



OFFICE OF THE PRESIDENT



Annual Report For the Financial Year 2023-2024

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Annual Report of the Office of the President

Under Section 4B of the Finance and Audit Act, and in accordance with the guidelines issued by the Ministry of Finance, Economic Planning and Development, the Office of the President is mandated to compile and submit its Annual Report, reflecting its performance during the preceding financial year.

This comprehensive report provides an overview of the Office of the President's activities, initiatives, and achievements throughout the Fiscal Year 2023-2024.

It encompasses a thorough examination of the major projects undertaken and the significant events organised by this office.

In executing her duties, the Secretary to the President plays a crucial role in ensuring the maintenance of high service standards in a conducive working environment.

The Annual Report thus stands as a testament to the Office's commitment to transparency, accountability, and excellence in governance, in line with the regulatory framework established by relevant legislation and governmental directives.

STATE HOUSE

October 2024

Structure of the Report

Part I: About the Office of the President

Part I of the Report outlines the vision, mission, roles and functions of the Office of the President along with its organisational structure.

Part II: Major Achievements and Challenges

Part II highlights the key achievements and performance review of the Office of the President for the Financial Year 2023 - 2024, including an update on the implementation of capital projects.

Part III: Financial Performance

Part III presents the financial performance for the Financial Year 2023 - 2024, analysing significant changes, including a statement of expenditure.

Part IV: Way Forward

Part IV outlines the strategic directions that will support the achievement of the vision, objectives and desired outcomes of the Office of the President.

PART 1: ABOUT THE OFFICE OF THE PRSIDENT

Vision and Mission

Vision

A country where the rights of every citizen are respected in accordance with the Constitution while ensuring that the diverse Mauritian nation lives in peace, harmony, dignity and unity.

Mission

To assist the President of the Republic in his/her responsibilities to preserve, protect and defend the Constitution and to promote national unity.

Our Core Values

In the quest towards our vision and the achievement of our mission, we are guided by the following core values:

Integrity

Demonstrating honesty, transparency, and ethical behavior in all actions and decisions.

Innovation

Encouraging creativity, continuous improvement, and the development of new ideas.

Customer Focus

Extending courtesies to customers and prioritizing their needs while striving to exceed their expectations.

Excellence

Pursuing the highest quality in services and performance.

Timeliness

Being responsive to deadlines set.

Accountability

Taking responsibility for one's actions and ensuring the achievement of goals.

Diversity and Inclusion

Valuing and promoting a diverse and inclusive work force.

Respect

Treating everyone with dignity, empathy, and fairness, regardless of their background or position

Collaboration

Promoting teamwork, open communication, and cooperation across the organization.

Passion

Cultivating enthusiasm, dedication, and a strong work ethics among team members.

Justice

We adhere to the principle of natural justice and meritocracy.

Safety and Well Being

We are committed to the happiness, safety and well-being of our staff and providing a peaceful and harmonious working environment.

Message from the Secretary to the President



I am honoured to present the Annual Report of the Office of the President for the financial year 2023-2024.

The Office of the President, led by the Secretary to the President, serves as the administrative arm of His Excellency the President of the Republic. The Secretary to the President is supported by a team of dedicated administrative and technical staff in fulfilling her duties.

Throughout the Financial year 2023-2024, the Office of the President has organised a number of official ceremonies at the State House, which are integral to its core function.

The Office of the President places strong emphasis on the well-being and professional development of its staff. By providing modern equipment and resources, the office ensures that team members are well-equipped to perform their duties effectively. Besides, ongoing training programmes are offered to enhance skills and foster personal growth, creating an environment that values both productivity and continuous learning. This commitment not only boosts staff morale but also contributes to the overall success of the organisation.

A key challenge facing the State House is the maintenance of the Chateau which is a heritage site and the upkeep of its expansive grounds, covering around 236 acres. Addressing this challenge necessitates substantial investment in both physical infrastructure and human resources to ensure the premises are well-managed and preserved.

In conclusion, I would like to express my sincere gratitude to all staff members for their steadfast support and dedication in achieving our goals. Their hard work and commitment have played a crucial role in ensuring that the Office of the President achieves its targets, while maintaining the high standard required.

Mrs M. Mudaliar
Secretary to the President
October 2024

Roles and Functions of the Office of the President

Section 28 of the Constitution provides that there shall be a President who shall:

- (a) be the Head of State and Commander-in-Chief of the Republic of Mauritius;
- (b) uphold and defend the Constitution and ensure that-
 - (i) the institutions of democracy and the rule of law are protected;
 - (ii) the fundamental rights of all are respected; and
 - (iii) the unity of the diverse Mauritian nation is maintained and strengthened.

The Office of the President has been established to assist His Excellency the President of the Republic in carrying out his constitutional/official obligations, namely to preserve, protect and defend the Constitution and promote national unity.

The overall day-to-day administration of the Office of the President rests upon the Secretary to the President. She is assisted in her tasks by officers of the Administrative Cadre, General Services and other departmental grades as well as staff from the Ministry of Agro- Industry and Food Security and the Ministry of National Infrastructure and Community Development.

Duties of His Excellency the President

The objective of the Office of the President is to assist His Excellency the President in his functions including the following:

- Issuing the Writ of Elections (Village Council Elections, Municipal Council Elections, General Elections, By-election);
- Organizing the protocol to put in place a Government of the day and the Leader of the Opposition after the General Elections;
- Authorizing replacement of Ministers on mission / private visit overseas;
- Giving assent to legislation passed by the National Assembly and proclaiming the coming into operation of Acts;
- Appointing chairpersons and members of boards and committees where the Constitution and other legislation so provide;
- Organizing activities and functions to mark events, such as National Day Celebrations, Insignia Ceremony, Reception for Laureates, etc.;
- Appointing, after consultation with the Government, Ambassadors/High Commissioners of Mauritius abroad;
- Receiving dignitaries at the level of Heads of State, Ministers and Ambassadors at the State House;
- Considering petitions from prisoners made to the Commission on the Prerogative of Mercy;
- Appointing Commissions of Inquiries to inquire into the conduct of any officer in the public service, or any matter of public interest or concern in line with Commission of Inquiry Act;
- Appointing / Re-appointing or Terminating Contract of Chairpersons and members of Statutory Boards and Commission of Inquires where the Constitution and other laws so provide;
- Organizing Swearing-In Ceremonies (Prime Minister, Other Ministers, Chief Justice, Puisne Judges, Chairpersons, Commissioners and Members of Commissions and Boards and Commission of Inquiries); and
- Processing Request for Agrément, Letter of Commission, Exequatur, Letter of Credence, Letter of Recall for Ambassadors / High Commissioners / Honorary Consuls to the Republic of Mauritius and overseas.

Gender Statement

As at 30 June 2024, there were 107 employees in post at the Office of the President of which 67 were male and 40 were female. The senior Staff comprised the following officers:-

Secretary to the President	Mrs M. Mudaliar
Deputy Permanent Secretary	Miss K. Appadoo
Assistant Permanent Secretary	Mr S. Balchurn
Assistant Manager, Human Resources	Mrs K. Doobree
Assistant Manager, Procurement and Supply	Mr V. Kaullysing
Assistant Manager, Financial Operations	Mrs P. Hari
Office Management Executive	Mrs S. Toolsy Mr Y. Makoonlall
Maintenance Officer	Mr S. Veeramootoo

Table 1: Senior Staff

About Our people

Staffing

The Office of the President is administered by the Secretary to the President, who is supported in daily operations by officers from the Administrative, Human Resources, Financial Operations, Procurement and General Services Cadres.

As from 30 June 2024, the Office of the President had a staff strength of 107 employees, excluding one officer on leave without pay and one General Worker who was under interdiction.

Moreover, technical support is provided by officers from the Ministry of Agro-Industry and Food Security, and the Ministry of National Infrastructure and Community Development who have been seconded to this office to assist in agriculture and maintenance tasks. This office also benefited from the services of four trainees under the Youth Employment Programme and one Officer recruited under the Service to Mauritius Programme to facilitate the operations.

The human resources at the office are organized as follows:

- Administrative, General Services, Human Resource, Finance and Procurement Cadres handle general administrative tasks.
- The maintenance Unit and the Ministry of the National Infrastructure outstation oversee infrastructure upkeep and maintenance of the Chateau which is the Official Residence of His Excellency the President of the Republic.
- The Agricultural Unit maintains various gardens including the Ayurvedic Garden, Gabriel D'Argent Endemic Garden and others, as well as a 2.2 km "Parcours de santé" "within the State House premises."
- The Household Section oversees housekeeping, food and beverage services, and butler services at the State House. They also manage catering for functions and events organised at the State House.
- The Special Mobile Force (SMF) ensures the security of His Excellency the President and safeguards all State House properties in accordance with Staff Guards Orders.
- The VIPSU team provides personal security for the President and his family.



