

GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE PUBLIC SERVICE COMMISSION REGULATIONS

- Department:** Treasury
- Post:** Treasury Voucher Room Supervisor
- Salary:** Rs 12,175 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 24,425 (24 21 50)
- Effective Date:** 24 March 2015
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Treasury Voucher Room Operator who reckon at least five years' service in a substantive capacity in the grade.
- Duties:**
 1. To be responsible to the Accountant-General for the organisation, classification, retrieval, maintenance and disposal of vouchers.
 2. To plan and co-ordinate the destruction of accounting records as per the provisions of the Archives Act and the Financial Management Kit.
 3. To attend to and contribute in the deliberations of the Destruction of Obsolete Records Committee.
 4. To represent the Treasury in court proceedings and produce documentary evidence as may be required.
 5. To oversee and co-ordinate the transfer of bound volume of vouchers.
 6. To ensure –
 - (i) the accuracy, completeness and timeliness of processes and activities carried out in the Voucher Room; and
 - (ii) the proper and timely submission of accurate returns as may be required.
 7. To undertake searches in connection with vouchers.

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

24 March 2015

Date.....

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8. To assist in the processing of audit queries relating to the Voucher Room.
9. To co-ordinate and supervise the work of staff.
10. To use ICT in the performance of his duties.
11. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Treasury Voucher Room Supervisor in the roles ascribed to him.

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Ministry of Civil Service and
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