



## REPUBLIC OF MAURITIUS

Ministry of Civil Service Affairs and Administrative Reforms  
Circular Letter No. 61 of 2004

E/260/72/01/10 (T)

29 November 2004

From: Senior Chief Executive, Ministry of Civil Service Affairs & A. R

To: Supervising Officers i/c Ministries/ Departments

### Award Course for the General Services

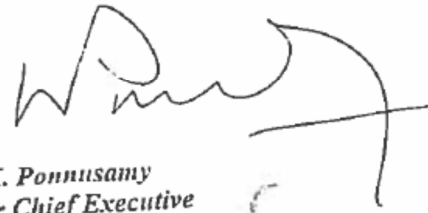
Please refer to our Circular Letter No. 20 of 2004.

2. In line with the recommendations of the Pay Research Bureau in its 2003 Report (Volume 1 - Chapter 9), arrangements have been made with the University of Technology, Mauritius (UTM) for the running of short award courses for a second batch, 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>Period</u>
Higher Executive Officers	Advanced Course in Office Management and Supervision	9	20 weeks	17 January to 03 June 2005
Executive Officers	Award Course in Office Management	5	10 weeks	14 March to 25 May 2005
Confidential Secretaries	Award Course in Public Administration	5	10 weeks	17 January to 30 March 2005

3. 30 participants in each category have been selected on the basis of seniority (Re annex I to III).

4. I should be most grateful if you could kindly arrange for the release of the Officers whose names appear in the annexed lists, to follow the respective training programmes.
5. I rely on your usual support and cooperation for the smooth implementation of our training and staff development programmes.



*K. Ponnusamy*  
*Senior Chief Executive*

## PROFORMA

### Setting up of Training Committees in Ministries/Departments (As per PRB 2003 Recommendations Vol I Para 9)

1. Ministry/Department: .....

2. Objectives of the Ministry/Department

.....  
 .....  
 .....

3. Name of Coordinator (not below the rank of a Principal Assistant Secretary)

Name: .....  
 Designation: .....  
 Tel No: .....  
 Fax No: ..... E-Mail: .....

4. Composition of the Training Committee (as recommended at Volume I Para. 9 of PRB Report 2003 – Re this Ministry's Circular Letter No 26 of 2003)

<u>Name</u>	<u>Designation</u>	<u>Phone No.</u>	<u>Fax No</u>	<u>E-Mail</u>
Chairman: .....				
Members				

- (v) organisations should create the necessary environment to ease the obtention of additional qualifications required to cross Qualification Bar (QB) or for appointment or promotion.
2. It would be appreciated if appropriate action could be initiated at your end for the implementation of the above recommendations. The composition of the Committee mentioned at paragraph 1(i) above should be communicated to this Ministry for coordination purposes.
3. I rely on your usual support and cooperation for the smooth implementation of the Training and Staff Development programmes.



(D.P. Ruhee)  
*Secretary for Public Service Affairs*

LB/ Circular PRB

Library

MY REF. E/260/72/01/10 (T)
YOUR REF.

Date 29 November, 2004

From : Senior Chief Executive, Ministry of Civil Service Affairs & Administrative Reforms  
To : Heads of Ministries/Departments

**SUBJECT: Award Courses for Higher Executive Officers, Executive Officers and Confidential Secretaries**

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.

Target Group	Course	No of Modules	Duration (Full Time)
Higher Executive Officers	Advanced Course in Office Management and Supervision	9	20 weeks
Executive Officers	Award Course in Office Management	5	10 weeks
Confidential Secretaries	Award Course in Public Administration	5	10 weeks
Senior Word Processing Operators	Award Course in Public Administration	3	5 weeks

3. The first batch of Higher Executive Officers, Executive Officers, Confidential Secretaries and Senior Word Processing Operators completed the Award Courses in August and September 2004. The next batch of Higher Executive Officers and Confidential Secretaries will start at 17 January 2005 whereas the Executive Officers will start on 14 March 2005.

4. The Ministry of Civil Service Affairs & Administrative Reforms has arranged with the UTM to take on board a few officers from parastatal bodies. However, all costs will have to be borne by the parastatal organizations. The courses are on a full time basis and are scheduled as follows:

Target Group	Period
Higher Executive Officers	17 January to 03 June 2005 (20 weeks)
Executive Officers	14 March to 25 May 2005 (10 Weeks)
Confidential Secretaries	17 January to 30 March 2005 (10 weeks)

5. The second batch of Higher Executive Officers and Confidential Secretaries is scheduled to start on 17 January 2005 and the batch of Executive Officers on 14 March 2005.

6. It would be appreciated if Heads of parastatal bodies falling under the jurisdiction of your Ministry/Department could be informed of the above arrangements and request them to liaise with the UTM directly if they wish to sponsor their officers for the programme.

  
**K. Ponnusamy**  
**Senior Chief Executive**

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

## BATCH B

<b>S/N</b>	<b>Name</b>	<b>Designation</b>	<b>Ministry/ Department</b>
1.	Mrs BABET Marie Gladys	Higher Executive Officer	Ministry of Education and S.R
2.	Mr. MORABY Mamode Majoudeen	Higher Executive Officer	Ministry of Labour, Industrial Relations and Employment
3.	Miss RAMBORUN Maheswari	Higher Executive Officer	Ministry of Education and Scientific Research
4.	Mr. SUBRAMANIEN Virasamy Mudally	Higher Executive Officer	Ministry of Education and S.R
5.	Mr. TAUJOO Jamal Ahmad	Higher Executive Officer	Ministry of Arts and Culture
6.	Mr. LABONTE Joseph Emmanuel	Higher Executive Officer	Ministry of Social Security, National Solidarity and Senior Citizen Welfare and R. I
7.	Mrs RAMDENEEL Lilawtee Devi	Higher Executive Officer	Pay Research Bureau
8.	Mrs SUNASSEEL Malleegaye	Higher Executive Officer	Ministry of Industry, Financial Services and Corporate Affairs (Industry Division)
9.	Mrs NG. CHEONG Kai Fee Fong Marlene	Higher Executive Officer	Electoral Commissioner's Office
10.	Mr. DESVEAUX Spencer Michael Clement	Higher Executive Officer	Permanent Arbitration Tribunal
11.	Mrs. ROMOOAH Teinnee	Higher Executive Officer	Employment Division

12.	Mr. APPANAH Rajendrum Anandranath	Higher Executive Officer	Office of the President
13.	Mr. ETOAR Daljeet	Higher Executive Officer	Ministry of Arts and Culture
14.	Mrs SOMAR Joti	Higher Executive Officer	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Div.)
15.	Mrs KHODABUX- GUNNY Rozeedah Beebee	Higher Executive Officer	Ministry of Finance and Economic Development
16.	Miss ON SIONG You Moy Ah Mew	Higher Executive Officer	Ministry of Commerce and Co-Operatives (Commerce Division)
17.	Mr. GOPAUL Ramesh	Higher Executive Officer	Ministry of Women's Right, Child Development and Family Welfare
18.	Mr. DUSORUTH Veeswamitra	Higher Executive Officer	Prime Minister's Office (Government Information Service)
19.	Mr. MUNGRA Devanand	Higher Executive Officer	Ministry of Civil Service Affairs and Administrative Reforms
20.	Mrs. WONG SHUI WAN Lie OY Yoon Marilyne	Higher Executive Officer	Ministry of Finance and Economic Development
21.	Mrs. VEERAPEN-JOUAN Savitri Pillay	Higher Executive Officer	Ministry of Industry, Financial Services and Corporate Affairs (Industry Division)
22.	Mrs. JUGOO Jayantee	Higher Executive Officer	Ministry of Education & Scientific Research
23.	Mrs VEERAPEN Bumadevi	Higher Executive Officer	National Transport Authority
24.	Mr. RAMDOO Emraj	Higher Executive Officer	Ministry of Health & Quality of Life



25.	Mrs. HOSENIE Bibi Aisssa	Higher Executive Officer	Ministry of Education & Scientific Research
26.	Miss. TOOCARAM Soomeetrabaye	Higher Executive Officer	Ministry of Education & Scientific Research
27.	Mrs. JHOWRY Rajaswaree Kumari	Higher Executive Officer	Ministry of Commerce & Co- operatives (Commerce Division)
28.	Mrs. ALLARAKHA Nooroon Nissa	Higher Executive Officer	Ministry of Education & Scientific Research
29.	Mrs. LAN KENG LUN Nyoon Yin	Higher Executive Officer	Ministry of Finance and Economic Development
30.	Mrs. RAMBEAS Santa	Higher Executive Officer	Prime Minister's Office

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

**Batch B**

<b>S/N</b>	<b>Name</b>	<b>Designation</b>	<b>Ministry/ Department</b>
1.	Mr. PIERRE Gaetan Norman Jacques	Executive Officer	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Div.)
2.	Mrs. VEERAHOO Vishwani	Executive Officer	Ministry of Health and Quality of Life
3.	Mrs SOBHEE Indira Devi	Executive Officer	Fire Services Department
4.	Mrs PURSUN Umeshwaree	Executive Officer	Ministry of Agriculture, Food Technology & Natural Resources
5.	Miss REHAUT Marie Jocelyne Stella	Executive Officer	Prime Minister's Office
6.	Mr. FAKEERMAHAMO OD Mohamad Hussain Abdoola	Executive Officer	Ministry of Health and Quality of Life
7.	Mrs LIM TSUNG YEE Micheline	Executive Officer	Ministry of Education and Scientific Research
8.	Mr. MOHUN Marie Andre Sylvain	Executive Officer	Ministry of Education and Scientific Research
9.	Mr MARDAYMOOTOO Narainsamy	Executive Officer	Ministry of Commerce and Co- operatives (Commerce Division)
10.	Mrs RAMOTH Bibi Rehana	Executive Officer	Ministry of Public Infrastructure, Land & Shipping (Public Infrastructure Division)
11.	Miss MUNGUTROY Florence Mildred	Executive Officer	Ministry of Social Security, National Solidarity & Senior Citizen Welfare and Reform Institutions
12.	Miss CHADEE Manogatie	Executive Officer	Ministry of Finance and Economic Development
13.	Mrs RADHAKESOON Urmilla Devi	Executive Officer	Prime Minister's Office

14.	Mrs MAUDARBOCUS Bibi Fatema	Executive Officer	Ministry of Housing & Lands, Small and Medium Enterprises, Handicraft and the Informal Sector
15.	Mr JHUNDOO Jaykumar	Executive Officer	National Development Unit
16.	Mr JUNGLEE Reshad	Executive Officer	Ministry of Information Technology and Telecommunications
17.	Mrs ABDOOL RAHEEM Fatmah Rehana	Executive Officer	Ministry of Education and Scientific Research
18.	Mrs TONTA Marie Lourdes Roseline	Executive Officer	Value Added Tax Department
19.	Mr SOOBEN Khegarajen	Executive Officer	Income Tax Department
20.	Mrs CHETLALL Chhaya Kumari	Executive Officer	Ministry of Health and Quality of Life
21.	Mrs BALLGOBIN Dhanessary	Executive Officer	Treasury
22.	Mrs GOPEE Fazilah Ben	Executive Officer	Ministry of Finance and Economic Development
23.	Mrs SERVANSING Nirmala	Executive Officer	Prime Minister's Office
24.	Mr DAMHAR Rajpoot	Executive Officer	Ministry of Health and Quality of Life
25.	Mrs BEEHARRY Vijayawantee	Executive Officer	Ministry of Social Security, National Solidarity & Senior Citizen Welfare and Reform Institutions
26.	Mrs KUREEMAN Ameenah Beebee	Executive Officer	Ministry of Finance and Economic Development
27.	Mr BHUGUN Satiabarath	Executive Officer	Judicial Department
28.	Mr MUNBODHOWA Ramraj	Executive Officer	Ministry of Public Infrastructure, Land Transport and Shipping (Public Infrastructure Division)
29.	Mr TOURABALY Goolam Issac	Executive Officer	Ministry of Agriculture, Food Technology & Natural Resources
30.	Mrs BOOKUN Sabitree	Executive Officer	Fire Services Department

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

**Batch B**

<b>S/N</b>	<b>Name</b>	<b>Designation</b>	<b>Ministry/ Department</b>
1.	Mrs WUN SEK LAW Lee Yam Fong	Confidential Secretary	Ministry of Agriculture, Food Technology & Natural Resources
2.	Miss LI KIM MUI Yang Fong Josette	Confidential Secretary	Judicial Department
3.	Mrs WONG MEW WAH Pit Choo Joyce	Confidential Secretary	Ministry of Training, Skills Development, Productivity & Employment (Human Resource Development Division)
4.	Mrs LEELAH Saraswatee Devi	Confidential Secretary	Ministry of Public Utilities
5.	Mrs VADAMOOTOO Anoopah	Confidential Secretary	Government Audit Office
6.	Mrs ANTOINETTE Marie Florette	Confidential Secretary	Ministry of Foreign Affairs, International Trade and Regional Cooperation (IT Division)
7.	Mrs MARIE Margaret	Confidential Secretary	Judicial Department
8.	Mrs ARASEN Vimala	Confidential Secretary	Ministry of Public Infrastructure, Land Transport and Shipping (Land Transport & Shipping Division)
9.	Mrs AUDIT Geeta	Confidential Secretary	Prime Minister's Office
10.	Mrs VING TAI WENG Rosemay Sip Moy	Confidential Secretary	Ministry of Local Government and Rodrigues (Local Government Division)
11.	Mrs DINMAHOMED Fawzia Bibi	Confidential Secretary	Ministry of Foreign Affairs, International Trade Cooperation (International Trade Division)
12.	Mrs ABDOOL RAHEEM Oomasalma Bibi	Confidential Secretary	Ministry of Civil Service Affairs and Administrative Reforms

13.	Mrs TOW NAM Oy Woon Ah Yew	Confidential Secretary	Ministry of Public Utilities
14.	Mrs MOHAMUDBUCUS Bibi Jubeida	Confidential Secretary	Ministry of Education and Scientific Research
15.	Miss THUPSEE Bibi Rehana	Confidential Secretary	Ministry of Finance and Economic Development
16.	Mrs NOORAH Bibi Aziza	Confidential Secretary	Ministry of Health and Quality of Life
17.	Mrs YEW HIM FUN Marie Ange Ah Siew	Confidential Secretary	Attorney-General's Office
18.	Mrs TSANG CHIN SHUEN Tsin Moi Kiow	Confidential Secretary	Ministry of Health and Quality of Life
19.	Mrs DULSING ROY Nasim Begum	Confidential Secretary	Ministry of Health and Quality of Life
20.	Mrs SOBRATEE Bibi Zaheda	Confidential Secretary	Ministry of Fisheries
21.	Miss HOW SOU CHONG Marie Helene Hi Foun	Confidential Secretary	Electoral Commissioner's Office
22.	Mrs SOBNACK Nalini	Confidential Secretary	Prime Minister's Office
23.	Mrs LIM VAN SEW Mee Yoon	Confidential Secretary	Ministry of Foreign Affairs, International Trade and Regional Cooperation (International Trade Division)
24.	Mrs BONNE Marie Lisetta	Confidential Secretary	Ministry of Public Infrastructure, Land & Shipping (Land Transport & Shipping Division)
25.	Mrs CHEUNG KAI SUET Joice	Confidential Secretary	Ministry of Tourism and Leisure
26.	Miss BOODHNA Sheila	Confidential Secretary	Local Government & Solid Waste Management
27.	Mrs CHUNNOO Savitree	Confidential Secretary	Ministry of Arts and Culture

28.	Mrs CONTAVADOO Pramilah	Confidential Secretary	Ministry of Health & Quality of Life
29.	Mrs LEW HING GENG Florence Kioon Yin	Confidential Secretary	Human Rights Commission
30.	Mrs BUNDHOO Bibi Nazma	Confidential Secretary	Ministry of Foreign Affairs, International Trade & R.C. (Int. Trade Div.)