



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

Ministry of Civil Service and Administrative Reforms
Circular Letter No 17 of 2017
E/439/317/04

Date: 10 March 2017

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

To: Supervising Officers, in Charge of Ministries/ Departments

Release of officers to attend courses offered by Civil Service College, Mauritius

Please refer to this Ministry's Circular Letter No.57 of 2016, on the above subject.

2. Supervising officers are reminded that there is an obligation of the employer to ensure that its employees are continuously and appropriately trained just like there is an obligation of the employee to attend such training without fail.
3. It has, however, been observed that despite all efforts to ensure that officers nominated to follow courses at the Civil Service College, Mauritius (CSCM), attend the training regularly and complete the course, there are still cases where officers either do not attend the training courses for which they have been nominated or attend the courses only partly, and in other cases attend the morning sessions only.
4. For practical reasons, it has been decided that the CSCM will, on behalf of this Ministry, claim from the organisations concerned, the refund of the cost of participation of nominees who did not attend the training courses or attended the courses only partly.
5. Furthermore, in order to enable the CSCM to efficiently plan its training sessions, the College has developed an online registration platform to enable Ministries/ Departments to register officers on training courses.

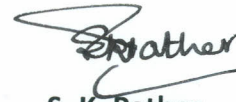
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In this context, you are kindly requested to designate an appropriate officer and an alternate who would be responsible to submit online registration for training courses and be the Liaison officer with the CSCM. Details on the Liaison Officers should be submitted to the CSCM as per the attached form, by **Friday 17 March 2017**, at latest. The Liaison Officers are expected to attend a demonstration of the online registration system on **Wednesday 22 March 2017 at 10:30 hours on Level 6, Fooks House, Bourbon Street Port Louis**.

6. In view of the importance of training and development of public officers, I am reiterating my appeal to all my colleagues, Supervising Officers, to ensure that nominated officers do attend and complete the training courses conducted by the CSCM.

7. I thank you for your cooperation in the matter.



S. K. Pather
Senior Chief Executive

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



CIVIL SERVICE
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Enabling Public Service Excellence

Nomination of Liaising Officer with CSCM

Kindly fill in this form and fax it on **213 7187** to the Civil Service College, Mauritius, 4th floor, ATOM House, Royal Street, Port Louis.

Surname: Mr/Mrs/Miss:

Other Name(s):

Designation:

Ministry/Department:

Address where you are posted:

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Tel. No: (Office) (Mobile)

Fax No.: E-mail:

Signature:

Date:

***For further information contact
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Civil Service College, Mauritius***