



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

**Date: 24 November 2022**

**Ministry of Public Service, Administrative and Institutional Reforms**  
**Circular Letter No.74 of 2022**  
**E/70/133/14**

***From: Secretary for Public Service***

***To: Supervising Officers in charge of Ministries/Departments***

**Training and Development**

Please refer to this Ministry's Circular Letter No.65 of 2021, dated 06 December 2021, on the above subject and Circular Letter no. 67 of 2022, dated 27 October 2022 on Key Performance Indicators for Financial Year 2022-2023.

2. Following the designation of Training Managers by Ministries/Departments, this Ministry in collaboration with the Civil Service College, Mauritius (CSCM) provided them with appropriate training on their expected roles and functions and also on the conduct of Training Needs Assessment in respect of their organisation. Subsequently, Training Managers were required to liaise with the CSCM for the mounting of appropriate training courses in respect of specific functions of their organisation and ensure utilisation of at least 90% of training budget by Ministries/Departments before the end of this Financial Year.

3. In this context and with a view to facilitate the implementation of appropriate training programmes, Ministries/Departments are requested to submit their Training Needs Assessment by **Thursday 15 December 2022** to the CSCM, with copy to the Human Resource Development Division of this Ministry.

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

***Copy to: Secretary to Cabinet and Head of the Civil Service***  
***Director General, Civil Service College, Mauritius***