Senior Assistant Butler <i>formerly Senior Household Attendant</i></p>
24 023 055	<p><b>Rs 14975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 24475 QB 25000 x 525 - 25525</b></p> <p>Assistant Butler (on roster) <i>formerly Household Attendant (on roster)</i></p>
24 033 061	<p><b>Rs 17565 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29875</b></p> <p>Driver (Heavy Vehicle above 5 tonnes)</p>
24 027 060	<p><b>Rs 16005 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 29050</b></p> <p>Driver (Roster – day and night) (New Grade)</p>
24 025 058	<p><b>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400</b></p> <p>Driver (Personal)</p>
24 039 059	<p><b>Rs 19225 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 28225</b></p> <p>Head Gardener/Nursery Attendant Personal Attendant</p>

Salary Code	Salary Scale and Grade
24 025 054	<b>Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 25000</b> Senior Gardener/Nursery Attendant
24 022 052	<b>Rs 14725 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225 x 400 - 23425 x 525 - 23950</b> Gardener/Nursery Attendant
24 018 048	<b>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 22225</b> Handy Worker
24 018 047	<b>Rs 13745 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375 - 21850</b> Laundry Attendant Sanitary/Cleaning Attendant (New Grade) Sanitary Attendant (Personal)
24 001 045	<b>Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250 - 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150</b> General Worker

