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

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MY REF. : TA/1/1/V2

Date: 29 October 2015

YOUR REF. :

*From* : **Financial Secretary**

*To* : **Supervising Officers of Ministries /Departments**

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**SUBJECT : Nominations for Overseas Training/Seminar/Workshop/Study Tour**

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Please refer to:

- (i) Circular Letter (Ref: TA/1/1 V2) dated 21 April 2009,
- (ii) Circular Letter (Ref: CF/50/50/50 V6) dated 3 July 2007,
- (iii) Circular Letter (Ref: CF/50/50/50 V5) dated 05 April 2004 issued by the Ministry of Finance and Economic Development, and
- (iv) Circular Letter dated 22 March 2002 from the Secretary to Cabinet and Head of the Civil Service on the above subject.

2. As you are aware, the authority to approve nominations for overseas training courses offered by friendly countries and donor agencies, previously rested upon the Prime Minister. This authority was subsequently delegated to the Financial Secretary.

3. Following consultations this Ministry had with the Prime Minister's Office and the Ministry of Civil Service and Administrative Reforms, it has been found most appropriate for the latter Ministry, being responsible for capacity building across the public service to deal with all nominations for overseas training. This approach will ensure a better planning, management and coordination of human resource development in the Public Service. As such, it has been decided that as from 01 November 2015, all nominations will be processed at the level of the Ministry of Civil Service and Administrative Reforms and approved by the Senior Chief Executive under powers delegated by the Prime Minister.


4. Consequently, all Ministries/ Departments are hereby requested to henceforth, submit their nominations for overseas training together with all supporting documents as one complete set to:

**The Senior Chief Executive  
Ministry of Civil Service and Administrative Reforms  
(Technical Assistance Programming Section)  
4<sup>th</sup> Floor, SICOM Building 2  
Corner Chevreau and Rev Jean Lebrun Streets,  
Port Louis**

5. When seeking approval from the Ministry of Civil Service and Administrative Reforms, the nominating Ministry should follow the same procedures as laid down at paragraphs 2 to 7 of this Ministry's Circular Letter dated 21 April 2009.

6. As mentioned in this Ministry's Circular Letter dated 23 October 2015 (Ref: CF/50/50/50 V8: Review of Process of Overseas Mission and Training), each Supervising Officer in charge of Ministries/Departments has now been allocated funds, by way of Departmental Warrant, to meet expenses in relation to overseas mission as well as training/workshop/seminar. Accordingly, Ministries/Departments will not be required to seek financial clearance of this Ministry. With regard to payment of allowances, Supervising Officers are requested to rest guided by the Circular Letter dated 02 October 2015.

7. You are kindly requested to bring the contents of this circular to the attention of all officers concerned, as well as Departments and other institutions falling under your Ministry's jurisdiction, and to ensure that the new procedures are adhered to.

  
V. Lutchmeeparsad  
for Financial Secretary

Copy to: Secretary to Cabinet and Head of the Civil Service  
: Secretary for Foreign Affairs, Regional Integration and International Trade  
: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms