



Library Section

Ministry of Civil Service Affairs and Administrative Reforms

Ministry of Civil Service Affairs and Administrative Reforms

08 September 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No 6 of 2004
E/70/1/01/87T

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

To: Supervising Officers i/c Ministries/Departments

Training Needs Assessment (TNA)

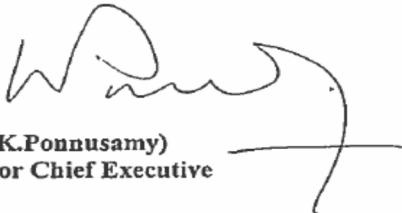
Please refer to this Ministry's Circular Letter No. 16 of 2004 on the above subject.

2 The ITEC experts have already joined the Ministry and are presently working on the TNA assignment. They would soon be having working sessions with Ministries/Departments and they have requested for an Organisational Chart of each Ministry/Department together with some additional information.

3 I should be grateful if you could kindly arrange for the submission of the information as per enclosed proforma at latest by 17th September 2004 at the following address:

The Senior Chief Executive
Ministry of Civil Service & Administrative Reforms
(Attn. Mrs. N. Hazarika)
7th Floor, Fooks House,
Bourbon Street,
Port Louis
Tel No.: 210 9508 / 210 9238 .
Fax No.: 210 8667

4 I thank you for your usual cooperation.


(K.Ponnusamy)
Senior Chief Executive

Ref: E/70/1/01/87(T)
(Annex to Circular Note No. 6 of 2004)

TRAINING NEEDS ASSESSMENT PROFORMA

(A Separate proforma should be filled in by each Ministry/Department as well as by each Sections/Division of the Ministry/Department)

A. Ministry/Department:.....

B. Section/Division:.....

C. Vision:.....

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D. Mission:.....

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E. Services provided:

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F. Stakeholders:

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G. Problem Areas Identified

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**H. Present status of IT infrastructure, IT literacy and its usage
(In brief):**

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Please attach a copy of an Organisational Chart together with the schedule of Oduties of senior officers.

This proforma should be submitted to the following address:

*The Senior Chief Executive
Ministry of Civil Service Affairs & Administrative Reforms
(Attn: Mrs N Hazarika)
7th Floor, Fooks House,
Bourbon Street,
Port Louis
Tel No.: 2109508/2109238
Fax No.: 2108667*