27 September 2016

Circular Letter No. 41 of 2016
TA/1/1

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

**NOMINATIONS FOR OVERSEAS TRAINING/SEMINARS/WORKSHOPS/STUDY TOURS**

By way of Circular Letter (Ref: TA/1/1 V2) dated 29 October 2015, from the Ministry of Finance and Economic Development, Ministries/Departments were informed that, as from 01 November 2015, all nominations for overseas training would be processed and approved at the level of the Ministry of Civil Service and Administrative Reforms.

2. In view of the relatively limited number of offers from donor countries and in order to make judicious use of the available slots, the practice not to nominate any officer on overseas training courses/seminars/workshops/study tours **more than twice** in **any calendar year** is being maintained.

3. Supervising Officers are, therefore, requested to ensure that:

   (i) the most suitable officer is nominated to follow any overseas training course, seminar, workshop or study tour;
   (ii) the nominated candidate can free himself/herself from family and other personal obligations and can be released for the training, as last minute withdrawal leads to the loss of a training opportunity which could have otherwise been allocated to another officer; and
   (iii) the nominated candidate holds valid travel documents prior to his/her departure.

/2....
4. Ministries/Departments must make it a point to abide by the **timeline set** for the submission of nominations and ensure that nominations are accompanied by all relevant documents and clearances to avoid undue delays. A lead time (**a minimum of 10 days**) is required by this Ministry to seek the necessary approval and to transmit the nominations to the Authorities concerned. Nominations received after the closing date for submission will **not** be processed and any request for covering approval where an officer has already proceeded for an overseas training will **not** be entertained.

5. The responsibility to indicate whether or not there is any establishment objection for nominations regarding training overseas is, hereby, delegated to the Human Resource Division of respective Ministries/Departments. However, establishment clearance should continue to be sought from this Ministry for officers of the **"Human Resource Cadre"** and the **"General Services Cadre"** as well as for such cases where Ministries/Departments are **not** in a position to give clearances for one reason or another.

6. To facilitate Ministries / Departments in the processing of nominations for training overseas, the following documents are attached:

   (a) **Annex I - Important notes regarding submission of nominations for approval, procedures to be followed and clearances required;**
   (b) **Annex II - Survey form; and**
   (c) **Annex III - Undertaking form.**

7. Regarding **Missions** or attendance at **Conferences/Meetings Overseas**, where an officer is called upon to represent and/or defend the interests of Mauritius, your attention is invited to Circular Letter C/PS/16/1, dated 22 March 2002, from the Prime Minister’s Office, which states that such recommendations should be submitted to the Prime Minister, through the Secretary to Cabinet and Head of the Civil Service, for consideration and approval.

8. You are kindly requested to bring the contents of this circular to the attention of all officers concerned, as well as to bodies falling under your Ministry’s/Department’s jurisdiction and to ensure that the above procedures are strictly followed.

   S. K. Pathar
   Senior Chief Executive

**Copy to: Secretary to Cabinet and Head of the Civil Service**

**Secretary for Foreign Affairs**

*Human Resource Development Division, Technical Assistance Programming Section, 4th Floor, SICOM Building 2, 2 Corner Chevreaux and Reverend Jean Lebrun Streets, Port Louis, Republic of Mauritius
Tel. No.: 4055400 Fax No.: 212 4124*