



## Ministry of Civil Service Affairs and Administrative Reforms

15 April 2002

**Ministry of Civil Service Affairs and Administrative Reforms**  
**Circular Letter No. 13 of 2002**  
**EJ70/147/01**

FROM: Secretary for Public Service Affairs

TO: Supervising Officers i/c Ministry/Department

### **Distance Learning Scheme**

Reference is made to Circular Letter No. 39 of 2001 of 13 November, 2001.

2. In view of practical problems encountered at the implementation stage and suggestions/representations received, the scheme has been refined to ensure its smooth implementation.

3. **OBJECTIVE OF THE SCHEME**

The objective of the scheme is to sponsor senior officers to undertake highly specialised studies which are directly related to their present work or future career and dispensed through the distance learning mode. Senior officers will thus have the opportunity to enhance their knowledge and competence so as to contribute more effectively and efficiently to the realisation of the goals and objectives of their organisations. Thus, the scheme purports to give access to a large number of public officers who, without disrupting their normal flow of work, can pursue highly focussed programmes of study on their own.

The courses must lead to a post-graduate Diploma or post-graduate degree.

4. **ELIGIBILITY CRITERIA AND CONDITIONS ESTABLISHED FOR SPONSORSHIP**

The scheme is open to all officers drawing salary in a scale, the top of which is not less than Rs 19,670.

(ii) **Age Limit**

Officers should preferably not have reached their 50<sup>th</sup> birthday at the time they submit their application.

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**(iii) Eligibility for Sponsorship**

Officers should have applied on their own and secured admission in an approved educational institution. The officer applying for sponsorship should also submit documentary evidence from the National Accreditation and Equivalence Council (NAEC) regarding the accreditation/recognition of the institution and equivalence of the course chosen.

The course of study chosen by the officer must bring value added to his present work or future career.

They must also reckon at least three years' service in a substantive capacity in their respective grades.

Learning for lateral or horizontal courses under this scheme will not generally be encouraged.

**(iv) Financial Assistance**

An overall amount of up to Rs 300,000 will be made available to the officers to meet expenses related to their chosen course of study.

An officer will be funded **only once** under the scheme. In case of failure of examination, no re-sit will be funded as this will have to be borne by the officer.

Officers not completing the course should refund the Government the amount sponsored.

**(v) Length of Study**

Officers should complete the course within the prescribed time failing which they will have to refund to the Government the amount sponsored. However, on submission of valid reasons, an extension of only one year may be granted to officers to complete their course.

**(vi) Leave**

Four weeks' leave yearly for revision and examination purposes will be granted on production of documentary evidence.

(vii) **Bond**

Sponsored officers will be bonded in accordance with provisions laid down in the Personnel Management Manual.

(viii) **Disbursement of Funds**

Funds will be disbursed only after the officer has adduced evidence of enrolment and successful completion of the different modules.

(ix) **Value for Money**

The principle of 'value for money' will be strictly adhered to in determining funding under this scheme.

At the time of application, the officer should provide full justification on how the course will:

- (a) enhance his competitiveness;
- (b) enable his organization to achieve its goals and objectives; and
- (c) benefit the country at large.

(x) **'First Come First Served' Principle**

Full and comprehensive information should be provided on the course content, fees payable, registration and qualifications held and recommendation of the Head of Ministry/Department together with all documentary evidence, failing which the application will be rejected outright. In view of the limited budget, the "first come first served" principle will be applied.

5. The above-mentioned criteria are only guidelines. Applications will be considered on a case to case basis depending on their own merits, by a Panel set up for the purpose by the Secretary to the Cabinet and Head of the Civil Service.

6. Eligible officers are invited to submit their application to this Ministry on the prescribed form, a copy of which is at annex A. Those officers who have already applied are requested to submit fresh applications provided they satisfy all the criteria laid down in this circular.

7. This circular letter supersedes the Ministry's circular letter (E/70/147/01) No. 23 of 2001.

8. It would be appreciated if this Circular could be brought to the attention of all officers concerned in your Ministry/Department.



**(R. Mudhoo)**  
**for Secretary for Public Service Affairs**

Copy to:

Secretary to the Cabinet and Head of the Civil Service

**MINISTRY OF CIVIL SERVICE AFFAIRS AND ADMINISTRATIVE REFORMS**  
**DISTANCE LEARNING SCHEME**  
**APPLICATION FORM**

**SECTION A**

Surname (Mr/Mrs/Miss).....  
Other names:.....  
Date of birth:.....  
Address:.....  
Telephone no. (Office):.....(Res).....  
Designation:.....  
Salary:.....Salary Scale:.....  
Posting:.....  
Date joined service:.....  
Date of present appointment:.....  
Years of service in the grade:.....

**QUALIFICATIONS**

(Indicate Name of Examining Body and Date obtained)


Course enrolled for:.....Institution:.....  
Date of enrolment: .....  
a. Duration of course:.....  
b. Total cost:.....  
c. Amount of instalments:.....  
d. Terms of payments:.....

(photocopies of documentary evidence regarding qualifications held, course content, fees payable, registration to be attached)

Has the course enrolled been checked with NAEC in terms of equivalence and accreditation?  
YES/NO:.....

(Documentary evidence to be attached)

In what way is the course relevant to your present work or future career?

- (1) I agree to enter into a bond to follow and complete the course and to serve Government after completion of the course for a period of
- (a) three years where the course is of twelve months' duration or less; and
  - (b) five years, where the course is of more than twelve months' duration.

I undertake to follow the course through its completion within the given time, failing which I shall refund the total cost incurred by Government regarding my sponsorship.

.....  
**Signature of Applicant:**.....

The above information have been verified and are certified correct.

Ministry/Department .....

.....  
**Supervising Officer**

**SECTION B**

Recommendation of Head of Ministry/Department

.....  
**Signature of Head of Ministry/Department**

(1) Applicant should submit this form to the Ministry of Civil Service Affairs and Administrative Reforms through his/her Supervising Officer on the following address:  
Secretary for Public Service Affairs, Ministry of Civil Service Affairs and Administrative Reforms, 4<sup>th</sup> Floor, ATOM House, Royal Road, Port Louis.

(2) Applicant should also submit a write-up of not less than 400 words indicating how the course will enhance his competency, enable your organization to achieve its goals and objectives and benefit the country at large?