



MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT

New Government Centre, Port Louis, Republic of Mauritius

Circular Letter No. 4 of 2018

MY REF. : CF/50/50/50 V11

Date: 08 June 2018

YOUR REF. :

From : **Financial Secretary**

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

SUBJECT : Annual Mission Plan – Mission Abroad

As you are aware, expenses relating to participation of Government officials on missions abroad are met from Vote 26-01 under the “Centrally Managed Expenses of Government”.

2. I am directed to request you to submit to this Ministry a **Mission Plan for Financial Year 2018/2019 by Monday 02 July 2018**.

3. While preparing your respective Mission Plan, you should stand guided by the following –

- (i) keep the number of delegates to the strict minimum, except for missions where specific technical skills may be required;
- (ii) ensure that the route chosen is the most economical and direct one; and
- (iii) have recourse to our Embassies, High Commissions and Consulates to attend international events, conferences and meetings, where possible, in consultation with the Ministry of Foreign Affairs, Regional Integration and International Trade.

4. Accordingly, the Mission Plan should be submitted, in accordance with the template at **Annex**, to Mr. D. Rughoo, Assistant Permanent Secretary, 5th Floor, New Government Centre, Port Louis or by fax 201-3948 or email darughoo@govmu.org.


V. Boodhna
for Financial Secretary

Enc.

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



Mission Plan for Financial Year 2018/2019

Ministry/Department:

SN	Mission Title and Purpose	Expected Outcome(s)	Composition of Delegation	Country of Destination and duration of mission	Estimated Cost (Rs)
Total Costs (Rs)					