



REPUBLIC OF MAURITIUS

02 October 2025

Ministry of Public Service and Administrative Reforms
Circular Letter No. 63 of 2025
TA/1/1 V2

From: *Senior Chief Executive, Ministry of Public Service and Administrative Reforms*

To: *Supervising Officers in charge of Ministries/Departments*

NOMINATIONS FOR OVERSEAS
TRAINING/SEMINARS/WORKSHOPS/STUDY TOURS

Please refer to this Ministry's Circular Letters No. 33 of 2012 and No. 41 of 2016.

2. In line with Government Programme 2025-2029, this Ministry is leading a series of initiatives for the benefit of public officers, *inter-alia*, in the fields of capacity building, innovation and public sector reforms. The objectives behind these initiatives are to ensure that the right knowledge, skills and attitudes are imparted to our Public Officers to support them to become change agents for the transformation of the Public Service and also to build strong institutional capacity to achieve national interest and sustainable development goals.

3. Following several bilateral meetings that this Ministry had with High Commissioners and Ambassadors from various countries represented in Mauritius since January this year, various areas of collaboration, including technical assistance in the field of training and capacity building have been the main subject of discussions.

4. In this context, Supervising Officers of Ministries/Departments have already been requested to submit their nominations for ongoing overseas capacity building training programmes from friendly donor countries, namely, from India, China, Egypt, Singapore and Malaysia, amongst others.

5. Supervising Officers are requested to adhere to the following fundamental principles while submitting nominations:

- (i) officers should **not** be nominated for overseas training courses/seminars/Workshops/study tours **more than twice in any calendar year**. Priority should be given to those officers, who are most senior and who have never attended overseas training;
- (ii) officers being nominated should be the most suitable, competent, motivated and able to contribute effectively to the advancement of the goals and objectives of their organisation;

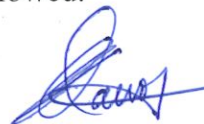
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- (iii) officers should be confirmed in the service and should not be under report; and
- (iv) officers holding temporary appointment or serving on probation may exceptionally be considered for nomination for an overseas training programme, subject to the officer meeting the criteria set out at paragraph 4 of this Ministry's Circular Letter No. 56 of 2017.

6. In view of complaints received recently from donor countries, it would be appreciated if the attention of officers nominated for training overseas could be drawn **in writing** to the fact that they should, at all times, during their training abroad uphold ethical conduct and behaviour so as not to bring disrepute to the good image of the Public Service of Mauritius.

7. The attention of Supervising Officers is also drawn to paragraph 4.10.10(1) of the Human Resource Management Manual and this Ministry's Circular Letter No. 33 of 2012, relating to in-service training courses/seminars/Workshops abroad, which provide that the trainee should, upon his return from training abroad, submit a report, highlighting the benefits derived from the training programme for his organisation as well as, share the knowledge and skills acquired with his colleagues. I make an appeal to my colleagues to ensure that the officers concerned submit their report, **a copy of which should also be submitted to this Ministry, within two (2) weeks of the resumption of duty of the trainee.**

8. You are kindly requested to bring the contents of this Circular to the attention of all officers concerned, as well as Departments/Organisations falling under your Ministry's purview and to ensure that the above procedures are strictly followed.



Dr. D. Kawol
Senior Chief Executive

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