



Ministry of Civil Service and Administrative Reforms

7 October, 2005.

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 42 of 2005
Ref: E/260/72/01/01

**From: Senior Chief Executive, Ministry of Civil Service and
Administrative Reforms**
To: Supervising Officers in charge of Ministries/Departments

Implementation of PRB Report 2003
Training and Staff Development

Please refer to this Ministry's Circular Letter No. 26 of 2003 on the above subject.

2. You will recall that the PRB has at paragraph 9.7 (iii) of its Report 2003 recommended that:-

“Organisations should ensure that sufficient provision is allocated to the Training and Staff Development Vote and that training is dispensed to every officer of the organisation for at least 40 hours annually”

3. At the last meeting of the Central Whitley Council held on 3 August 2005, the staff side made representations to the effect that some Ministries were not implementing the above recommendation and that there was no commitment on their part to cater for the training of their officers.

4. It would therefore be appreciated if you would submit to this office information, along the lines of the attached proforma, on training programmes carried out since July 2003 to-date in respect of the officers of your Ministry. You are also requested to provide information on any training programme which you propose to carry out during this financial year.

(P. Jhugroo)
for Senior Chief Executive