The Staffing Position of the Office of the President as at 30 June 2024

Grade	No in post
Secretary to the President	1
Deputy Permanent Secretary	1
Assistant Permanent Secretary	1
Maintenance Officer	1
Assistant Manager, Human Resources	1
Assistant Manager, Financial Operations	1
Financial Operations Officer/ Senior Financial Operations Officer	1
Assistant Manager (Procurement and Supply)	1
Procurement and Supply Officer/Senior Procurement and Supply Officer	1
Assistant Procurement and Supply Officer	1
Officer Management Executive	1
Office Management Assistant	4
Management Support Officer	13
Confidential Secretary	3
Word Processing Operator	1
Housekeeper	1
Housekeeper's Assistant	1
Chef	1
Assistant Chef (roster)	1
Butler, Office of the President	1
Senior Assistant Butler	1
Assistant Butler (on roster)	4
Receptionist/ Telephone Operator	1
Head Gardener/ Nursery Attendant	4
Senior Gardener/ Nursery Attendant	6
Gardener/ Nursery Attendant	25
Sanitary Attendant	1
Driver (Heavy Vehicle above 5 tonnes)	1
Driver	3
Head Office Auxiliary	1
Office Auxiliary/ Senior Office Auxiliary	7
Handy Worker	1
Laundry Attendant	3
General Worker	12
Total	107

Table 2: The staffing Position of the Office of the President as at 30 June 2024

Officers seconded from the Ministry of Agro- Industry and Food Security as at 30 June 2024

Grades	No in Post
Agricultural Support Officer/ Senior Agricultural Support Officer	3
Stores Attendant	1
General Worker (Forestry Services)	2
Livestock Attendant (on roster)	1
TOTAL	7

Table 3: Officers seconded from the Ministry of Agro- Industry and Food Security as at 30 June 2024

Officers seconded from the Ministry of National Infrastructure and Community Development as at 30 June 2024

Grades	No on post
Assistant Inspector of Works	1
Foreman	1
Stores Attendant	1
Plumber and Pipe Fitter	1
Mason	1
General Worker	8
TOTAL	13

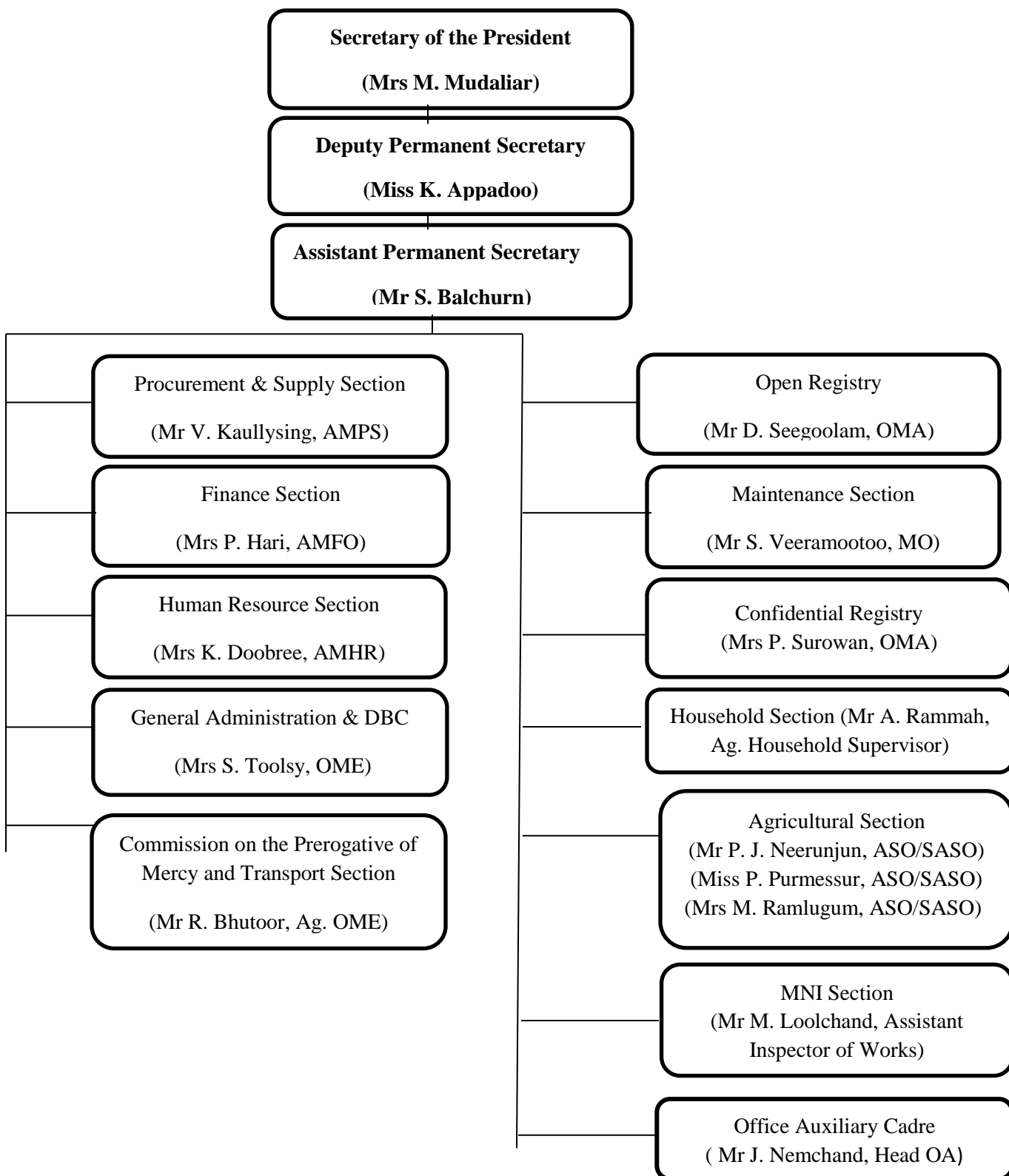
Table 4: Officers seconded from the Ministry of National Infrastructure and Community Development as at 30 June 2024

Grades	No on post
Trainee under Youth Employment Programme	4
Intern under the Service to Mauritius Programme	1
TOTAL	5

Table 5: Trainee under YEP and Intern under STM Programme

Organisation Structure

Organizational Structure of the Office of the President as at 30 June 2024



Manpower Training and Development

At the Office of the President, a strong commitment to the ongoing training and development of staff serves as a cornerstone for both career advancement and enhancing productivity. This office collaborates closely with institutions such as the Ministry of Public Service, Administrative and Institutional Reforms, and the Civil Service College of Mauritius for delivering comprehensive training programs. These initiatives encompass a spectrum of learning opportunities designed to equip employees with the necessary skills and knowledge to excel in their roles.

Newly appointed officers joining the Office of the President undergo a structured induction program followed by targeted on-the-job training tailored to their roles.

Moreover, in the Financial Year 2023-2024, this office fully used its training budget, allocating resources towards a diverse range of training resources. These initiatives encompassed both broad-based skill enhancement and specialised training sessions aimed at bolstering expertise in critical areas.

By investing in continuous learning and professional development, the Office of the President underscores its commitment to maintaining a high standard of performance and service delivery. Such proactive measures not only empower employees to perform their duties proficiently but also foster a culture of innovation and adaptability within the organisation ensuring it remains responsive to evolving challenges and opportunities in the public service.

Health and Safety at work

Maintaining a safe and healthy working environment is crucial for delivering high-quality services. With a view to protecting employees from work-related injuries, appropriate protective equipment is provided based on individual job requirements and eligibility.

In accordance with Section 21 of the Occupational Safety and Health Act, employers with 50 or more employees are required to establish a safety and Health Committee. At the Office of the President, this committee, chaired by the Secretary to the President, meets regularly to address staff concerns and ensure timely action regarding health and safety issues.

Additionally, to strengthen emergency preparedness and enhance fire safety awareness, the Office of the President collaborates with the Health and Safety Unit of the Ministry of Public Service, Administrative and Institutional Reforms to conduct annual fire drills, which ensures that all members of staff are well-versed in evacuation procedures in cases of fire outbreak, and understand their roles in maintaining a safe environment.

