



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND  
INSTITUTIONAL REFORMS  
MAURITIUS**

Date: 18 December 2019

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No. 82 of 2019**  
**E/439/317/04**

***From: Secretary for Public Service***

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

**Capacity Building and Capability Development Programme**  
**Nominations for year 2020**

Please refer to this Ministry's Circular Letter dated 21 December 2018 on the above subject.

2. This Ministry has been informed by the Civil Service College, Mauritius (CSCM) that Ministries/Departments are not nominating sufficient number of public officers to attend training courses dispensed by the College in the four clusters indicated in the table below although the cost of training under these four clusters is met out of the vote of this Ministry-

<b>Training Programme on Performance and Public Service Excellence</b>		
<b>Level</b>	<b>Category</b>	<b>Number of days</b>
Level 1	Workmen's Group	4
Level 2	Support Staff	4
Level 3	Frontline/Supervisory/ Technical Grades	5
Level 4	Middle Management/Professionals	5

This situation is preventing this Ministry to attain the target set by the Pay Research Bureau that 40 to 60 hours of training should be provided annually to every public officer depending upon their grades.

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3. Supervising Officers are therefore requested to:
  - (a) work out their Action Plans with regard to training of their staff and to submit same to the CSCM on email address [contact@cscm.mu](mailto:contact@cscm.mu), with copy to this Ministry on email address [trainingmcsar@govmu.org](mailto:trainingmcsar@govmu.org), **at latest by Monday 30 December 2019**;
  - (b) nominate sufficient number of their staff members to follow training courses in the four clusters ensuring that those who have not benefitted from any training programme at the CSCM, are given priority of consideration ; and
  - (c) liaise with the CSCM to discuss on their training needs and for the development of customised/tailor-made courses for their staff for the year 2020.
4. Nominees for training courses have to be registered on the CSCM website: <http://www.cscm.mu/index.php/downloads> so as to enable the College to channel the officers to the respective **training courses which will start by 15 January 2020**.
5. For any information or clarification, Mr Joel Violette, Training Manager, of the CSCM, may be contacted on 208 7653 (O) or on 5755 3067 (M).
6. I rely on your usual collaboration on this matter.



J.M Simonet

Secretary for Public Service

**Copy to: Secretary to Cabinet and Head of the Civil Service  
Director General, Civil Service College, Mauritius**