



MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

Government Centre, Port Louis, Mauritius Circular No. 1 of 2016.

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

Date: 20 January 2016

YOUR REF. :

From : Financial Secretary

To : Supervising Officers i/c Ministries/Departments

SUBJECT : *Mission Overseas – Request for Additional Funds Up to End June 2016*

Please refer to this Ministry's Circular letter dated 23 October 2015 relating to the decentralization of financial clearance for Overseas Mission and Training, particularly paragraph 6 thereof which indicates that in case a Ministry is likely to exceed its revised ceiling, it will have to seek the approval of Cabinet for additional funds.

2. During the Supervising Officers Meeting held on Wednesday 13 January 2016, it was noted that there are a number of Ministries which are likely to exhaust the increased mission budget allocated to them in October 2015. In the light of further consultations, it has been agreed that, it would be more appropriate for this Ministry to make a common submission to seek the approval of Cabinet for allocation of additional funds, instead of each Ministry seeking Cabinet approval individually.

3. Accordingly, to enable this Ministry to make a comprehensive and proper submission to Cabinet, it will be appreciated if you could forward the following information to this Ministry, in the event you are likely to exceed the allocated ceiling:

- (i) amount already spent in relation to mission overseas (1 July to 31 December 2015);
- (ii) balance available for mission overseas as at 4 January 2016; and
- (iii) the Mission Plan of your Ministry for the remaining period of the Financial Year (i.e. up to 30 June 2016), specifying the purpose of each mission, the countries of destination, the number of delegates, its expected outcomes as well as the additional amount required.

4. In relation to the above, savings, if any, identified within your Ministry's vote to finance the additional expenditure should also be communicated to this Ministry.

5. You are kindly requested to submit the above information as per the attached format by **Friday 29 January 2016 at latest**. In case you will be within the budget ceiling, please submit a NIL return.

6. We wish to draw your attention that this Ministry will not entertain any request for increased expenditure relating to mission for this financial year if such request has not been included in the Mission Plan.

7. You may contact the Mission Cell of this Ministry on 201-2659/201-2209 or by mail on darughoo@govmu.org for clarification/any additional information on the above.

8. Relying on your usual collaboration.


V. Lutchmeeparsad
for Financial Secretary

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

Mission Overseas – Request for Additional Funds Up to End June 2016

1. Ministry/Department:.....
2. Total Amount allocated for F/Y 2015/2016 to Ministry/Department:.....
3. Details of Mission Plan 4 January to 30 June 2016:

Country of Destination	Number of Delegates	Purpose of Mission	Expected Outcome(s)	Tentative Period	Cost Estimates (Rs)
Total Costs up to 4 January to 30 June 2016					
Balance Available as at 4 January 2016					
Additional amount required up to the end of June 2016					

Name:..... Designation:..... Signature:.....

Date:.....