



**MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS**

Date: 21 December 2018

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 109 of 2018
E/439/317/04 V2

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/ Departments

Capacity Building and Capability Development Programme
Nominations for year 2019

Please refer to this Ministry's Circular Letter dated 09 October 2018 on the above subject.

2. As you are aware, the Civil Service College, Mauritius (CSCM) has been mandated to run training courses for public officers under the Capacity Building and Capability Development Programme, sponsored by this Ministry, leading to the award of a Certificate of Achievement in Service and Performance Excellence in the following four clusters:

Level	Category	Number of days
Level 1	Workmen's Group	4
Level 2	Support Staff	4
Level 3	Frontline/Supervisory/ Technical Grades	5
Level 4	Middle Management/Professionals	5

3. Supervising Officers are invited to nominate appropriate officers to follow the training courses for the year 2019 in the four clusters ensuring that those who have so far not followed any training programme are given priority of consideration.

4. Supervising Officers are also encouraged to liaise with the CSCM to discuss on their training needs and the development of customised/tailor-made courses with a view to designing training courses as per their requirements and which would contribute effectively in enhancing the knowledge and skills of their employees.

/2...

5. The nominees have to be registered, **at latest by 16 January 2019**, on the CSCM website: <http://cscm.mu/training/user-login.php> to enable the College to channel participants to the respective training courses which are planned to start as from 22 January 2019.
6. For any information or clarification, Miss A. Mewa, Business Development Officer, and Mr Joel Violette, Training Manager, of the CSCM, may be contacted on office phone no. 2087653 or on their respective mobiles nos. 57625988 and 54441973.
7. I rely on your usual cooperation on this matter.



P. Jhugroo
Secretary for Public Service

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