



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

27 July 2018

Circular Letter No. 59 of 2018

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From: *Secretary for Public Service*

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

Nominations for Overseas Training/Seminar/Workshop/Study Tour

This Ministry's Circular Letter No. 41 of 2016, dated 27 September 2016, sets out clearly the procedure for the nomination of officers for overseas training.

2. It is provided in paragraph 4 of the Circular Letter under reference that:

"Ministries/Departments must make it a point to abide by the timeline set for the submission of nominations and ensure that nominations are accompanied by all relevant documents and clearances to avoid undue delays. A lead time (a minimum of 10 days) is required by this Ministry to seek the necessary approval and to transmit the nominations to the Authorities concerned. Nominations received after the closing date for submission will not be processed and any request for covering approval where an officer has already proceeded for an overseas training will not be entertained."

3. The Ministry of Foreign Affairs, Regional Integration and International Trade has drawn the attention of this Ministry to the fact that, in many cases, nominations made under the Malaysian Technical Cooperation Programme have been turned down by the Malaysian Authorities on the ground that the nominations were submitted well after the deadline set by the donor country. In most of the cases, the proposed nominations have not materialised for the following reasons:

- a) late submission of nominations by Ministries/Departments concerned;
- b) incomplete / improper filling of application forms, and the survey and undertaking forms; and
- c) medical reports and other relevant documents not being submitted on time.

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4. The non-compliance with instructions outlined in this Ministry's Circular Letter No. 41 of 2016 is putting this Ministry in a very awkward position vis-à-vis the donor country.
5. Supervising Officers are, therefore, reminded that, in future, any late submission of nominations for training overseas, and improper / incomplete filling of application forms will lead outright to the non-processing of the proposed nominations and the respective Ministry/Department will be held accountable for such occurrences if ever any query shoots up from any quarter.
6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all those concerned, including parastatal bodies falling under the purview of your Ministry/Department.



S.K. Pather
Secretary for Public Service

Copy to: Secretary to Cabinet and Head of the Civil Service
Secretary for Foreign Affairs

