

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



**26 September 2023**

**Circular Letter No. 51 of 2023**  
**E/170/173/01**

**From: Secretary for Public Service**

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

**Pool of Trainers/ Resource Persons**

Training and Development is critical for a modern and vibrant Public Service. To this end, PRB Report 2021 has, once more, stressed on training and development as an essential element of the overall human resource management in the public sector to sustain employees' continual growth and nurture a culture of performance. In this respect, organisations should, with a view to fostering excellence in the Public Service, ensure that their employees are adequately equipped and trained in their respective domains.

2. This Ministry is making every possible efforts in equipping public officers, through training programmes organised by the Civil Service College, Mauritius (CSCM), with the necessary knowledge, skills and competencies to enable them to improve their performance at work.

3. The success of any training programme depends, to a large extent, on the availability of a pool of qualified Trainers/ Resource Persons. In this endeavour, this Ministry is carrying out an exercise to reconstitute and update the pool of Trainers/ Resource Persons among public officers who are willing to mount and deliver training courses by the CSCM.

4. Public Sector officers willing to act as Resource Persons are requested to fill in the enclosed Application Form and submit same together with their Curriculum Vitae, through their respective Supervising Officers, to the Human Resource Development Division of this Ministry, on e-mail address [trainingmcsar@govmu.org](mailto:trainingmcsar@govmu.org) or by fax on 212 4168 at latest by **Friday 20 October 2023**.

5. In accordance with this Ministry's Circular Letter note No. 5 of 2019 dated 14 February 2019, public officers are granted release to deliver courses run by the CSCM on the basis of the following conditions –

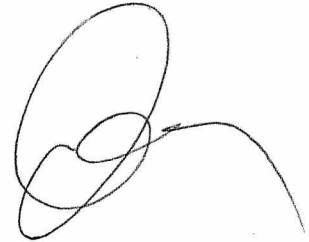
- (i) the release of officers should be subject to exigencies of the service and the prior approval of Supervising Officers;
- (ii) officers may be released for a maximum of four sessions of 1½ hours each per month; and
- (iii) such release should be reckoned against the vacation leave entitlement of officers concerned.

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6. For additional information, 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 Telephone numbers 405 5413/ 405 5420 or on email addresses [abhowon@govmu.org](mailto:abhowon@govmu.org) / [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) .

7. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of all officers concerned, including those serving in Parastatal Organisations and Statutory Bodies falling under the aegis of their Ministry.



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

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

Encl.



14. Trainers will be encouraged to make use of multi-media equipment during the training programmes. Please indicate whether you have hands-on experience in the use of multi-media equipment.

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15. Please provide details of a referee regarding your recent teaching/ training experience.

Name:

Job Title:

Organisation & Address and Tel Number:

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Signature:.....

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**To be filled in by HR Division of the respective Ministry**

**Ministry:.....**

**Part A**

I hereby certify that the above information provided is correct and Dr/Mr/Mrs/Miss.....

..... would be released as and when his/her services as Resource Person/ Trainer would be required.

**for/ Supervising Officer**

**Name:.....**

**Designation:.....**

**Signature:.....**

**Date:.....**

**Seal of Ministry:**