

Ministry of Civil Service and Administrative Reforms
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MOST IMMEDIATE

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From: ***Supervising Officer, Ministry of Civil Service and Administrative Reforms***

To: ***Supervising Officers i/c Ministry/Department***

Sponsorship Scheme for Post Graduate Courses

The two former sponsorship schemes for post-graduate courses available locally and through the Distance Learning Mode were stopped in January 2006. Both schemes have now been revised and merged into one scheme for "Sponsorship for Post Graduate Courses", setting out the eligibility criteria in much clearer terms, so as to facilitate its implementation.

2. The philosophy behind the new scheme, which has been approved by the High Powered Committee, is to provide Public Officers the opportunity to undertake higher studies in scarcity areas. Such studies should be specialised, focussed and directly related to the work of the officers concerned. More importantly, the post graduate courses should help officers to upgrade and enhance their knowledge, skills and competencies to enable them to contribute more effectively in attaining the goals and objectives of their organisations.

3. Henceforth, the criteria for the new Sponsorship Scheme for Post Graduate Courses shall be as follows:-

3.1 Application of Scheme

Officers shall be eligible for sponsorship for post graduate courses which are run either locally on a part time basis, after office hours and during week ends or through the Distance Learning Mode.

3.2 Salary

The scheme is open to Public Officers drawing a salary in a scale, the top of which should not be less than Rs 27,200 monthly.

3.3 **Age**

Officers should preferably not have reached their 50th birthday at the time of application.

3.4 **Qualification & Experience**

Officers should hold a Degree from a recognised University and reckon at least:

Five years' service in a substantive capacity in their respective cadre/grade

or

Ten years' experience in the public service.

3.5 **Field of Study**

Studies for the post graduate courses should be in scarcity areas as indicated in [Annex I](#). The scarcity/priority fields of study have been worked out and consolidated following a survey carried out among Ministries and Departments and in consultation with the Tertiary Education Commission, the Public Service Commission and the Pay Research Bureau. However, this list may be subject to amendment from time to time.

Note: - The post-graduate courses should lead to the obtention of higher qualifications and not lateral or horizontal qualifications.

3.6 **Funding**

- (a) Officers shall be eligible for the refund of course fees by this Ministry only once at the rate of 75% of the fees and up to a maximum amount of Rs.150,000.
- (b) However, for certain specialized courses not available locally, but available only through the distance learning mode, consideration would be given for the refund at the rate of 75% of the course fees up to a maximum of Rs. 300,000. In such cases, the refund of the course fees above the sum of Rs.150,000 shall have to be borne by the Ministries/Departments where the officers are posted.
- (c) The refund of course fees shall be on an instalment basis and the first disbursement shall be effected on production of documentary evidence of enrolment. Subsequent and the last disbursement will be made on successful completion of the semester/final examinations, respectively.

- (d) Officers who are unable to complete the course shall have to reimburse to the Government the equivalent amount so disbursed.
- (e) No refund shall be made for the purchase of books and other payments such as Library, Union or Sports fees and resits.

3.7 **Bond**

Sponsored Officers shall be required to enter into a bond in accordance with the provisions of the Personnel Management Manual (PMM).

3.8 **Recognition/Accreditation**

Applicants should submit documentary evidence from the Tertiary Education Commission regarding recognition/ accreditation of the Institution and equivalence of the course chosen.

3.9 **Leave**

Leave for revision purposes shall be granted on the eve of each examination day if it is a working day and on the examination days.

3.10 **Mode of Application**

Officers should submit their application for sponsorship on the prescribed form ([Annex II](#)) to this Ministry, through their Supervising Officer, who should certify that the officers satisfy all the conditions of the sponsorship scheme.

4. Supervising Officers are kindly requested to bring the contents of this Circular Letter to the attention of all officers concerned. The officers should also be informed that sponsorship under this scheme shall be made on a first come first serve basis and subject to availability of funds.

5. This Circular Letter together with the application form is also available on the Ministry's website at the following address: <http://civilservice.gov.mu>

6. This Ministry's Circular Letters No. 13 of 2002 and Nos. 8 and 17 of 2004 are hereby repealed.

(P.Jhugroo)
Supervising Officer

C.c: Secretary to Cabinet and Head of the Civil Service