



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS

MAURITIUS

04 August 2010

Ministry of Civil Service and Administrative Reforms

Circular Letter No. 36 of 2010

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

To: Supervising Officers i/c Ministries/Departments

Training Course on Total Quality Management (TQM)

This Ministry is proposing to mount and organize a two-day training course for public officers who are keen to initiate and implement the TQM approach for activities within their Ministry/Department. The training sessions will be held for a maximum of 105 officers grouped in 3 batches, as from the first week of September 2010 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.

2. Copy of the training programme with course content and objectives is at Annex 1.
3. 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 from the grades of Assistant Secretary, Office Management Executive, HEO, Office Supervisor/Officer-in-Charge of Registry**. 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, at latest by **noon on Friday 20 August 2010**.
4. I rely on your usual collaboration and support in our capacity building initiatives for a modern and efficient public service.

S. Seebaluck
Senior Chief Executive

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