



MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

30 January 2026

Ministry of Public Service and Administrative Reforms

Circular Letter No. 05 of 2026

E/70/141/02 TFA

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/ Departments

Training Programme on Government Security Instructions

This Ministry, in collaboration with the Atal Bihari Vajpayee Institute of Public Service and Innovation (AIPSI) is mounting a training programme on '**Government Security Instructions**' for the five (5) levels of public officers across Ministries/Departments as follows:

Level	Category	Duration of Training	Cost per Participant
1	Worksmen's Group	Half-day	Rs 1,250
2	Support Staff	One full-day	Rs 2,300
3	Frontline/Supervisory/Technical Grade	One full-day	Rs 2,300
4	Middle Management	One full-day	Rs 2,300
5	Top Management	Half-day	Rs 1,250

2. The main objectives of the programme are to:

- (i) understand the aim and importance of the Government Security Instructions (levels 1-5);
- (ii) understand the threats to official information and the consequences of any leakage thereof (levels 1-5);
- (iii) understand how official information are classified (levels 1-5);
- (iv) understand the rules for handling official information (levels 1-5);
- (v) define the responsibilities of Public Officers when using IT equipment (levels 1-5);
- (vi) develop an understanding of the responsibilities of public officers under the law, in safeguarding official information (levels 1-5); and
- (vii) understand the role and responsibilities of the Ministerial/ Departmental Security officers (applicable to levels 4 & 5 only).

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3. The cost of participation will have to be met by respective Ministries/Departments under their corresponding vote item for training.
4. Participants will have to make their own lunch arrangements.
5. Supervising Officers are hereby encouraged to take advantage of this training programme and arrange for the training of a core staff of their Ministry/Department on 'Government Security Instructions' so as to ensure that all officers are sensitised on their individual responsibilities to keep official matters confidential.
6. Mr B. Lillmond, Ag. Training Manager at AIPSI may be contacted on 490-4015 (office) or on email address blillmond@aipsi.mu, for any additional information.



Dr. D. Kawol
Secretary for Public Service

Copy to: 1. Secretary to Cabinet and Head of the Civil Service
2. Registrar, Atal Bihari Vajpayee Institute of Public Service and Innovation