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## MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Government Centre, Port Louis, Mauritius

MY REF. : CF/50/50/50 V8

Date: 28 October 2015

YOUR REF. :

From : Financial Secretary

To : Secretary to the Vice President

SUBJECT : *Review of Process for Overseas Mission and Training*

Please refer to this Ministry's circular letter dated 23 October 2015 on the above subject matter, particularly to paragraph 3 thereof.

2. You may wish to note that the ceiling for your Office for Financial Year 2015/2016 has been adjusted from Rs800,000 to Rs1.3M. After taking into account the funds that have been released in relation to missions and training/workshops/seminars expenses for your Office, the remaining balance is around Rs400,000. In this respect, the available balance for your Office will be allocated by way of a Departmental Warrant to incur expenses related to missions and training/workshops/seminars for the rest of the Financial Year 2015/2016. In this connection, it would be appreciated if you could request the Officer-in-Charge of the Finance Section of your Office to submit a request for a Departmental Warrant for incurring expenditure in relation to air tickets, Per Diem and other related expenses.


3. As you are aware, to facilitate the smooth transition for the decentralization of the approval process, you are kindly requested to submit by **Friday 30 October 2015** the following information to SBM Ltd:

- (a) a list of authorised signatories (at least three – of which anyone of the signatories may sign) for the ABF 400 Form according to the format at Annex;
- (b) the name and contact details (telephone number and email address) of the three authorised signatories as well as a copy of their National Identity Card; and
- (c) name and contact details of the officer in your Office to whom the ABF 400 Invoice should be sent by SBM Ltd once the latter has remitted the foreign currency to officer concerned.

You may wish to contact Mrs Mala Dauguenette, Service Leader, SBM Ltd for any clarification/additional information on 202-1465 or by email on [mala.dauguenette@sbmgroup.mu](mailto:mala.dauguenette@sbmgroup.mu)

4. It is understood that with regard to the issuing of air tickets, your Office will have issue to the Purchase Order to confirm same and effect payment at your end.

5. You may contact the Mission Cell of this Ministry on 201-2659/201-3984 or by email on [darughoo@govmu.org](mailto:darughoo@govmu.org) or [ddavasgaium@govmu.org](mailto:ddavasgaium@govmu.org) for clarification/any additional information on the above changes.

  
V. Lutchmeeparsad  
for Financial Secretary





MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT  
Government Centre, Port Louis, Mauritius

Annex

In reply please quote

Date: 28 October 2015

The Manager  
STATE BANK OF MAURITIUS LTD  
1, Queen Elizabeth II Avenue  
Port Louis

Dear Sir,

Please find enclosed the specimen signatures of the authorized signatories for the *Ministry of* ..... for the issue of AB 400 form (Section I) authorizing payment of allowances (in US Dollars) to delegates proceeding on official mission abroad, with the embosser of this Ministry.

Name

Specimen Signature

Mr .....

.....

Mr. ....

.....

Mrs. ....

.....

2. The contact details of the above officials is at Annex.

Yours faithfully,

.....  
for .....