

12 July 2011

Ministry of Civil Service and Administrative Reforms
Circular Letter No.36 of 2011
E/70/1/1/102

From: Senior Chief Executive, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Training in Financial Management

The Ministry is organizing a two-day training course in Financial Management for public officers to provide them with the necessary knowledge and skills to help them prepare the Program Based Budget of their respective organization. This training also aims at giving the participants a better insight into the auditing procedures and processes.

2. The training sessions will be held for a maximum of 140 officers grouped in 4 batches, as from the 3rd week of August 2011 at the Lecture Room, 6th Floor, Fooks House, Bourbon Street, Port Louis. Based on the feedback from trainees, the course may be replicated at a later stage.

3. Copy of the training programme with broad course content and objectives is at Annex 1.

4. In this context, Supervising Officers in charge of Ministries/Departments are invited to submit, in order of priority as per pro-forma at Annex 2, **the names of officers of the Human Resource cadre (AMHR and MHR), General Services (as from HEO) and senior level officers from the Technical Cadre**. The proposed nominations should reach the Ministry of Civil Service and Administrative Reforms, Human Resource Development Division, 4th Floor, Atom House, Royal Street, Port Louis, in hard and soft copies **at latest by Tuesday 26 July 2011**.

5. I rely on your usual collaboration and support to enhance the knowledge and skills of our public officers.

S. Seebaluck
Senior Chief Executive

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