



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

01 December 2016

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 57 of 2016
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From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers, in charge of Ministries/Departments

Release of Officers to attend courses offered by Civil Service College, Mauritius

This Ministry is committed to build up capacity to make of the Civil Service an effective instrument to uphold the developmental objectives and tasks of Government. Hence, a well-structured and result-oriented training programme has been put up by the Civil Service College, Mauritius in consultation with this Ministry. The purpose of providing training is to enable public officers to acquire and develop the relevant skills, attitude and values that are necessary to improve organisational performance. "Training and Development", therefore, represents a mutual obligation. On one hand, there is an obligation of the employer to ensure that its employees are continuously and appropriately trained and, on the other hand, there is an obligation of the employee to attend such training without fail.

2. The Civil Service College, Mauritius has since last year been providing training to officers of the public sector at different levels, including those from Local Authorities and Parastatal Bodies. The College has, however, reported that, in certain cases, nominees were not released by their organisations to attend the courses for which they have been nominated while in other cases, nominees themselves either decline the offer at the last moment or absent themselves without giving any prior notice to the College. Needless to state how such occurrences impact negatively both in terms of cost and failure to attain the training objectives set.

3. In order to avoid such unpleasant situations, we need to pay special attention to ensuring that public officers who have been nominated to attend a training course do attend and successfully complete the training course.

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4. To deter last minute and at times deliberate failure of the nominees to attend a training course, it has been decided that, henceforth, the organization concerned will have to refund to this Ministry an amount representing the cost of participation of its nominee in the training course. The Civil Service College, Mauritius will provide regular feedback to enable this Ministry to apply indiscriminately that penalty measure.

5. I am, therefore, making an appeal to all my colleagues, Supervising Officers, to ensure that the nominated officers are released to attend and complete the training courses run by the Civil Service College, Mauritius.

6. I rely on your cooperation.



S. K. Pather
Senior Chief Executive

Copy to: Secretary to Cabinet and Head of the Civil Service