



REPUBLIC OF MAURITIUS

10 January 2024

Ministry of Public Service, Administrative and Institutional Reforms
Circular Note No. 2 of 2024
TA/1/1 V2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Nominations for overseas training/seminar/workshop/study tours

Please refer to this Ministry's Circular Letter No. 41 of 2016 dated 27 September 2016, which clearly spells out the procedures and guidelines relating to overseas training, and nominations thereof.

2. These **procedures are applicable for both on-line and face to face training** offered by International Donor Agencies/Countries and should be strictly complied with.

3. It has been reported to this Ministry that certain officers in some Ministries/Departments have attended overseas online courses without the necessary clearances and approval being obtained. Such situations flout the provisions of this Ministry's Circular Letter No. 41 of 2016. **Departure from established procedures is not acceptable and cannot be justified in any circumstances.**

4. Supervising Officers are requested to bring the contents of this Circular Note to the attention of all officers concerned reiterating this Ministry's instructions and to stand guided by the **Circular Letter No. 41 of 2016**, to ensure that all necessary procedures are strictly followed, regarding overseas training. Non-compliance with the established procedures may entail disciplinary action against the officers concerned.

5. You are also requested to ensure that this Circular Note is forwarded to Parastatal Bodies falling under the purview of your Ministry/Department.

K. Conhye
Secretary for Public Service

Copy to: (i) Secretary to Cabinet and Head of the Civil Service
(ii) Secretary for Foreign Affairs