



REPUBLIC OF MAURITIUS

03 July 2023

Ministry of Public Service, Administrative and Institutional Reforms

Circular Note No. 33 of 2023

TA/1/1 V2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments

Nominations for overseas training/seminar/workshop/study tours

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. Paragraph 4 (vii) of the Guidelines to the above Circular Letter clearly states 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 organisers to enquire about their nomination, to avoid any embarrassment to the Government;”

3. It has been reported to this Ministry that the above instruction is not being strictly complied with, and an increasing number of public officers nominated for overseas training/seminar/workshop/study tours are directly contacting representatives of Foreign Embassies, both verbally and in writing, to enquire about the status of their nominations, thus flouting the protocol regarding communication with diplomatic staff and causing embarrassment to this Ministry as well as to the Embassies concerned. This practice **has to be stopped immediately.**

4. Supervising Officers are, therefore, requested to bring the contents of this Circular Note to the attention of all officers concerned and to impress upon them the need to properly follow the guidelines referred to at paragraph (2) above, failing which appropriate action may be taken against them.

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5. It would be appreciated if this Circular Note could also be forwarded to Parastatal Bodies falling under the purview of your Ministry/Department.



K. Conhye
Secretary for Public Service

Copy to: (i) **Secretary to Cabinet and Head of the Civil Service**
(ii) **Secretary for Foreign Affairs**

