



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

13 June 2012

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 33 of 2012
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

In Service Training Courses/Seminars/Workshops Abroad

As you are aware, paragraph 4.10.10(1) of the Human Resource Management Manual provides that an officer who has been sponsored to follow an in-service training course including attendance in workshops and seminars, should, on resumption of duty, submit to his Supervising Officer a report, in writing, on the basis of given guidelines, on the training and its relevance and usefulness.

2. Government has decided that public officers following a training course or attending a workshop/seminar abroad, should submit a report highlighting how the knowledge and new skills acquired would benefit the organization they are serving and also share the knowledge and skills acquired with their colleagues.

3. Supervising Officers are, therefore, requested to ensure that officers concerned submit their report as required and necessary arrangements be made with a view to enabling them to make a proper presentation to their colleagues, soon after their resumption of duty.

(I. M. Oree) Mrs
Acting Senior Chief Executive

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