



**Ministry of Civil Service Affairs and Administrative Reforms**  
**Circular Letter No. 20 of 2004**  
**E/260/72/01/10**

21 April, 2004

**From:** Senior Chief Executive  
**To:** Supervising Officers i/c Ministries/ Departments

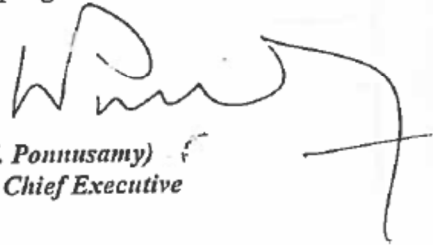
**Training Programmes for the General Services Cadre**

The Pay Research Bureau (PRB) has, in Volume 1 - Chapter 9 of its 2003 Report, recommended that organisations should create the necessary environment to ease the obtention of additional qualifications required to cross Qualification Bar (QB) or for appointment and promotion purposes. It has further recommended that the Ministry of Civil Service Affairs and Administrative Reforms should mount appropriate courses for officers of the General Services namely, Higher Executive Officers, Executive Officers, Confidential Secretaries and Senior Word Processing Operators.

2. In line with the recommendations, arrangements have been made with the University of Technology, Mauritius (UTM) for the running of short award courses, on a full-time basis for the under-mentioned categories of Officers.

<u>Target Group</u>	<u>Course</u>	<u>No of Modules</u>	<u>Duration (Full Time)</u>	<u>Starting Date</u>	<u>End Date (Including Exam Period)</u>
Higher Executive Officers	Advanced Course in Office Management and Supervision	9	19 weeks	03 May 2004	27 August 2004
Executive Officers	Award Course in Office Management	5	10 weeks	24 May 2004	11 August 2004
Confidential Secretaries	Award Course in Public Administration	5	10 weeks	24 May 2004	11 August 2004
Senior Word Processing Operators	Award Course in Public Administration	3	5 weeks	24 May 2004	03 July 2004

3. A first batch of 30 participants in each category has been selected on the basis of seniority, except for the 44 Senior Word Processing Operators who would be taken on board at one go (Annexes I to IV).
4. We should be most grateful if you could kindly make the necessary arrangements for the release of the Officers whose names appear in the annexed list, to follow the respective training programmes
5. We rely on your usual support and cooperation for the smooth implementation of our training and staff development programmes.



(K. Ponnusamy)  
Senior Chief Executive

LB/ Circular PRB

**List of Higher Executive Officers selected to follow the Award Course at the University of Technology, Mauritius (UTM)**

<u>S/N</u>	<u>Name</u>	<u>Ministry/ Department</u>	<u>Remarks</u>
1.	Mr. DULLULL Mamode Fakim	Ministry of Education and S.R	
2.	Mrs BABET Marie Gladys	Ministry of Education and S.R	
3.	Mrs CHEE KIM LING Kim Nho	Ministry of Education and S.R	
4.	Mr. MOONEESAWMY Lekchoomanen	Prime Minister's Officer	
5.	Mr. MUNORUTH Satyadeo	Ministry of Health and Quality of Life	
6.	Mrs PEERMAMODE Rookaya Bibi	Public Service Commission	
7.	Mr. MORABY Mamode Majoudeen	Ministry of Labour, Industrial Relations and Employment	
8.	Miss PEERUN Jyotee Shuno Devi	Ministry of Public Utilities (Water Resources Unit)	
9.	Miss RAMBORUN Maheswari	Ministry of Education and Scientific Research	
10.	Mrs LI SIK Li Yoon	Mauritius Prisons Service	
11.	Mr. KOWLESSUR Kantakurmar	Ministry of Industry, Financial Services and Corporate Affairs (Industry)	
12.	Mr. CHUTOORGOON Endranath	Ministry of Agriculture, Food Technology and Natural Resources	
13.	Mr. PRITHIPAUL Chandraprakash	National Transport Authority	
14.	Mr. CHITTOO Kalianduth	Ministry of Health and Quality of Life	
15.	Mr. PILLAY Dooraragen	Ministry of Education and S.R	
16.	Mrs CHAN KAM LON Leemi Suzy	Ministry of Economic Development, Financial Services and Corporate Affairs	