Team Building Initiatives

Team building initiatives play a crucial role in enhancing various aspects of the workplace dynamics within the Office of the President. These initiatives foster improved communication, interpersonal skills, employee motivation, and teamwork among staff members. By cultivating harmonious working relations between management and staff, the office creates a supportive environment that promotes collaboration and productivity.

Moreover, the State House cultivates a strong team spirit among its employees, encouraging the establishment of robust networks that further enhance overall efficiency. Given the unique demands of responsibilities of this office, staff members frequently engage in work beyond regular office hours, including weekends and public holidays, demonstrating their dedication to fulfilling the office mandate.

To strengthen team unity and boost motivation, the office organised a Team Building Exercise at the Ocean Creeks Hotel on 23 June 2024. This exercise was appreciated by staff members as it has enabled to strengthen bonds and enhance collaboration.

Additionally, recognizing the importance of employee welfare and work-life balance, the Office of the President established the Staff Welfare Association. This association aims to promote the welfare of its members through various initiatives and activities aimed at fostering a positive and supportive work environment.

Furthermore, the Staff Welfare Association actively participated in events such as Civil Service Kermesse to raise funds for organising welfare activities that benefit its members. This involvement not only strengthens camaraderie among employees but also enhances their overall well-being and satisfaction within the workplace.

In a nutshell, the Office of the President prioritises team building and employee welfare which is an integral component of its organisational culture fostering a cohesive and productive workforce dedicated to achieving its mission effectively

PART II: MAJOR ACHIEVEMENTS AND CHALLENGES

Major Achievements

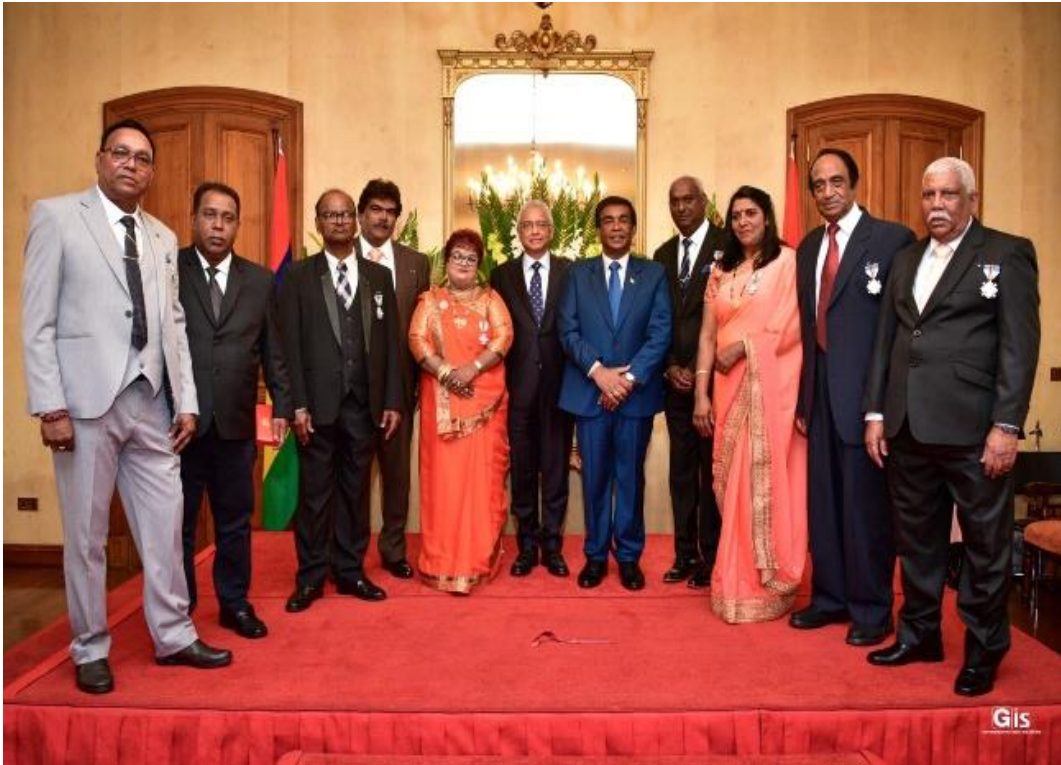
Farewell Calls and Presentation of Credentials by Foreign Ambassadors/ High Commissioners to His Excellency the President of the Republic of Mauritius



Reception in honour of the Laureates of the HSC 2022 Examinations



Reception in honour of the Laureates of the HSC 2022 Examinations



National Awards Ceremony (Insignia 2023)



Events in December 2023 (Christmas)



Africa Day 2024

Major challenges

- The Sprawling grounds of the State House pose a significant challenge, amplified by unpredictable climate changes and a shortage of manpower. To overcome these obstacles, it is essential to rally both state-of-the art machinery and a dedicated workforce. Mobilising these resources effectively is crucial to maintaining the grounds in pristine condition, ensuring that we can navigate and adapt to the environmental shifts and staffing constraints with resilience and efficiency.
- The renovation of the State House-Phase II is a capital-intensive undertaking that presents significant challenges. As a national heritage site, the Chateau demands exceptional care to preserve its historical significance. In this respect, a consultant has been engaged to develop the scope of works and prepare the necessary bidding documents for the project, ensuring a comprehensive approach to this crucial restoration effort.
- The enhancement of Health Track aligns seamlessly with the Government Programme 2020-2024, which aims to foster greater community engagement in sports and fitness activities. This initiative is designed not only to elevate public participation in various sports but also to promote overall well-being through fitness opportunities. By upgrading the Health Track, government is investing in a healthier future encouraging active lifestyles and supporting individuals in achieving their fitness goals, ultimately contributing to a more vibrant and health-conscious society.

Status on the Implementation of Capital Projects at the State House as at 30 June 2024

SN	PROJECTS	STATUS	REMARKS
(i)	Electrical works for the two quarters at the State House	Completed	
(ii)	Upgrading of State House [Global Consultancy for the Upgrading of the State House – Phase II]	Ongoing	

Table 6 : Status on the Implementation of Capital Projects at the State House as at 30 June 2024

EVENTS HOSTED / ORGANISED BY THE OFFICE OF THE PRESIDENT

Main Activities Organised at the State House

- **Inauguration of Ayurvedic Garden**

11 August 2023

In the context of the 75th anniversary of diplomatic relations between the Republic of Mauritius and the Republic of India, an Ayurvedic Garden was inaugurated, at the State House, by the President of the Republic of Mauritius, H.E Mr Prithvirajsing Roopun, G.C.S.K., in the presence of the Prime Minister, Mr Pravind Kumar Jugnauth, the High Commissioner of the Republic of India, Mrs K. Nandini Singla, Cabinet Ministers; members of the diplomatic corps; and other eminent personalities.

The Garden is situated in the immediate vicinity of the State House, over a land area of 3,400 m², and comprises 60 types of Ayurvedic plants with medicinal properties. The objective of the Ayurvedic Garden is to bring awareness about medicinal plants used since more than 3000 years in Ayurveda.





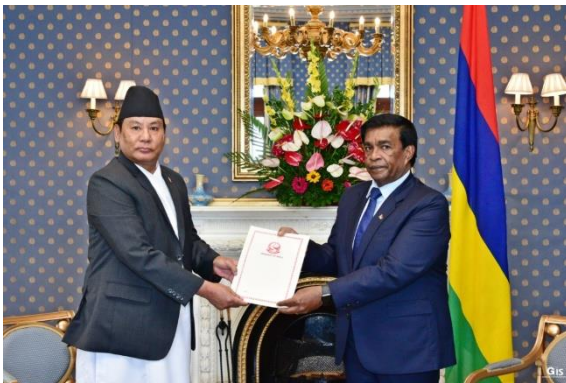
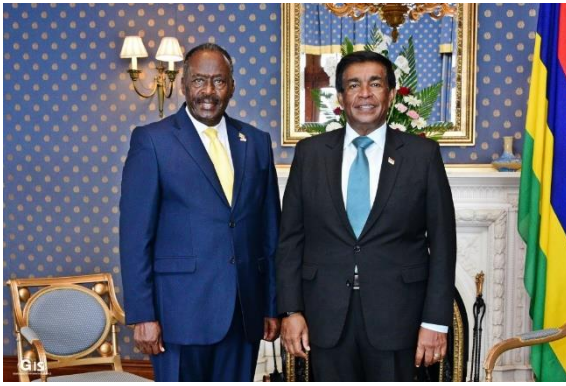
- **Re-opening of Parcours de Santé**

