



MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

New Government Centre, Port Louis, Republic of Mauritius

Circular Letter No. 9 of 2017

MY REF. : CF/50/50/50 V10

Date: 22 August 2017

YOUR REF. :

From : **Financial Secretary**

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

SUBJECT : **Annual Mission Plan – Mission Abroad**

It has been observed that in many cases, funds allocated to Ministries/Departments for missions overseas had been exhausted quite early in the course of a given Financial Year. Moreover, requests for financial clearance have been made without giving strong justification thereof or without properly assessing the need for participation therein.

2. In order to avoid similar situation and to ensure a judicious use of public funds, Government has decided that Supervising Officers of Ministries/Departments should prepare and submit to the Ministry of Finance and Economic Development by **early-September 2017 at latest**, a Mission Plan for the Financial Year 2017/2018, in respect of their Ministries/Departments along the following guidelines in order to avoid exhaustion of funds, and ensure a judicious use of the financial resources allocated under the Centralized Vote –

- (i) prioritise missions in terms of importance;
- (ii) in consultation with the Ministry of Foreign Affairs, Regional Integration and International Trade, have recourse to our Embassies/Missions abroad to attend international conferences or meetings, where possible;
- (iii) keep the number of delegates to the strict minimum, except for missions where specific technical expertise may be required; and
- (iv) ensure that the route chosen is the most economical and direct one.

3. In this context, Ministries/Departments should submit their respective Mission Plan, in accordance with the template at **Annex**, to the Mission Cell of this Ministry, 5th Floor, New Government Centre, Port Louis or by fax (230) 201-3948 or email missionmof@govmu.org.

4. You may wish to note that failure to comply with the above requirements may entail to financial clearance not being granted.

5. You are kindly requested to bring the contents of this circular letter to the attention of all officers concerned of your Ministry/Department.


V. Lutchmeeparsad
for Financial Secretary

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

