



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

9 June, 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 4 of 2004
E/60/15/01 V21

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

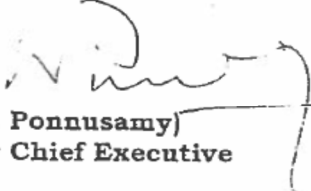
Incremental Credit for Additional Qualifications

Please refer to this Ministry's Circular Note No. 6 of 2003.

2. The National Accreditation and Equivalence Council has worked out an application form for officers who would apply for equivalence/recognition in connection with incremental credits for additional qualifications. The form is intended to capture maximum information that would help the Council decide on the equivalence/recognition of qualifications. A copy of the application form is enclosed

3. It has been decided that henceforth any officer requesting for recognition/equivalence of his/her additional qualifications in order to obtain incremental credits should fill in the enclosed application form and channel it through the Supervising Officer of the Ministry/Department who will submit same to the National Accreditation and Equivalence Council.

3. It would be appreciated if the contents of this Circular Note could be brought to the attention of all officers serving in your Ministry/Department.


(K. Ponnusamy)
Senior Chief Executive

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

NATIONAL ACCREDITATION AND EQUIVALENCE COUNCIL

Application for recognition/equivalence of qualifications in connection with the award of Incremental Credits

Please complete this form as fully as possible.

Ministry/Department:

A. Personal Information

1. Surname: First Name: Mr/Ms/Mrs/Dr.
2. Maiden Name (if applicable):
3. Present Occupation/Appointment:
4. Whether appointed substantively in present post, Yes No
5. If yes, date of appointment:
6. Date joined service:
7. Post held when joining the service:
8. Qualifications required/submitted for post at (7)
9. Intermediate posts held and date (if any):

10. Examinations passed in chronological order

Certificates	Year of Award	Name of Awarding Institution and Country
(a)
(b)
(c)
(d)

B. Qualifications required for the present post:

C. Additional Qualification(s) for which award of incremental credit is being sought:

Qualification	Year of Award	Name of Awarding Institution and Country	Duration		Mode of Study (FT/PT/DL)
			From	To	
(a)
(b)
(c)

(please enclose certified copy of Marksheets and Academic Transcripts and Certificates)
 (Please note that presentation of false/faked documents constitutes an offence which is liable to prosecution.)

Date: Signature: