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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

04 March 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No 14 of 2011

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers in charge of Ministries/Departments

Travel Grant

According to paragraph 3.5.5. of the Personnel Management Manual, a travel grant under paragraph 3.5.4(1) may be authorised by the Supervising Officer, or by a senior officer duly authorised by him, subject to the following conditions:

- (i) the officer must use his private car to attend duty and for official travelling; and
- (ii) the car must be registered in the name of the officer or that of his/her spouse with the National Transport Authority.

2. Payment of travel grant as from date of eligibility may therefore be authorised by the Supervising Officer, or a senior officer authorised by him, if he is satisfied, on the basis of documentary or other evidence, that the conditions specified at paragraph 3.5.5(1) are fulfilled.

3. Supervising Officers are requested to ensure that the contents of this Circular Letter are brought to the attention of officers of their Ministries/Departments, parastatal organisations and other statutory bodies falling under the aegis of their Ministries

S Seebaluck
Senior Chief Executive

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