



MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

21 November 2025

Ministry of Public Service and Administrative Reforms

Circular Letter No. 72 of 2025

E/363/9/09

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Advanced Secretarial Course for officers in the grade of Confidential Secretary

The Atal Bihari Vajpayee Institute of Public Service and Innovation will organise the Advanced Secretarial Course for officers in the grade of Confidential Secretary during the Financial Year 2025-2026. The course will be run on a combined mode, that is, online and face-to-face tutorials, with three half-day sessions of face-to-face tutorials per module/per semester.

2. The course will span over two semesters and will comprise the following modules:

Semester One

- (i) Roles and Responsibilities of the Confidential Secretary;
- (ii) Customer Care and Public Relations; and
- (iii) Information and Communication Technology.

Semester Two

- (i) Overview of Public Sector Management; and
- (ii) Communication.

3. Confidential Secretaries posted to your Ministry/Department who have **not** yet followed the Advanced Secretarial Course, are requested to inform this Ministry of their willingness to follow the course, as per the enclosed proforma. The duly filled in form should be submitted to the following address, **not later than Friday, 05 December 2025:**

**The Secretary for Public Service
Ministry of Public Service and Administrative Reforms
General Services Section
Level 7, SICOM Building 2,
Corner Chevreau and Reverend Jean Lebrun Streets,
Port Louis**

4. Officers who had already exercised their option in response to this Ministry's Circular Letter No. 59 of 2024 and who have not yet followed the abovementioned course, should exercise their option anew.

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5. Officers who enroll in the course and subsequently fail to attend same until its completion will have to refund, within a period of three months from the date they withdraw from the course, an amount representing the expenses incurred by Government for the training course.
6. You are requested to bring the contents of this Circular Letter to the attention of all the officers concerned, including those who are on leave locally or overseas.



Dr D. Kawol
Secretary for Public Service

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

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Kindly fill in this form to express your willingness to follow the **Advanced Secretarial Course**.

Surname: Mr/Mrs/Miss

Other Name(s):

Designation:

Ministry/Department:

Office Address:

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Tel No. (Office) (Mobile)

Fax No.: E-mail:

***(a) I am willing to follow the Advanced Secretarial Course.**

***(b) I am not willing to follow the Advanced Secretarial Course.**

(* Please strike out, as appropriate)

Signature:

Date: