



**MINISTRY OF FINANCE & ECONOMIC DEVELOPMENT**

**Circular Note 7 of 2017**

Our Ref: MOF/REP/FPSOU (T)

From: **Financial Secretary**

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

**Cash Surveys**

As you are aware, according to the Financial Management Manual, Volume I at paragraph 1.4.2, Accounting Officers are responsible to –

**1.4.2.1 : Cash Surveys**

- (a) “ in addition to the cash surveys organized by OIC Internal Control, ensure that at least one surprise cash survey is carried out annually by a team of officers of the Department, and in this respect cash survey reports should be kept for audit purposes and a copy forwarded to the DFO, and
- (b) Ensure that remedial actions are taken in the light of findings and recommendations, if any, made by the cash survey team.”

2. By way of this Circular, Accounting Officers are requested to ensure compliance thereof.

*Ministry of Finance & Economic Development*  
*13 June 2017*



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

**Circular Letter No 8 of 2017**

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

Date: 8 August 2017

From : Financial Secretary

To : Secretary to Cabinet and Head of the Civil Service

SUBJECT : **Centrally Managed Expenses of Government Vote 26-1 Item 22180**  
**"Mission Expenses (Ministers, Delegates and Officials)"**

We wish to inform you that a total amount of **Rs26M** has been earmarked under the Centrally Managed Vote in respect of the Prime Minister's Office, including the External Communications Division and the National Development Unit to meet costs in connection with participation of officials in missions abroad and overseas capacity-building programmes during the Financial Year 2017/2018.

2. In order to ensure a judicious utilization of the limited financial resources available, you are strongly advised to prioritise participation in missions or capacity building programmes abroad and to keep the number of delegates participating thereon to the strict minimum.

3. Furthermore, to enable prompt processing of requests for financial clearance, it would be appreciated if relevant details along with supporting documents could also be forwarded in "Soft Version" to the Mission Cell of this Ministry, as per the annexed format.

4. For any clarification/additional information on the matter, the Mission Cell of this Ministry may be contacted on –

Phone numbers : 201-2659/201-3607/201-2540/201-1821/201-1594/201-2209

Fax number : 201-3948/201-3665

Email : [missionmof@govmu.org](mailto:missionmof@govmu.org)

  
**V. Lutchmeeparsad**  
for Financial Secretary

Copy to: Permanent Secretary, Prime Minister's Office (Home Affairs Division)  
Permanent Secretary, Prime Minister's Office (External Communications Division)  
Permanent Secretary, Prime Minister's Office (National Development Unit)  
Director, Financial Operations  
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, basic salary:**
4. **Justification for participation in respect of each nominee:**
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. **Detailed breakdown of costs implication in terms of:**
  - Air Travel
  - Check-in and check-out time
  - 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, basic salary:**
  
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. **Detailed breakdown of costs implication in terms of:**
  - 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.

# Mission Expenses

## Financial Year 2017/2018

Ministries	Estimates 2017/2018 Rs, Million
Prime Minister's Office, Home Affairs, External Communications and National Development Unit	26.0
Ministry of Tourism	5.5
Ministry of Defence and Rodrigues	3.0
Ministry of Housing and Lands	2.0
Ministry of Energy and Public Utilities	2.3
Ministry of Finance and Economic Development	10.0
Ministry of Technology, Communication and Innovation	3.5
Ministry of Youth and Sports	2.5
Ministry of Public Infrastructure and Land Transport	2.5
Ministry of Education and Human Resources, Tertiary Education and Scientific Research	3.5
Ministry of Health and Quality of Life	2.5
Ministry of Local Government and Outer Islands	1.0
Ministry of Social Integration and Economic Empowerment	1.0
Ministry of Foreign Affairs, Regional Integration and International Trade	20.0
Attorney-General's Office	8.0
Min of Agro-Industry and Food Security	2.0
Ministry of Arts and Culture	2.0
Ministry of Industry , Commerce and Consumer Protection	2.0
Ministry of Gender Equality, Child Development and Family Welfare	2.0
Ministry of Financial Services, Good Governance and Institutional Reforms	3.0

<b>Ministries</b>	<b>Estimates 2017/2018 Rs, Million</b>
Ministry of Business, Enterprise and Cooperatives	1.5
Ministry of Social Security, National Solidarity and Environment and Sustainable Development ( <b>Social Security, National Solidarity Division</b> )	1.2
Ministry of Ocean Economy, Marine Resources, Fisheries and Shipping	3.0
Ministry of Social Security, National Solidarity, and Environment and Sustainable Development ( <b>Environment and Sustainable Development Division</b> )	2.8
Ministry of Civil Service and Administrative Reforms	1.0
Ministry of Labour, Industrial Relations, Employment and Training	3.5
<b>Other Departments</b>	<b>Estimates 2017/2018</b>
Office of the President	6.5
Office of the Vice-President	1.5
National Assembly	16.0
Electoral Supervisory Com. and Electoral Boundaries Com.	0.0
Office of the Electoral Commissioner	1.2
Public Service Commission	0.5
The Judiciary	3.3
Office of Ombudsman	0.6
National Audit Office	1.5
Employment Relations Tribunal	0.5
Office of Ombudsperson for Children	0.5
Police Service	2.2
Government Printing	0.3
Meteorological Services	0.2
Prison Service	0.7