



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

31 August 2017

Circular Letter No. 62 of 2017
TA/210/1 V 3

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

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

Nominations for Overseas Training/Seminar/Workshop/Study Tour

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

2. It is provided in paragraph 4 (vii) of the Guidelines to the above Circular Letter that:
"the final decision to retain or reject a nomination rests with the donor country/agency, and this Ministry remains the official link between Government and the donor country/agency. Candidates should refrain from contacting or writing to High Commissions / Embassies or the organizers to enquire about their nomination, to avoid any embarrassment to the Government;"
3. It has however been observed that the above instructions are not being strictly complied with, thus putting this Ministry in an embarrassing situation, the more so as such practices constitute a fundamental departure from the established procedures governing nominations for training abroad.
4. In this regard, it is more than appropriate that I point out that the Singaporean Authorities have recently drawn attention to the fact that:
 - (a) they have received applications for nominations which have **not** been channelled through and endorsed by this Ministry as the focal point for all matters pertaining to training; and
 - (b) most importantly, there are public officers who have already proceeded to Singapore without any Letter of Acceptance (LOA) from the donor country/organisation.

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5. In order to avoid further embarrassment to this Ministry, Supervising Officers are requested to ensure that officers nominated for training overseas are not allowed to leave the country unless and until:

- (a) the necessary approval has been obtained; and
- (b) the nominated officers have secured their LOA from the donor country/organisation.

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.



S.K. Pather
Senior Chief Executive

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