



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND  
INSTITUTIONAL REFORMS



Date: 03 October 2023

**Circular Letter No. 53 of 2023**  
**E/264/18/02 A**

*From: Secretary for Public Service*

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

**Training course on Government Asset Register**

This Ministry, in collaboration with the Civil Service College, Mauritius (CSCM) and the Accountant General's Office is mounting a training course on Government Asset Register (GAR), as follows –

(a) **Half-day Awareness Session on GAR**

The target group for this session is officers in the grades of Deputy Permanent Secretary and/or Assistant Permanent Secretary who have the responsibility of GAR system.

The objectives of the course are, inter alia, to enable participants to:

- (i) have an overview of the GAR;
- (ii) understand the challenges hindering the progress of the GAR Project; and
- (iii) address the challenges and take remedial action at Ministries/Departments level for the smooth operation of the GAR.

(b) **One and a half day Practical Session on GAR**

The target group for this session is officers in the grades of Office Management Executive, Office Management Assistant and/or Office Supervisor who are called upon to update the GAR in their respective Ministries/Departments.

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The objectives of the course are, *inter alia*, to enable participants to:

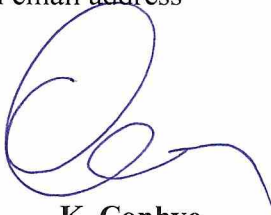
- (i) have an overview of the GAR;
- (ii) record non-financial assets in the GAR;
- (iii) update non-financial assets information in GAR;
- (iv) retire non-financial assets in the GAR; and
- (v) generate GAR Reports.

2. The Awareness Session on GAR will be held at the CSCM whereas the Practical Session on GAR will be dispensed at the Treasury IT Lab. The cost per participant for the Awareness Session is Rs 1,100 and the cost per participant for the Practical Session is Rs 2,500. The cost of participation will have to be met by respective Ministries/Departments under their corresponding vote item for training.

3. Supervising Officers are strongly advised to take advantage of these sessions and nominate those officers, who in the performance of their duties are designated as GAR users, for the Practical Session and those officers, who will only require to understand the importance of ensuring the efficient operation of the GAR within Ministries/Departments, to attend the Awareness Session. The list of the nominated officers should be submitted to the CSCM on fax number 2137187 or on email address [contact@cscm.mu](mailto:contact@cscm.mu) by **Friday 13 October 2023**

4. For additional information relating to the training course, you may wish to liaise with the following officers-

- Mrs A. Bhowon Tengur, Assistant Permanent Secretary or Mrs J. Narayanasami Reddi, Office Management Assistant on 405 5413/405 5420 or on email addresses [abhowon@govmu.org](mailto:abhowon@govmu.org) or [jnarayanasami@govmu.org](mailto:jnarayanasami@govmu.org), respectively; and
- Mr J. Violette, Training Manager, CSCM on 208 7653 or on email address [jviolette@cscm.mu](mailto:jviolette@cscm.mu).



**K. Conhye**  
**Secretary for Public Service**

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