



Ministry of Civil Service Affairs and Administrative Reforms

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 8 of 2004
Ref: E/70/1/07 (T)

02 February, 2004

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

To: *Supervising Officer i/c Ministries/Departments*

Sponsorship - Post-graduate courses run on part-time basis at the University of Mauritius, University of Technology, Mauritius (UTM) and other recognised local institutions

This Ministry is putting up another scheme to sponsor public officers following post-graduate courses run at the University of Mauritius and University of Technology, Mauritius, as well as in other recognised local institutions. The courses chosen should be on a part-time basis, as from 5 p.m during weekdays and on Saturdays and Sundays. The objective of the scheme is to provide senior public officers the opportunity to enhance their knowledge and upgrade their intellectual capabilities with a view to ultimately professionalise the decision making process and the delivery of public services.

2. **Eligibility Criteria**

- (i) The scheme is open to all Officers drawing a salary in a scale the top of which is not less than Rs 27,200.
- (ii) Application for sponsorship of part-time courses run only after 5 p.m during week days and during weekends will be considered.
- (iii) **Age**
Officers should preferably not have reached their 50th birthday at the time of application.
- (iv) **Field of Study**
The field of study chosen should have a direct link with regard to the officers' duties and post held.

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(v) **Holder of a first degree**

Officers should be holders of a first degree from a recognised University and should reckon at least five years' service in a substantive capacity in their respective cadres.

(vi) **Funding**

The sponsorship which shall be of up to an amount of Rs 200,000, includes registration, examination and other related fees payable to the University of Mauritius or University of Technology, Mauritius (UTM) or other recognised local institution. The payment will be effected on a refund basis on presentation of relevant evidence (original receipts). No re-sit will be funded as this will have to be borne by the Officers. Officers not completing the course should refund the Government the amount sponsored.

(vi) **Bond**

Sponsored Officers will be required to enter into a bond in accordance with the provisions laid down in the Personnel Management Manual.

(vii) **Recognition/Accreditation**

For courses run by institutions other than the University of Mauritius and University of Technology, Mauritius, the Officers applying for sponsorship should also submit documentary evidence from the National Accreditation and Equivalence Council (NAEC) and Mauritius Qualifications Authority (MQA) regarding recognition/accreditation of institution and equivalence of the course chosen.

3. **Examination Leave**

An aggregate of three weeks' leave *per annum* shall be granted for revision and examination purposes.

4. Eligible officers are invited to submit their application to this Ministry on the enclosed prescribed form.
5. The scheme shall be deemed to be effective as from January 2004.
6. This Circular Letter together with the application form are also available on the website of the Ministry at the following address: <http://civilservice.gov.mu>.


(K. Ponnusamy)
Senior Chief Executive

Copy to:-

Secretary to Cabinet and Head of the Civil Service

MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS
SPONSORSHIP
POST GRADUATE COURSES RUN ON A PART-TIME BASIS AT THE UNIVERSITY OF MAURITIUS
AND UNIVERSITY OF TECHNOLOGY, MAURITIUS (UTM)
AND OTHER RECOGNISED LOCAL INSTITUTIONS
APPLICATION FORM

SECTION A

1. Surname (Mr/Mrs/Miss).....
2. Other Names:.....
3. Date of Birth:.....
4. Address:.....
5. Telephone No. (Office):..... (Res)..... E-mail.....
6. Designation:.....
7. Salary:..... Salary Scale:.....
8. Posting:.....
9. Date joined service:.....
10. Date of present appointment:.....
11. Years of service in the grade:.....
- 12.

QUALIFICATIONS

(Indicate Name of Examining Body and Date obtained)

13. Course enrolled for:.....
 Date of enrolment:.....
 Institution:.....
- 14 a. Duration of course:.....
 b. Total cost:.....
 c. Amount of instalments:.....
 d. Terms of payments:.....
 (photocopies of documentary evidence regarding qualifications held, course content, fees payable, registration to be attached)

15. For institutions other than the University of Mauritius and University of Technology, Mauritius, please state whether equivalence of the course chosen and recognition of the institution has been obtained from National Accreditation and Equivalence Council (NAEC) and Mauritius Qualifications Authority (MQA), respectively?

Yes/No:.....

(Documentary evidence to be attached)

16. In what way is the course relevant to your present work or future career?

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17. I agree to enter into a bond to follow and complete the course and to serve the Government after completion of course as per provisions laid down in the Personnel Management Manual.

18. I undertake to follow the course through its completion within the given time, failing which I shall refund the total cost incurred by Government regarding my sponsorship.

Date:.....

Signature of Applicant:.....

19. The above information have been verified and are certified correct.

Ministry/Department:.....

Supervising Officer

Date:.....

SECTION B

20. Recommendation of Head of Ministry/Department

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Date:.....

Signature of Head of Ministry/Department

N.B Applicant should submit this form to the Ministry of Civil Service Affairs and Administrative Reforms through his/her Supervising Officer at the following address:

Senior Chief Executive,
Ministry of Civil Service Affairs and Administrative Reforms,
4th Floor,
ATOM House,
Royal Road,
Port Louis.