Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 24 of 2001
E/70/147/01

From: Secretary for Public Service Affairs
To: Supervising Officers i/c Ministry/Department

Distance Learning Scheme

With reference to this Ministry’s circular letter of 25 July, 2001, concerning the Distance Learning Scheme, Annexes A and B thereto have been amended so as to be more in line with the objective of the Scheme.

2. Revised Annex A contains the same list of approved educational institutions for the distance learning mode, while the revised Application Form, Annex B, specifies that eligible officers should submit their application through their respective Supervising Officer for certification of the information provided, copies of which are enclosed.

3. It would be appreciated if this circular could be brought to the attention of all officers concerned in your Ministry/Department.

4. Any inconvenience caused is regretted.

(D.P.-Ruhee)
Secretary for Public Service Affairs

Copy to:
Secretary to the Cabinet and Head of the Civil Service
DISTANCE LEARNING SCHEME

List of Educational Institutions

1. Indira Gandhi National Open University (IGNOU)
2. University of London External Programme
3. University of South Africa, (UNISA)
4. University of Surrey, United Kingdom
5. University of Warwick, United Kingdom
6. University of Leiceister, United Kingdom
7. Edinburgh's Telford College, United Kingdom
8. Deakin University Australia
9. Sheffield Hallam University, United Kingdom
10. Massey University, New Zealand
11. University of New England, Australia
12. University of Tasmania, Australia
13. University of Victoria, North America, Canada
14. Dalhousie University, North America, Canada
15. Open Learning Agency, Canada
MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS

DISTANCE LEARNING SCHEME

APPLICATION FORM

1. Surname: .................................................................

2. Other names: ...........................................................

3. Date of birth: ...........................................................

4. Telephone no. (office) ..............................................

5. Designation: ...........................................................

6. Posting: .................................................................

7. Date joined service: ...................................................

8. Date of present appointment: ....................................... 

9. Years of service in the cadre: ........................................

10. First degree held: .................................................... Institution:

11. Date of admission on the course ...................................

(PHOTOCOPY OF DOCUMENTARY EVIDENCE TO BE ATTACHED)

12. (i) I agree to enter into a bond to follow and complete the course and to serve Government after completion of the course for a period of

(a) three years, where the course is of twelve months' duration or less; and

(b) five years, where the course is of more than twelve months' duration.

13. I undertake to follow the course through its completion, failing which I shall refund the total cost incurred by Government regarding my sponsorship.

DATE: .......................................................... SIGNATURE OF APPLICANT: ..............................................

13. The above information have been verified and are certified to be correct.

Ministry/Department .................................................. Supervising Officer

Date: .................................................................

N.B. Applicant should submit this form to the Ministry of Civil Service Affairs and Administrative Reforms through his/her Supervising Officer.