17.	Mr. LEUNG KAI YUEN Sow Fai	Ministry of Social Security, National Solidarity and Senior Citizen Welfare and R.I	
18.	Mr. NEERUNJUN Sohun	Ministry of Environment and National Development Unit (Environment Division)	
19.	Mr. SUBRAMANIEN Virasamy Mudally	Ministry of Education and S.R	
20.	Mr. ROOJEE Kaiyoom	Ministry of Education and S.R	
21.	Mrs. CHOO BOX SANG Ivy Lovely	Ministry of Tourism and Leisure	
22.	Mr. SREEKEESSOON Raj Kapoor	Ministry of Health and Quality of Life	
23.	Mr. SAHADEY Anilcoomar	Ministry of Social Security, National Solidarity and Senior Citizen Welfare and Reform Institutions	
24.	Mrs HOW CHO HEE Pit Sien Marie Claude	Registrar-General's Department	
25.	Mrs VEERAPPA Sookwantee	Ministry of Industry, Financial Services and Corporate Affairs (Industry Division)	Temporary Transfer to the Board of Investment for a Period of 1 Yr W.e.f. 15 Sept. 2002 Leave Without of Pay
26.	Mrs DOOLHUR Kooswantee	Ministry of External Communications	
27.	Mr. TAUJOO Jamal Ahmad	Ministry of Arts and Culture	
28.	Mrs. CHEENEEBASH Bindoomuttee	Ministry of Training, Skills Development, Productivity and External Communications	
29.	Mr. LABONTE Joseph Emmanuel	Ministry of Social Security, National Solidarity and Senior Citizen Welfare and R. I	
30.	Mrs RAMDENEE Lilawtee Devi	Pay Research Bureau	

**List of Executive Officers selected to follow the Award Course at the University of Technology, Mauritius (UTM)**

<u>S/N</u>	<u>Name</u>	<u>Ministry/ Department</u>	<u>Remarks</u>
1.	Mrs JHUMMUN Deoranee	Customs and Excise Department	
2.	Mrs SOBHEE Indira Devi	Fire Services Department	
3.	Mr SOOBEN Khegarajen	Income Tax Department	
4.	Mrs SEEBORUTH Sobah	Judicial Department	
5.	Mrs LAN HING SUNG Marie Rosemay	Mauritius Prisons Service	
6.	Mrs JUTTUN Phalwantee	Meteorological Services	
7.	Mrs RUMMUN Seetwantee	Ministry of Agriculture, Food Technology & Natural Resources	2 years leave without pay w.e.f 01 April 2003
8.	Mr RUGHOO Deo Krishansingh Rye	Ministry of Agriculture, Food Technology & Natural Resources	
9.	Mr KANHYE Virendra Sharma	Ministry of Agriculture, Food Technology & Natural Resources	2 year leave without pay w.e.f. 24 August 2002
10.	Mrs RUMMUN Noorjahan	Ministry of Agriculture, Food Technology & Natural Resources	
11.	Mr GUNNESS Toolsee	Ministry of Agriculture, Food Technology & Natural Resources	
12.	Mrs PURSUN Umeshwaree	Ministry of Agriculture, Food Technology & Natural Resources	

13.	Mrs BHATOO Afzul	Ministry of Agriculture, Food Technology & Natural Resources	
14.	Mr MUNBOD Goroodev	Ministry of Civil Service Affairs and Administrative Reforms	
15.	Mrs UJOODHA Anil Kumar	Ministry of Commerce and Cooperatives (Commerce Division)	
16.	Mr MARDAYMOOTOO Narainsamy	Ministry of Commerce and Cooperatives (Commerce Division)	
17.	Mrs BAULACKY Marie Ange	Ministry of Commerce and Cooperatives (Cooperatives Division)	
18.	Mrs SEETARAM Ooma Devi	Ministry of Education and Scientific Research	
19.	Mrs FOONDUN Razia	Ministry of Education and Scientific Research	
20.	Mr RAMMA Dooman Kumar	Ministry of Education and Scientific Research	
21.	Mrs BALLOO Vidiawatee	Ministry of Education and Scientific Research	
22.	Mrs SOBRUN Toolsee Devi	Ministry of Education and Scientific Research	
23.	Mrs LIM TSUNG YEE Micheline	Ministry of Education and Scientific Research	
24.	Mr MOHUN Marie Andre Slvain	Ministry of Education and Scientific Research	
25.	Mrs ABDOOL RAHIM Fatma Rehana	Ministry of Education and Scientific Research	
26.	Mrs ROOJEE Faiza	Ministry of Environment and National Development	
27.	Mr DOOMAN Dyaneshwar	Ministry of Finance and Economic Development	1 year leave without pay w.e.f. 05 January 2004
28.	Miss CHADEE Manogatie	Ministry of Finance and Economic Development	

