



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 32 of 2004
E/152/50/11/07 OA

02 June, 2004

From Senior Chief Executive, Ministry of Civil Service Affairs & Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

ICT Training Programme for Office Attendants

Following a request made by the Government Office Attendant Union, this Ministry has agreed to sponsor all Office Attendants who are willing to follow the Computer Proficiency Programme (CPP) run by the National Productivity and Competitiveness Council (NPCC). The programme will provide *inter alia* a general introductory hands-on sessions to beginners so as to enable them to be proficient in using a computer.

2. In view of the above, it has been decided that in the first instance, Office Attendants who are attached to the offices of Ministers, Parliamentary Private Secretaries, Secretary to Cabinet and Head of the Civil Service and Head of Ministries be sent for the training under the proposed ICT Training Programme and thereafter all other Office Attendants willing to follow the training programme will be taken on board.

3. In the light of the foregoing, it would be appreciated if you could submit the names of Office Attendants willing to follow the Training Programme, in order of priority as indicated in paragraph 2 above, at latest by Friday 11 June, 2004, at the following address:

Senior Chief Executive,
Ministry of Civil Service Affairs & A.R,
Training & Distance Learning Unit,
4th floor, ATOM House,
16, Royal Road,
PORT LOUIS


(K. Ponnusamy)
Senior Chief Executive

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