



MINISTRY OF CIVIL SERVICE AFFAIRS  
AND ADMINISTRATIVE REFORMS  
MAURITIUS

Circular Letter No. 11 of 2004 <sup>403</sup>

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24 February, 2004

FROM: Senior Chief Executive, Ministry of Civil Service Affairs and A. R.

TO: Supervising Officers i/c Ministries/Departments

**ICT Training Programme for Public Officers**

Would you please refer to this Ministry's Circular Letter No. 34 of 2002, dated 26<sup>th</sup> September 2002 (copy is enclosed for easy reference).

2. As at to-date, some 2,400 officers of the General Services have already completed their ICT Training Programme for Public Officers out of 3,000 targeted. The programme is scheduled to end by August this year. The following categories of officers of the General Services *inter alia* are being trained, under the ICT Training Programme:

- Establishment/ Personnel Officers
- Office Superintendents
- Higher Executive Officers
- Confidential Secretaries
- Executive Officers
- Office Supervisors
- Clerical Officers
- Senior Word Processing Operators
- Word Processing Operators

3. It is noted that the names of a certain number of officers belonging to these categories and who might be willing to follow the ICT training programme have not yet been submitted to this Ministry for consideration. In this context, it would be appreciated if a list of such officers in order of priority could be forwarded to this Ministry by Monday 15 March, 2004 at the following address:

**Senior Chief Executive**  
**Ministry of Civil Service Affairs and Administrative Reforms**  
**(Attn: Mr. A. K. Hoolass)**  
**4<sup>th</sup> Floor, Atom House,**  
**Royal Street,**  
**PORT – LOUIS**  
**Tel No.: 208 7626      Fax No.: 208 7632**

4. To help you compile the relevant list, a sample questionnaire and copies of the standard and customized modules designed for the training programme are also enclosed.

  
**(K. Ponnusamy)**  
**Senior Chief Executive**