



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND  
INSTITUTIONAL REFORMS**

21 January 2022

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No 6 of 2022**  
**E/363/9/09**

**From: Secretary for Public Service**

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

**Advanced Secretarial Course for officers in the grade of Confidential Secretary**

The Civil Service College Mauritius organizes the Advanced Secretarial Course for officers in the grade of Confidential Secretary in collaboration with the Open University of Mauritius. The Course will be offered on a blended distance learning mode with a minimum of two tutorials and one revision session per module. It will span over eight months and will comprise the following modules:

- (i) Roles and Responsibilities of Confidential Secretaries
- (ii) Customer Care and Public Relations
- (iii) Information and Communication Technology
- (iv) Overview of Public Sector Management
- (v) Communication

2. On successful completion of the Advanced Secretarial Course, Confidential Secretaries will be granted one increment at the point reached, subject to the top salary of the grade in line with paragraph 40.47 of the PRB Report 2021.

3. Confidential Secretaries posted to your Ministry and to Departments falling under the aegis of your Ministry, who have **not** followed the Advanced Secretarial Course, are requested to inform this Ministry of their willingness to follow the Course, as per the enclosed proforma. The duly filled in form should reach the General Services Section of this Ministry, Level 7, SICOM Building 2, Cnr Chevreau and Rev Lebrun Streets, Port Louis, **not later than 07 February 2022**.

4. Officers who enroll in the Course and subsequently fail to attend same until its completion will have to refund, within a period of three months from the date they withdraw from the course, an amount representing the expenses incurred by Government for the training course.

5. I should be grateful if the contents of this Circular letter could be brought to the attention of all the officers concerned, including those who are on leave or overseas.

**B. Boyramboli**  
**Secretary for Public Service**

Copy to: Secretary to Cabinet and Head of the Civil Service

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Kindly fill in this form to express your willingness to follow the **Advanced Secretarial Course** mounted by the Ministry of Public Service, Administrative and Institutional Reforms in collaboration with the Civil Service College, Mauritius.

Surname: Mr/Mrs/Miss .....

Other Name(s): .....

Ministry/Department: .....

Designation: .....

Office Address: .....

.....

Tel No. (Office) ..... (Mobile) .....

Fax No.: ..... E-mail: .....

*\*(a) I am willing to follow the above-mentioned course.*

*\*(b) I am not willing to follow the above-mentioned course in the next cohort.*

Signature: .....

Date: .....

*\*Please, delete as appropriate*