



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

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Ministry of Civil Service and Administrative Reforms  
Circular Letter No. 19 of 2012  
E/70/1/1/107

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

**Training on Financial Operations for**  
**Officers posted in Finance Section**

The Ministry is organizing a two-day Training on Financial Operations for Officers posted in the Finance Section to provide them with the necessary knowledge and skills to help them understand the key principles in Public Financial Operations.

2. The training sessions will be held for a maximum of 175 Officers grouped in 5 batches, as from the 3<sup>rd</sup> week of May 2012 at the Lecture Room, 6<sup>th</sup> Floor, Fooks House, Bourbon Street, Port Louis.
3. Copy of the training programme with course content and broad objectives is at Annex 1.
4. Supervising Officers in charge of Ministries/Departments are invited to submit, in order of priority as per pro-forma at Annex 2, the names of **Officers posted in their Finance Section**. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4<sup>th</sup> Floor, Atom House, Royal Street, Port Louis, in hard and soft copies **at latest by Thursday 26 April 2012**.
5. I rely on your usual collaboration and support to enhance the knowledge and skills of our public officers.

**S. Seebaluck**  
**Senior Chief Executive**

*Copy to: Secretary to Cabinet and Head of the Civil Service*

## Training on Financial Operations for Officers posted in Finance Section

### OBJECTIVES

The objectives of the course are, inter alia, to help Officers to:

- (i) understand the Government Accounting System
- (ii) understand the key principles in Public Financial Operations to better deliverables

### PROGRAMME CO-ORDINATORS

- ❖ Mr. G. GUKHOOL  
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Ministry of Civil Service & Administrative Reforms  
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Email: [g.gukhool@mail.gov.mu](mailto:g.gukhool@mail.gov.mu)
- ❖ Mr. N. LOBIND  
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- ❖ Mrs. R. BHUNJUN  
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#### Dates:

Batch 1: 21 - 22 May 2012  
Batch 2: 29 - 30 May 2012  
Batch 3: 13 - 14 June 2012  
Batch 4: 21 - 22 June 2012  
Batch 5: 05 - 06 July 2012

#### Venue:

6<sup>th</sup> Floor  
Fooks House  
Bourbon Street  
Port Louis

## Day One

08 30 - 09 00 hrs	<b>REGISTRATION OF PARTICIPANTS</b>
09 00 – 10 30 hrs	<p><b><u>Financial Operations in Government</u></b></p> <ul style="list-style-type: none"> <li>• Role of Finance Section in an Organisation</li> <li>• Financial Management – Concepts and Principles</li> <li>• Legal and Institutional Framework</li> <li>• Responsibilities and duties of public officers</li> </ul> <p><b>Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</b></p>
10 30 – 10 45 hrs	<b>TEA BREAK</b>
10 45 – 12 00 hrs	<p><b><u>Financial Operations in Government (Contd)</u></b></p> <ul style="list-style-type: none"> <li>• Role of Finance Section in an Organisation</li> <li>• Financial Management – Concepts and Principles</li> <li>• Legal and Institutional Framework</li> <li>• Responsibilities and duties of public officers</li> </ul> <p><b>Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</b></p>
12 00 – 1300 hrs	<b>LUNCH</b>
13 00 – 14 30 hrs	<p><b><u>Financial Operations and Accounting</u></b></p> <ul style="list-style-type: none"> <li>• Financial planning and forecasting – Cash Management</li> <li>• The essential role of good accounting records in Financial Operations</li> <li>• Computerized Accounting System</li> </ul> <p><b>Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</b></p>
14 30 – 14 45 hrs	<b>TEA BREAK</b>
14 45 – 16 00 hrs	<p><b><u>Financial Operations and Accounting (Contd)</u></b></p> <ul style="list-style-type: none"> <li>• Financial planning and forecasting – Cash Management</li> <li>• The essential role of good accounting records in Financial Operations</li> <li>• Computerized Accounting System</li> </ul> <p><b>Assistant Manager/ Senior Financial Operations Officers from Finance Cadre</b></p>

## Day Two

09 00 – 10 30 hrs	<p><b><u>Budgeting in the Public Sector</u></b></p> <ul style="list-style-type: none"> <li>• Budget Reforms in Mauritius: PBB and MTEF</li> <li>• Tradition Budgeting versus Programme Based Budgeting</li> <li>• Defining a performance framework (services, service standards targets)</li> </ul> <p><b>Resource person from Ministry of Finance and Economic Development</b></p>
10 30 – 10 45 hrs	<i>TEA BREAK</i>
10 45 – 12 00 hrs	<p><b><u>Budgeting in the Public Sector (Contd)</u></b></p> <ul style="list-style-type: none"> <li>• Budget Reforms in Mauritius: PBB and MTEF</li> <li>• Tradition Budgeting versus Programme Based Budgeting</li> <li>• Defining a performance framework (services, service standards targets)</li> </ul> <p><b>Resource person from Ministry of Finance and Economic Development</b></p>
12 00 – 1300 hrs	<i>LUNCH</i>
13 00 – 14 15 hrs	<p><b><u>Budgeting in the Public Sector</u></b></p> <ul style="list-style-type: none"> <li>• Strategic planning framework (long term planning, mid-term sector planning, 3 years PBB strategic plans)</li> <li>• Budgeting for HR</li> <li>• Budgeting for Capital Expenditure</li> <li>• Budget Monitoring and Reporting</li> </ul> <p><b>Resource person from Ministry of Finance and Economic Development</b></p>
14 15 – 14 30 hrs	<i>TEA BREAK</i>
14 30 – 15 45 hrs	<p><b><u>Budgeting in the Public Sector (Contd)</u></b></p> <ul style="list-style-type: none"> <li>• Strategic planning framework (long term planning, mid-term sector planning, 3 years PBB strategic plans)</li> <li>• Budgeting for HR</li> <li>• Budgeting for Capital Expenditure</li> <li>• Budget Monitoring and Reporting</li> </ul> <p><b>Resource person from Ministry of Finance and Economic Development</b></p>
15 45 – 16 00 hrs	<b>Evaluation and Award of Certificates</b>

**Ministry of Civil Service and Administrative Reforms**  
**Training on Financial Operations**  
**for Officers posted in Finance Section**

Ministry / Department: .....

Title	Surname	Other Name(s)	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted on: .....by: .....

Name: .....Signature: .....