08 September 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Note No. 6 of 2004
E/70/1/01/87T

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms
To: Supervising Officers i/c Ministries/Departments

Training Needs Assessment (TNA)

Please refer to this Ministry's Circular Letter No. 16 of 2004 on the above subject.

2 The ITEC experts have already joined the Ministry and are presently working on the TNA assignment. They would soon be having working sessions with Ministries/Departments and they have requested for an Organisational Chart of each Ministry/Department together with some additional information.

3 I should be grateful if you could kindly arrange for the submission of the information as per enclosed proforma at latest by 17th September 2004 at the following address:

The Senior Chief Executive
Ministry of Civil Service & Administrative Reforms
(Attn. Mrs. N. Hazarika)
7th Floor, Fooks House,
Bourbon Street,
Port Louis
Tel No.: 210 9508 / 210 9238
Fax No.: 210 8667

4 I thank you for your usual cooperation.

(K. Ponnusamy)
Senior Chief Executive

6th Floor, New Government Centre, Port Louis, Republic of Mauritius
Tel: (230) 201 1045, Fax: (230) 201 3815 E-mail: clvser@mail.gov.mu
Ref: E/70/1/01/87(T)  
(Annex to Circular Note No. 6 of 2004)

TRAINING NEEDS ASSESSMENT PROFORMA

(A Separate proforma should be filled in by each Ministry/Department as well as by each Sections/Division of the Ministry/Department)

A. Ministry/Department: .................................................................

B. Section/Division: .................................................................

C. Vision: ........................................................................

D. Mission: ........................................................................

E. Services provided:

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F. Stakeholders:

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G. Problem Areas Identified


H. Present status of IT infrastructure, IT literacy and its usage (In brief):


Please attach a copy of an Organisational Chart together with the schedule of duties of senior officers.

This proforma should be submitted to the following address:

The Senior Chief Executive
Ministry of Civil Service Affairs & Administrative Reforms
(Attn: Mrs N Hazarika)
7th Floor, Fooks House,
Bourbon Street,
Port Louis
Tel No.: 2109508/2109238
Fax No.: 2108667