



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS  
MAURITIUS

**Ministry of Civil Service and Administrative Reforms**  
**Circular Letter No. 53 of 2013**  
**E/70/1/1/123**

16 August 2013

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

To: Supervising Officers i/c of Ministries/Departments

**SUBJECT: 3 half-day Refresher Course in Information and  
Communication Technologies (ICT)**

This Ministry is proposing to mount a 3 half-day Refresher Course in Information and Communication Technologies (ICT) for Confidential Secretaries, focusing on Microsoft Office 2007 (Word, Outlook and PowerPoint), E-mail and Internet.

2. The training programme, which we are expecting to launch in October 2013 at our Computer Lab, 3rd Floor, Atom House, Royal Street, Port Louis, aims at:
  - ♦ equipping and upgrading the participants with the competencies, skills and techniques required to operate Microsoft Office 2007; and
  - ♦ enhancing their knowledge in the use of e-mail and Internet search to enable them to accomplish different tasks using these applications.
3. It would be appreciated if you could nominate Confidential Secretaries of your Ministry/ Department who are willing to follow the Refresher Course.
4. In light of the above, you are kindly requested to submit the relevant information, **both in hard and soft copies and in order of priority**, as per enclosed proforma. The required information should reach the Human Resource Development Division, Ministry of Civil Service and Administrative Reforms, 4<sup>th</sup> Floor, Atom House, Royal Street, Port Louis **by Monday 02 September 2013, at latest**.

*/5. This Circular Letter...*

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. B. Coondeah on phone numbers 208 7647/ 208 7653.



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

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

**Enc.**

