



**MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT**

Government Centre, Port Louis, Mauritius

Circular letter no. 6

MY REF. : CF/50/50/50 V9

Date: 13 July 2016

YOUR REF. :

*From* : Financial Secretary

*To* : Supervising Officers-In-Charge of Ministries/Departments

**SUBJECT : Vote on Account for the period of Six Months Ending 31<sup>st</sup> December 2016  
– Financial Clearance for Overseas Mission and Training**

Please refer to this Ministry's Circular letter dated 05 July 2016 wherein you were requested to seek financial clearance from this Ministry in respect of any Official proceeding on Mission or Training/Workshop/Seminar abroad before seeking Prime Minister's approval.

2. With a view to expediting the process for granting financial clearance, you are requested to submit all applications for financial clearance in accordance with the format at Annex I and II.
3. Kindly bring the content of this Circular to the attention of the Accounting Officers and other relevant officers concerned in your Ministry/Department.

  
V. Lutchmeeparsad  
for Financial Secretary

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

## Official Mission Abroad

### *Format for application for Financial Clearance*

1. **Purpose of Mission:**
2. **Details on venue and duration of mission:**
3. **Details on delegates including their designation:**
4. **Justification for participation:**
5. **Confirmation that:**
  - i) participation in the mission is crucial and in the interest of Mauritius; and
  - ii) no other alternative arrangement (e.g. representation at the level of our mission abroad) is possible/advisable.
6. **Travel Plan:**

A tentative travel plan of each delegate to be given. Confirmation that the route chosen is the most economical and will entail a minimum stay abroad.
7. **Cost implications:**
  - Air Travel
  - Per Diem
  - Entertainment Allowance (if eligible)
  - Hiring of cars (if eligible)
  - Any other cost involved

Details of any sponsorship/assistance obtainable.

#### **Note:**

- i. **Copy of invitation letter should also be annexed with application.**
- ii. **Contact details of schedule officer to be provided.**
- iii. **If private visit is included, same should be indicated in the application and the duration thereof.**

## Overseas Training/Workshop/Seminar

### Format for application for Financial Clearance

1. **Purpose of Training/Workshop/Seminar:**
2. **Details on venue and duration of Training/Workshop/Seminar:**
3. **Details on nominee/s including their designation:**
4. **Justification for participation:**
5. **Confirmation:**
  - a. that the training is in a priority field/forms part of an approved scheme; and
  - b. whether funds are available to finance the costs.
6. **Cost implications:**
  - Air Travel
  - Per Diem
  - Participation/Registration fee
  - Any other cost involved (visa fees, etc)

Details of any sponsorship/assistance obtainable should be indicated in the application.

**Note:**

Copy of letter of invitation containing details regarding the seminar/workshop/training and the participation costs/sponsorship should also be submitted.