29.	Mr PIERRE Gaetan Norman Jacques	Ministry of Foreign Affairs, International Trade and Regional Corporation (International Trade Division)	
30.	Mrs VEERAHOO Vishwani	Ministry of Health and Quality of Life	

**List of Confidential Secretaries selected to follow the Award Course at the  
University of Technology, Mauritius (UTM)**

<u>S/N</u>	<u>Name</u>	<u>Ministry/ Department</u>	<u>Remarks</u>
1.	Mrs KHEDUN Bibi Mehroon Nesah	Attorney General's Office	Seconded to Office of the President wef 22 October 2003
2.	Mrs ATTAN Kwek Lan	Attorney General's Office	
3.	Mrs YEW HIM FUN Marie Ange Ah Siew	Attorney General's Office	
4.	Mrs CHU TSANG KWAN Rosemay	Government Audit Office	Seconded to ICAC wef 06 June 2002 and on pre-retirement leave wef 01 March 2004
5.	Mrs VADAMOOTOO Anoopah	Government Audit Office	
6.	Miss LI KIM MUI Yang Fong Josette	Judicial Department	
7.	Mrs BEELUNKHUN Fawzia Bibi	Judicial Department	
8.	Mrs MARIE Margaret	Judicial Department	
9.	Mrs HOSANEE Chandranee	Mauritius Prisons Service	
10.	Mrs TAKUN Iqballunessa	Ministry of Civil Service Affairs and Administrative Reforms	Seconded to Office of The Vice-President
11.	Mrs ABDOOL RAHEEM Oomasalma Bibi	Ministry of Civil Service Affairs and Administrative Reforms	
12.	Mrs AH QUNE Jeanne Peetyeen	Ministry of Commerce and Cooperatives (Cooperatives Division)	



13.	Mrs MOHAMUDBUCUS Bibi Jubeida	Ministry of Education and Scientific Research	
14.	Mrs AUDIT Geeta	Ministry of Finance & Economic Development	Seconded to PMO wef 01 October 2003
15.	Mrs AHAMED Oumehanie Ramtoola	Ministry of Finance and Economic Development	
16.	Mrs ESMAEL KAWSARE BANOO	Ministry of Finance and Economic Development	
17.	Mrs NG AH YEH Therese	Ministry of Finance and Economic Development	
18.	Miss THUPSEE Bibi Rehana	Ministry of Finance and Economic Development	
19.	Mrs NG TAT MEW Pid Fong	Ministry of Finance and Economic Development (Economic Development Division)	
20.	Mrs NG TIN SZE Maryline Gilberte	Ministry of Fisheries	
21.	Miss LAN CHEONG WAH Lan Shi Yue	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
22.	Mrs HEERAMUN Rani	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	Seconded to National Human Rights Commission wef 08 September 2003

23.	Mrs WUN SEK LAW Lee Yam Fong	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	Seconded to Ministry of Agriculture wef 30 September 2003
24.	Miss BOYJOO Manee Anista	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
25.	Mrs LAVAL Liette Irene	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
26.	Mrs KETTARY Marie Lucette	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	Seconded to Central Statistics Office wef 06 January 2004
27.	Mrs ANTOINETTE Marie Florette	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
28.	Mrs DINMAHOMED Fawzia Bibi	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
29.	Mrs NOORAH Bibi Aziza	Ministry of Health and Quality of Life	
30.	Mrs TSANG CHIN SHUEN Tsin Moi Kiow	Ministry of Health and Quality of Life	

**List of Senior Word Processing Operators selected to follow the Award Course at the University of Technology, Mauritius (UTM)**

<u>SN</u>	<u>Name</u>	<u>Ministry/ Department</u>	<u>Remarks</u>
1.	Mrs CHAN AHE PING Fatiha	Ministry of Labour, Industrial Relations and Employment	
2.	Miss CASSIM Rachida Bibi Mamode	Ministry of Environment & National Development Unit (National Development Unit)	
3.	Miss AREEVADEE Marie Sybille Annielle Francesse	Registrar - General's Department	
4.	Miss MAUDHOO Bibi Fazila	Income Tax Department	
5.	Mrs MATHOORA Neelwantee	Civil Status Division	
6.	Mrs DOOKHEE Baboo Jaywantee Rye	Value Added Tax Department	
7.	Mrs CHELLAPEN Saroja	Treasury	
8.	Mrs HATTEEA Aminabai Eshack	Central Tender Board	
9.	Mrs POORNOMANSY Marie Monique	Valuation Division	
10.	Mrs MOWLABUCUS Rehana Bibi	Ministry of Social Security, National Solidarity & Senior Citizen Welfare and Reform Institutions	
11.	Mrs TYPHIS Shirley Millicent	Ministry of Industry, Financial Services and Corporate Affairs (Industry Division)	
12.	Mrs UNGAMAH Sindamanee	Ministry of Fisheries	
13.	Mrs BUCKHOREELALL Urmila	Ministry of Public Utilities (Water Resources Unit)	

14.	Mrs BONOMALLY Marie Jeanette Mireille	National Development Unit	
15.	Mrs MUNESHWAR Bidwantee	Ministry of Agriculture, Food Technology & Natural Resources	
16.	Mrs PEERBOCCUS Faizah Bibi	Ministry of Environment and National Development Unit (Environment Division)	
17.	Miss LEUNG PONG YUEN Lee Chou	Ministry of Tourism and Leisure	
18.	Mrs CHUNG TICK KAN Chin Yun	Prime Minister's Office (Government Information Service)	
19.	Mrs HAFEZ AMIR Khudaija Bibi	Ministry of Arts and Culture	
20.	Mrs GOOLAUB Lalita	Ministry of Local Government and Rodrigues (Local Government Division)	
21.	Miss KHADAROO Bibi Ameena Nazmeen.	Customs and Excise Department	
22.	Mr PISTON Georges Ricaud Daniel	Police Department	
23.	Mrs BABOOLALL Bidiadharry	Ministry of Public Utilities	
24.	Mrs LECKRAM Leela Devi	Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)	
25.	Mrs EMAMBOCUS Bibi Hazmay	Central Statistical Office	
26.	Mrs BALEEKDAR Clairette	Ministry of Education and Scientific Research	

27.	Mrs MURTUZA Rookayah Bibi	Ministry of Training, Skills Development, Productivity and External Communications	
28.	Mrs BISSESSUR Amrawtee	Ministry of Education and Scientific Research	
29.	Mrs ANAMALAY Pechy	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)	
30.	Mrs LIMBADA Nazneen Bibi	Ministry of Agriculture, Food Technology & Natural Resources	
31.	Mrs COORJEE Sarojini	Local Government Commission	
32.	Mrs ISSACK Mary Laure	Prime Minister's Office	
33.	Mrs ABDOOL RAMAN Faeza	Ministry of Civil Service Affairs and Administrative Reforms	
34.	Mrs WONG HON LANG Lee Sew Pin	Ministry of Civil Service Affairs	
35.	Mrs FERAG Yaminibye	Ministry of Commerce and Cooperatives (Cooperatives Division)	
36.	Mrs HULDAROWA Selvambal	Attorney General's Office	
37.	Mrs CURE Prabawatee	National Development Unit	
38.	Mrs GHAMY Bibi Nazma	Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)	

39.	Mrs JOOMUN Halimah Bibi	Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)	
40.	Mrs SAHEBDIN Bibi Quraisha	Ministry of Health and Quality of Life	
41.	Mrs TACKOORY Vedwantee	Ministry of Agriculture, Food Technology & Natural Resources	
42.	Mrs SEEBOCUS Indira	Ministry of Agriculture, Food Technology & Natural Resources	
43.	Mrs NUJOO Sabeela	Companies Division	
44.	Mrs LEELODHARRY Breendamatee	Ministry of Health and Quality of Life	