



Ministry of Civil Service and Administrative Reforms

Ministry of Civil Service and Administrative Reforms
Circular Letter No. 27 of 2013
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MOST IMMEDIATE

29 April 2013

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

A 2-Day Customized Training Programme for Drivers

This Ministry, in collaboration with the Mauritius Police Force is proposing to mount and organize a 2-day Customized Training Programme for Drivers. The training sessions which will be conducted at VIPSU Headquarters, Farquhar Road, Vacoas is expected to start by the end of May 2013.

2. The objectives of the course are to:
 - enhance the personal effectiveness of Drivers in the discharge of their duties;
 - groom them in good stewardship and passenger care; and
 - get them acquainted with practical security and preventive driving techniques

3. In view of the above, you are kindly requested to submit a maximum of seven nominations in order of priority, **both in hard and soft copies** as per enclosed Proforma. Please note that the training programme will target in the first instance, Drivers attached to high Public Sector Officials and the course will later be extended to other Drivers. Such information should reach the *Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, 4th Floor, Atom House, Royal Street, Port Louis, at latest by Friday 10 May 2013.*

4. I rely on your usual collaboration and support to our human resource development mission.

5. This Circular Letter together with the application form may be accessed on the website of the Ministry at the following address: <http://civilservice.gov.mu>.
6. Should you need any additional information, do not hesitate to contact Mr. S. Ramasawmy / Mrs. A. Ujoodha on phone numbers 208 7617 / 208 7646.



S. Seebaluck
Senior Chief Executive

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

Enc.

“A 2-Day Customized Training Programme for Drivers”
IN COLLABORATION WITH
THE MAURITIUS POLICE FORCE

Ministry/Department:

Phone No. (Office): Fax No.....

SN	Surname	Other Name/s	Driver Attached to <i>(please specify)</i>	Phone Number <i>(Mobile)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				