



Ministry of Civil Service Affairs and Administrative Reforms

29

29 July, 2003

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 29 of 2003
60/17/01 V4

From: Secretary for Public Service Affairs

To: Supervising Officers-in-Charge of Ministries/Departments

Refund of Course and Examination Fees

There are several posts in the civil service, the incumbents of which are required according to the scheme of service to follow a training course which is sponsored by the Government. However, some officers who registered and completed the courses on their own have requested that the University fees for the course and examinations fees be refunded to them.

After careful consideration of the request, it has been decided that officers who, after leaving the cadre/post, registered and completed the course on their own would be eligible for the refund of the course and examination fees provided the total amount involved in any case does not exceed the amount which the government has disbursed as the course and examination fees for the training of an officer in the same grade.

Supervising Officers in charge of Ministries/Departments are kindly requested to submit to this Ministry at latest by 29 August 2003 a list of officers who are eligible for a refund of the course and examination fees. The information should be submitted as per enclosed pro forma.

D. P. Ruhee
Secretary for Public Service Affairs.

To: Secretary to Cabinet and Head of the Civil Service