

Ministry of Civil Service and Administrative Reforms
Circular Note No 1 of 2011
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07 February 2011

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

To: *Supervising Officers i/c Ministries/Departments*

Scheme for Partial Sponsorship for Post Graduate Courses

The High Powered Committee has approved the revised Sponsorship Scheme for Post-graduate Courses to make it more responsive to the emerging needs of the Civil Service.

2. The philosophy behind this revised scheme is to offer Senior Public Officers the opportunity to embark on post graduate courses in scarcity/priority areas of study. The post graduate courses are expected to help officers to upgrade and enhance their knowledge, skills and competencies to enable them to contribute more effectively in attaining the goals and objectives of the Civil Service.

3. The criteria for the revised Sponsorship Scheme for Post Graduate Courses shall henceforth be as follows:-

3.1 **Application of Scheme**

Officers shall be eligible for partial sponsorship for post graduate courses at Master's level which are run either locally on a part time basis, after office hours and during weekends or through the Distance Learning Mode.

3.2 **Salary**

The scheme is open to public officers drawing a salary in a scale, the top of which should not be less than Rs 40,000 monthly.

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3.3 Age

Officers should be less than 50 years of age at the time of application.

3.4 Qualification & Experience

Officers should hold a Degree from a recognised university and reckon at least:

Five years' service in a substantive capacity in their respective cadre/grade

or

Ten years' experience in the public service.

3.5 Field of Study

Studies for the post graduate courses at Master's level should be in scarcity/priority areas as indicated at Annex I. The list of scarcity/priority fields of study has been revised and consolidated following a survey carried out among Ministries and Departments and in consultation with the Tertiary Education Commission, the Public and Disciplined Forces Service Commissions and the Pay Research Bureau.

Note:

- (i) The post-graduate course should lead to the obtention of a higher qualification and not a lateral, horizontal equivalent qualification.
- (ii) Officers will **not** be sponsored for courses which are requirements for promotional posts in their respective grades.

3.6 Funding

- (a) Officers shall be eligible for the refund of course fees by this Ministry only once in their career at the rate of 75% of the fees and up to a maximum amount of Rs150,000.
- (b) For certain specialized courses not available locally, but available only through the distance learning mode, consideration would be given for the refund at the rate of 75% of the course fees up to a maximum of Rs300,000.
- (c) The refund of course fees shall be on an instalment basis and the first disbursement shall be effected on production of documentary evidence of enrolment. The final disbursement will be made on successful completion of the semester/final examinations, as the case may be.

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- (d) Officers who are unable to complete the course shall have to refund to Government the equivalent amount so disbursed.
- (e) No refund shall be made for the purchase of books and other payments such as Library, Union or Sports fees and resit exams.
- (f) Sponsorship shall be made on a first come first served basis and subject to availability of funds.
- (g) Applications received after completion of courses will not be entertained.

3.7 **Bond**

Sponsored officers shall be required to enter into a bond in accordance with the provisions of the Personnel Management Manual (PMM) and Circular Letter No.1 of 2010 of the Ministry of Finance and Economic Development.

3.8 **Recognition of Institution and Programme**

Applicants should submit documentary evidence from the Tertiary Education Commission of recognition of the institution and the programme for which sponsorship is sought.

3.9 **Mode of Application**

Officers should submit their application for sponsorship on the prescribed form (Annex II) to this Ministry, through their Supervising Officer, who should make his/her recommendations and certify that the officers satisfy **all** the criteria laid down in the Sponsorship Scheme.

4. Supervising Officers are kindly requested to bring the contents of this Note to the attention of all officers concerned.

5. This Circular Letter together with the application form is also available on the Ministry's website at the following address: <http://civilservice.gov.mu>.

6. This Ministry's Circular Letter No. 18 of 17 April 2008 is hereby repealed. This scheme is effective as from the date of this Note.

(S. Seebaluck)
Senior Chief Executive

C.c: Secretary to Cabinet and Head of the Civil Service