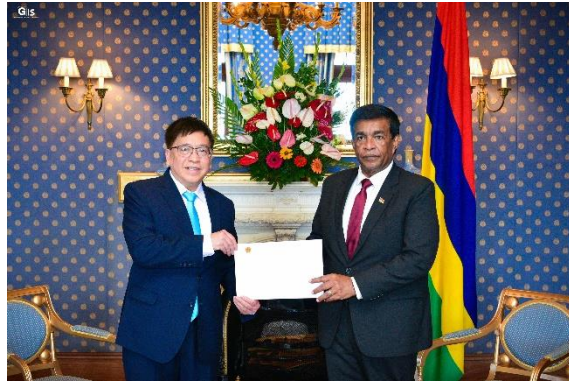
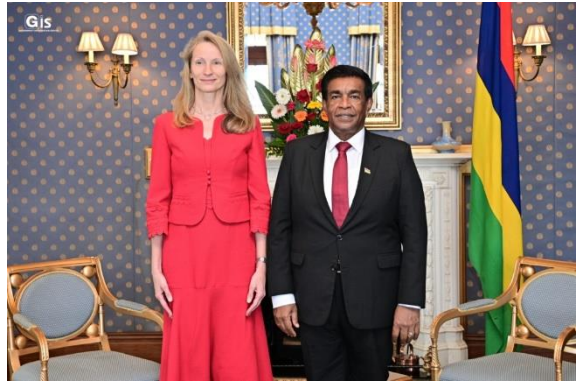
29 October 2023-

In line with Government's initiative to promote active lifestyles, the State House proceeded to the reopening of its health track, *Parcours de Santé*, of 2.2 km. The Health Track which was closed for a long time, has undergone thorough rehabilitation. It now provides amenities such as an open-air gym, toilet facilities, and a designated parking area.



Credentials





Farewell Calls	
Date	
20-Jul-23	Mr. Vincent Théo Degert, Ambassador Extraordinary and Plenipotentiary of the European Union
28-Jul-23	Mrs Florence Caussé-Tissier, Ambassadrice de France à Maurice

Table 7 : Farewell Calls

SWEARING IN	
Date	Purpose
30 August 2023	Appointment of Ministers
5 January 2024	Appointment as Puisne Judge in the Supreme Court
19 February 2024	Appointment as Ombudsperson for Children
20 February 2024	Appointment as Member of the Independent Police Complaints Commission
6 March 2024	Appointment as Chief Commissioner of the Rodrigues Regional Assembly Appointment as Deputy Chief Commissioner of the Rodrigues Regional Assembly Appointment as Commissioner of the Rodrigues Regional Assembly

Table 8: Swearing In

Risk Management, Citizen Oriented Initiatives & Good Governance

- The principles established in the Financial Management Manual, the Public Procurement Act 2006 and the Human Resource Management Manual are diligently followed.
- As part of the Public Service Reforms this office has successfully implemented the Electronic Attendance System, the Performance Management System, the e- Registry System, the Online Government Asset Register System, the e-Procurement System and the e-HR system. The Transformation Implementation Committee oversees the monitoring of these institutions.
- The Customer Charter for the Office of the President outlines the service standards and timeline for key services, as well as the core values of the office.

Status on Implementation of Key Action

During the Financial Year under Review, Government adopted five Key Performance Indicators (KPIs), relating to:

1. At least 90 % utilization of training budget by Ministries and Departments;
2. Implementation of the e-HR System;
3. Compliance of buildings housing public officers with fire safety requirements;
4. Filling of vacancies; and
5. At least 75% of the implementation of the recommendations contained in the Corruption Risk Assessment Report

The performance of this Office in respect of the Key Performance Indicators is as follows:

MONITORING OF KEY PERFORMANCE INDICATORS

SN	KEY PERFORMANCE INDICATOR	ACHIEVEMENT AS AT 30 JUNE 2024
1.	At least 90% utilization of training budget by Ministries and Departments	100%
2.	Implementation of the e-HR System	100%
3.	Compliance of buildings housing public officers with fire safety requirements	86%
4.	Filling of Vacancies	92%
5.	At least 75% of the implementation of the recommendation contained in the Corruption Risk Assessment Report	95%

Table 9: Monitoring of Key Performance Indicators

PART III : FINANCIAL PERFORMANCE

Financial Highlights

Budget Estimates

In the 2023/2024 budget estimates, the Office of the President was allocated Rs 94 million under Vote 1-1. This allocation comprises Rs 71.7 million for Recurrent Expenditure and Rs 22.3 million for Capital Expenditure. The following table outlines the Budget Estimates and Actual Expenditure for Vote 1-1 of the Office of the President for the financial year 2023/2024.

Analysis of Major Changes

	Financial Year 2022/23		Financial Year 2023/24	
	Voted Provision (Rs Million)	Actual Expenditure (Rs Million)	Voted Provision (Rs Million)	Actual Expenditure (Rs Million)
Compensation of Employees	51,610	50,875	52,800	54,161
Goods and Services	18,790	22,120	18,900	25,330
Capital Expenditure	19,600	10,372	22,300	9,265
Total	90,000	83,367	94,000	88,756

Table 10: Analysis of Expenditure for Financial Year 2022-2023 and 2023-2024

Note: Expenditure in excess of budget provision is incurred through reallocation of funds from savings under other items.

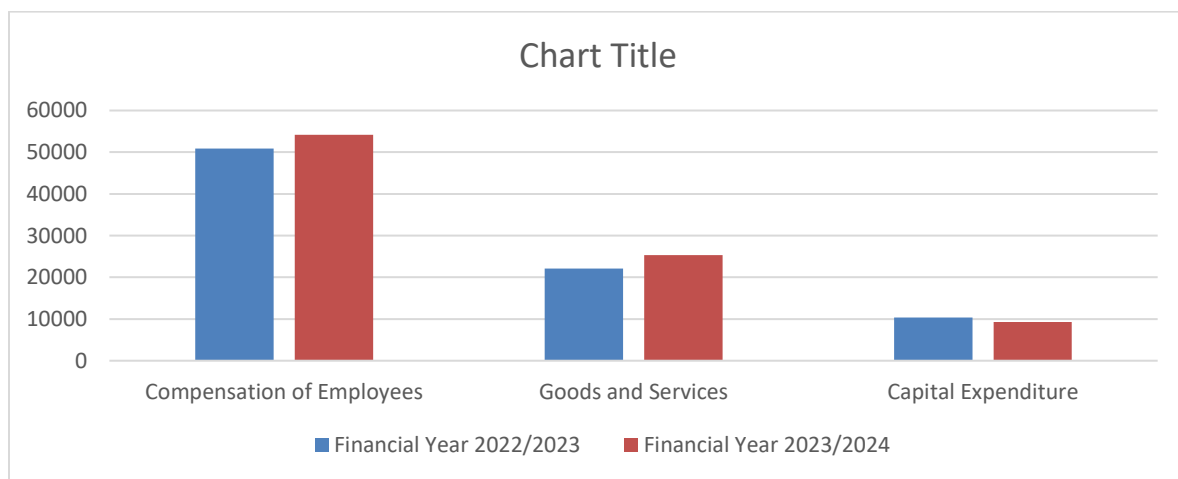


Figure 1: Analysis of Actual Expenditure for Financial Year 2022/2023 and 2023/2024

PART IV: WAY FORWARD

Strategic Direction

1. There is need to maintain and improve the infrastructure at the State House. The interior refurbishment works will start in the financial year 2024/2025. The interior decoration of the Chateau at the State House will seamlessly blend elegance, reflecting its historical significance while creating a warm atmosphere.
2. In our pursuit of excellence, we are dedicated to continuously reviewing and refining our work methods to enhance efficiency and effectiveness. This process involves analysing current practices and encouraging staff input. Regular training will ensure our team is equipped with the latest tools and techniques. By fostering a culture of continuous improvement, we aim to achieve our organisational goals and provide quality services to our customers, aligning our efforts with the highest standards of the public service.
3. It is crucial to maintain a supportive and friendly workplace at the State House. This involves cultivating a culture of respect, collaboration and open communication, where all staff members feel valued and encouraged to share their ideas. Team Building activities and staff engagement initiatives are being implemented to strengthen relationships and boost morale. By prioritising a positive workplace culture, we can foster an atmosphere that encourages creativity and commitment, ultimately enhancing performance and service delivery.