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Ministry of Civil Service and Administrative Reforms

Circular Letter No.29

E/70/75/01/01 V 2

16 August, 2006

From : Supervising Officer, Ministry of Civil Service and A. R

To : Supervising Officers i/c Ministries/Departments

Training Programme on Registry Procedures

This Ministry is organising a training programme on Registry Procedures as from September 2006 for officers working in the Registry of Ministries/Departments.

2. The objectives of the programme are as follows:

- (i) to provide Registry Staff with the skills, knowledge and principles required for the successful execution of their tasks;
- (ii) to help them manage their Registry more efficiently and effectively; and
- (iii) to assist them to adapt to new technologies in a fast changing work environment.

3. In this context, it would be appreciated if you could submit the names of officers (maximum of 10), in order of priority, whom you wish to recommend for the above training programme. The required information, as per enclosed proforma, should reach the Human Resource Development Division of this Ministry, 4th Floor, Atom House, Royal Street, Port Louis, at latest by Wednesday 23 August, 2006.

4. We rely on your usual cooperation.


(P. Jhugroo)
Supervising Officer

Copy to : Secretary to Cabinet & Head of the Civil Service

TRAINING IN REGISTRY PROCEDURES

Ministry / Department:

PROFORMA

S/N	NAME	DESIGNATION	MINISTRY / SECTION / DIVISION	OFFICE NO.	EXAM NO.	EMAIL ADDRESS
1.						
2.						
3.						
4.						
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Prepared by: Title: Date: