



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

09 August 2017

Circular Letter No. 56 of 2017

TA/1/1

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

To: Supervising Officers i/c of Ministries/Departments

NOMINATIONS FOR OVERSEAS TRAINING/SEMINAR/WORKSHOP/STUDY TOUR

Please refer to this Ministry's Circular Letter No. 41 of 2016 of 27 September 2016 which sets out the conditions for the nomination of officers for overseas training.

2. It is provided in paragraph 6(a) (i) of the Guidelines to the above Circular that any officer who is nominated to participate in an overseas training/seminar/workshop/study tour should be confirmed in his office. This is in line with paragraph 1.1.9 of the Human Resource Management Manual which stipulates that:

"an officer on probation shall not, as a normal rule, be sent on a training course unless the approval of the Senior Chief Executive, Ministry of Civil Service and Administrative Reforms is obtained".

3. Of late, it has been observed that in many cases where training opportunities overseas are available, the nomination of officers holding temporary appointment or serving on probation, has not been entertained notwithstanding the fact that the training course was directly related to the duties of the officers. While on the one hand, such a decision may seem to be unfair to the officers concerned, on the other hand, the situation has resulted in the loss of training opportunities from donor countries.

4. Following consultation with the Secretary to Cabinet and Head of the Civil Service, it has now been decided that an officer who holds a temporary appointment or is serving on probation, may be considered for nomination for an overseas training programme where:

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- (i) the course is directly relevant to the duties of and will be useful to the officer concerned;
- (ii) the course is fully funded;
- (iii) **there is no other officer in the Ministry/Department concerned who may be nominated for the proposed course** ; and
- (iv) there is no adverse report against the officer.

5. Supervising Officers are, however, reminded that the responsibility to ensure that the most suitable officer is nominated to participate in a training course/seminar/workshop/study tour overseas, rests solely upon them.

6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all those concerned, including parastatal bodies falling under the purview of your Ministry/Department.

7. I trust that the above arrangements will greatly facilitate the nomination of public officers for overseas training and thus enhance capacity and capability development.



S. K. Pather
Senior Chief Executive

*Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary for Foreign Affairs*