



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

20 AUG 2003

Circular Letter No. 26 of 2003
E/260/72/01/01 (T 2)

08 August 2003

From: Secretary for Public Service Affairs
To: Supervising Officers i/c Ministries/ Departments

Implementation of PRB Report 2003 – Training and Staff Development

The Pay Research Bureau has, in Chapter 9 Volume I of its Report 2003, made inter-alia the following recommendations in respect of training and staff development:

- (i) A committee should be set up in each organization under the chairmanship of the respective Responsible Officer and comprising the heads of the relevant sections to identify the broad training needs of the organization by a determined date;
- (ii) training needs identified, that cannot be dealt with at the level of the organization, should be forwarded to the Ministry of Civil Service Affairs and Administrative Reforms indicating among others the type of training required, the grade and number of officers concerned;
- (iii) organizations should ensure that every new recruit undergo an induction course covering, *inter alia*, the mission and values of the organization, the service it provides, the expectations from the recruit in terms of contribution, commitment and behaviour, the work procedures as well as the objectives of the various Ministries/ Departments/ organizations, with which job incumbents would be required to interact;
- (iv) training is dispensed to every officer of the organisation for at least 40 hours annually; and

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APPENDIX

The general conditions for the submission of entries are as follows:

- (a) Colour: maximum four flat colours or quadrichromy;
- (b) Size: format A4. The logo must also be submitted in a reduced black and white version of 5 cm x 5 cm;
- (c) The maximum number of entries allowed per participant is 3.
- (d) Each entry must be an original work and free from any copyright.
- (e) Each entry should be signed by a pseudonym on the verso.
- (f) The name, address, telephone number, e-mail address and present posting of the participant together with the pseudonym should be submitted in a sealed separate envelope and inserted into one main envelope. The main envelope should be clearly marked with "LOGO COMPETITION - MCSA" on the left hand side.
- (g) The name of the participant should not be written on any envelope.
- (h) The main envelope containing the logo and the small envelope containing the particulars of the participants should be addressed to:

The Secretary for Public Service Affairs
Ministry of Civil Service Affairs and Administrative Reforms
Level 7, New Government Centre
- PORT LOUIS
- (i) The closing date for the submission of entries is **31 August 2003**.

- (j) A cash prize of Rs 25,000 will be awarded for the best logo.
- (k) A panel of Jury appointed by the Secretary for Public Service Affairs will assess the entries and recommend the best selected logo to the Ministry.

The decision of the Ministry will be final.

- (l) The Logo will become the exclusive property of the Ministry.
- (m) The Ministry may ask to bring modification or amendment to the selected logo.
- (n) The Ministry reserves the right not to award the prize following the competition if entries are not up to the required standard.