



MINISTRY OF CIVIL SERVICE AFFAIRS
AND ADMINISTRATIVE REFORMS
MAURITIUS

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 34 of 2002
E/152/50/11/07

26 September, 2002

FROM: Secretary for Public Service Affairs
TO: Supervising Officers i/c Ministries/Departments

ICT Training for Public Officers

This Ministry's Circular Letter No. 30 of 2002 refers.

2. The three private Local Training Institutions viz NIIT, Harel Mallac and FRCI mentioned at paragraph 3 of the above Circular, will soon be starting the training in ICT of officers of the General Services Class, Judicial and Legal Class, Administrative Cadre and officers of the Rodrigues Administration. The programme will be spread over the period 2002-2003 and 2003-2004.

3. Some 5,000 officers will be trained under the programme. It has been decided that officers who are not fully conversant in IT/Use of computer application of a personal computer be given priority of consideration. Nearly two thirds of the 5,000 officers to be trained under the programme belong to the General Services class and these officers are posted in all Ministries/Departments. I should, therefore, be grateful if a list, in order of priority and in batches of 15 officers in the following categories serving in your Ministry/Department could be drawn up and forwarded to this Ministry by **Friday 11 October, 2002**.

- Office Superintendents
- Higher Executive Officers
- Confidential Secretaries
- Executive Officers
- Office Supervisors
- Clerical Officers
- Word Processing Operators

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The list should indicate *inter-alia*, the names, addresses and the dates from which the officers could be released. Please note that the ICT training is due to start as from the month of October, 2002. When preparing the list, it should be borne in mind that the ICT training programme will be implemented over a period of two years.

4. To help you compile the relevant list, a sample questionnaire and copies of the standard and customised modules designed for the training Programme are also enclosed.



(D.P. Ruhee)
Secretary for Public Service Affairs