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MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 7 of 2012**  
**E/75/72/01/01**

31 January 2012

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c of Ministries/Departments

**Training in Tea / Coffee making and service**

This Ministry is proposing to mount and organize a full-day training programme on tea / coffee making and service for Office Care Attendants. This will be a practical oriented course whereby the participants will be required to demonstrate during the training their degree of understanding and their acquiring of the required skills.

2. The target audience will be only Office Care Attendants who are attached to the Office of Ministers and Heads of Ministries / Departments and those who are regularly called upon to prepare and serve tea at meetings / in-house functions. The primary objectives of the course are to provide the participants with the necessary skills in the preparation of tea / coffee and to equip them with the skills in providing a quality service.

3. The training sessions will be held for some 100 Office Care Attendants grouped in 4 batches, as from mid February 2012 at the Lecture Room, 6<sup>th</sup> floor, Fooks House, Bourbon Street, Port Louis.

4. In this context, Supervising Officers of Ministries/Departments are invited to nominate in order of priority as per pro-forma at Annex 1, the names of Office Care Attendants who need to attend this training programme. 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, at latest by **Friday 17 February 2012**.

5. I rely on your usual collaboration and support to help us in our capacity building initiative so as to further improve the quality of our services.

G. Gukhool  
for Senior Chief Executive

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

Ministry of Civil Service and Administrative Reforms  
Training in tea / coffee making and service

Annex

Ministry / Department : .....

Title	Surname	Other Name(s)	Grade	Date of birth	Contact Details (Telephone, Mobile, Fax, Email)

Approved and Submitted by:

Name: .....

Signature: .....